COUN 517: Assessment in Counseling 
COURSE SYLLABUS: Summer 2017

Instructor: Chester R. Robinson, PhD, NCC, GCDFI
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Office Hours: By appointment
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Preferred Form of Communication: email
Communication Response Time: Typically 24 hours, except weekends

COURSE INFORMATION
Texts


Supplemental Materials
As copyright laws permit, supplemental materials may be made available via ECollege.

Course Description
As a core requirement in all master's-level programs in the department, this course provides students who work in a variety of settings with information regarding the proper selection and use of standardized and non-standardized assessment instruments and the integration of the assessment and counseling process. In addition, related professional issues such as the history of assessment, legal and ethical concerns related to assessment, and trends in the field will be included.

University Catalog Description
517. Assessment in Counseling. Three semester hours. Includes group and individual appraisal techniques to be used to support career, educational, and personal planning and development. Standardized and non-standardized data information gathering methods, validity, reliability, psychometric statistics, factors influencing appraisals, and use and interpretation of appraisal results with a variety of populations are explored.

Course Outline
Accessing the World of Work
- Developing resumes
- Writing cover letters
- Seeking job vacancies
- Successful interviewing

Syllabus/schedule subject to change
Understanding and Assisting Clients and Students
- Understanding theories of career development and career choice,
- Applying theories of career development and career choice
- Career considerations for diverse populations
- Selecting and implementing career interventions
- Role of assessment and appraisal in career interventions

Understanding the World of Work
- Role of work in America and Americans' lives
- Locating and accessing occupational and career information
- Using occupational and career information
- Role of technology

Career Development Programs and Services
- Elementary school interventions
- Middle and junior high school interventions
- Secondary school interventions
- Post-secondary school interventions
- Community-based interventions

Student Learning Outcomes (CACREP standard in parentheses)

Course Objectives
Students will demonstrate an understanding of:

- historical perspectives concerning the nature and meaning of assessment and testing in counseling (F7a)
- methods of effectively preparing for and conducting initial assessment meetings (F7b)
- use of assessments for diagnostic and intervention planning purposes (F7e)
- basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments (F7i)
- statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations (F7g)
- reliability and validity in the use of assessments (F7h)
- use of assessments relevant to academic/educational, career, personal, and social development (F7i)
- use of environmental assessments and systematic behavioral observations (F7j)
- use of symptom checklists, and personality and psychological testing (F7k)
- use of assessment results to diagnose developmental, behavioral, and mental disorders (F7l)
- ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results (F7m)
- use of intake interviews, mental status evaluations, biopsychosocial histories, mental health histories, and psychological assessments for treatment planning and caseload management (CMHC C3a)
- assessments specific to P-12 education (SC G1e)
- use of developmentally appropriate career counseling interventions and assessments (SC G3e)

TExES Competencies for School Counselors that relate to this course

- Competency 002 (Student Diversity)
  - The school counselor understands human diversity and applies this knowledge to ensure that the developmental guidance and counseling program is responsive to all students.
- Competency 003 (Factors affecting Students)
The school counselor understands factors that may affect students’ development and school achievement and applies this knowledge to promote students’ ability to achieve their potential.

- **Competency 007 (Assessment)**
  - The school counselor understands principles of assessment and is able to use assessment results to identify students’ strengths and needs, monitor progress, and engage in planning to promote school success.

- **Competency 010 (Professionalism)**
  - The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.

**Methods of Instruction**
Readings, lecture transcripts, threaded discussion, small group activities, and supervised application.

**COURSE REQUIREMENTS**

**Prerequisites**
Admission to Graduate Studies at Texas A&M University-Commerce. In addition, students are expected to be able to: 1) Navigate the World Wide Web using a web browser (e.g., Safari, Explorer, Opera, Firefox, Chrome) and a search engine (e.g., Google); 2) Communicate electronically via email; 3) Send attachments via email; and, 4) Use a word processing computer program, preferably MS Word.

**Tests**
Five (5) tests will be completed during the term. Test items will be drawn from lectures, text, and assigned readings. You should know that I earned an “A” in a course in test construction in one of my degree programs. In it, I learned to construct multiple choice items that address all levels of Bloom’s taxonomy. Thus, you will often encounter items for which responses are not readily found directly in the text or lessons. Instead, discerning the correct response will require you to have an in-depth understanding of the concepts upon which the item is based. There is no set schedule for completing tests. All tests must be completed by on the last day of the semester. Final grade value: 30%

**Assignments**

**Discussions** - Students are expected to participate in 8 biweekly discussions hosted asynchronously in ECollege. I will post a discussion prompt by midnight on alternate Sundays. You are expected to respond to that prompt by 11:59 p.m. on the following Tuesday and to respond to at least 2 classmates’ contributions by 11:59 p.m. the following Thursday. Twenty possible points can be earned for each weekly discussion, distributed as follows: Your initial contribution – 12 points; first response to a classmate’s contribution – 5 points; second response to another classmate’s contribution – 3 points; having the last word – PRICELESS! Final grade value: 30%.

**Assessment Instrument Completion and Reaction** - I have identified 2 assessments available at no charge for on-line completion or for downloading, printing, and written completion. You are to complete these then submit a 1-2 page reaction for each in which you discuss your expectations regarding the assessment, the complexity/simplicity of the items, the perceived relevance of the measure, your anticipated results versus your actual results, etc. A Drop Box will be designated to which you will submit each review. Here are the links for this assignment:

Interest Profiler and the Work Importance Locator combined
http://www.texascaresonline.com (Choose “World of Work,” then “Self Assessment”)

Keirsey Temperament Sorter


Final grade value: 20%

**Assessment Instrument Results/Interpretation Presentation** – Students will be presented with results from related assessments, depending upon program emphasis – CMHC or SC. From these, students will prepare a written interpretation for either the client (CMHC) or student’s parents (SC). Additional assignment guidelines and requirements will be provided during the semester.

**Late Assignments** - Occasionally, students require “extra” time in order to complete an assignment. One additional week may be “purchased” with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit his Internet Scavenger Hunt on time. The maximum grade Harry can receive now on his Hunt is 90%. Please note that extra time cannot be purchased for submitting your own resume for critique. Others cannot complete their assignments until your resume is uploaded into Doc Sharing. Extra time cannot be purchased for completing tests.

**Tentative Course Schedule**
Given that course content for COUN 517: Assessment in Counseling, is presented asynchronously, students may access and review topical material at their own paces. However, discussion participation and assignment submission dates will be posted in the discussion and assignment descriptions for each assignment AND in the posted syllabus. Tests may be completed at students’ leisure. But, all tests must be completed by noon of the last class day of the semester.

**GRADING**
Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

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**Clinical Mental Health Counseling, School Counseling, and Core CACREP Standards Addressed in Course:**

<table>
<thead>
<tr>
<th>CMHC Standards</th>
<th>Course</th>
<th>Learning Activity/Delivery &amp; Resources</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>COUN 517</td>
<td></td>
<td>Delivery: Lecture, Readings, in Class Discussion Resources: Main class text Whiston (2013)</td>
<td>Tests, Discussions, and Assignments (Assessment Instrument Review; Interpretation Project)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SC Standards</th>
<th>Course</th>
<th>Learning Activity/Delivery &amp; Resources</th>
<th>Assessment</th>
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To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
• You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  o 512 MB of RAM, 1 GB or more preferred
  o Broadband connection required courses are heavily video intensive
  o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

• You must have a:
  o Sound card, which is usually integrated into your desktop or laptop computer
  o Speakers or headphones.
  o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

• Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site  http://www.java.com/en/download/manual.jsp

• Current anti-virus software must be installed and kept up to date.


Running the browser check will ensure your internet browser is supported.
  Pop-ups are allowed.
  JavaScript is enabled.
  Cookies are enabled.

• You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader  https://get.adobe.com/reader/
  o Adobe Flash Player (version 17 or later)  https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player  https://get.adobe.com/shockwave/
  o Apple Quick Time  http://www.apple.com/quicktime/download/

• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
ACCESS AND NAVIGATION
Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo.  http://www.tamuc.edu/myleo.aspx

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the “My Courses” tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site  http://247support.custhelp.com/

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on ‘Live Support’ on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the ‘Tech Support’ icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the
availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

**Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the help desk at 1-866-656-5511.
2. Students **MUST** file their problem with the help desk and obtain a helpdesk ticket number.
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number.
4. At that time, I will call the helpdesk to confirm your problem and follow up with you.

**PLEASE NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

**myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo.

https://leo.tamuc.edu

**Learner Support**

Go to the following link **One Stop Shop**- created to serve you by attempting to provide as many resources as possible in one location.

http://www.tamuc.edu/admissions/onestopshop/

Go to the following link **Academic Success Center**- focused on providing academic resources to help you achieve academic success.

http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

**FREE MOBILE APPS**

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented. The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

| **App Title:** | **iPhone** – Pearson LearningStudio Courses for iPhone | **Android** – LearningStudio Courses - Phone |
Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LEARNINGSTUDIO NOTIFICATIONS
Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student’s university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT
If you have a concern related to course content, please email (chester.robinson@tamuc.edu), text (903-366-2125), or phone (903-366-2125) me,
Chester Robinson. If you are experiencing problems related to eCollege (Pearson Learning Studio), please contact technical support.

I prefer emails over phone calls or texts. In most cases, I will respond to emails within 24 hours. Response times on weekends will vary.

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Late Assignments**
Occasionally, students require "extra" time in order to complete an assignment. One additional week may be "purchased" with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit one of his Assessment Instrument Reviews on time. The maximum grade Harry can receive now on his Hunt is 90%. Please note that extra time cannot be purchased for submitting your own resume for critique. Others cannot complete their assignments until your resume is uploaded into Doc Sharing. Extra time cannot be purchased for completing tests.

**Syllabus Change Policy**
This syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**University Specific Procedures**

**Student Conduct**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. [http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf](http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf)

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

**TAMUC Attendance**
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. [http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx)


**Academic Integrity**
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
ADA Statement
Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.