



Counseling 317: Introduction to Assessment Course Syllabus, Spring 2024

AI use policy as of May 25, 2023

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

INSTRUCTOR INFORMATION

Instructor: Miaya Love, LPC, NCC, PhD Candidate

Office Hours: Online

University Email Address: miaya.love@tamuc.edu

Preferred Method of Communication: email

Communication Response Time: 24-48 business hours

Class Location/Meeting Time: Online

COURSE INFORMATION

Textbook(s) Required:

Sheperis, C. & Drummond, R. (2020). Assessment Procedures for Counselors and Helping Professionals (9th ed.). Pearson. ISBN 978 013 518 6022

Optional Texts and/or Materials:

American Counseling Association. (2014). ACA Code of Ethics. Alexandria, VA.

American Psychological Association Publication Manual (7th ed). Washington, DC.

Course Description

This course will provide a structure and environment for learning. That learning will occur through an overview and orientation to the counseling profession including general professional issues such as ethics, history, credentialing, professional associations and the role of counselors in various settings.

Goals/Rationale of the Course

Create an insight for you the student, to understand the inner workings of the counseling profession, its history, development, and the role of the counselor in various settings.

Develop an understanding of the relationship between counselors and other mental health professionals.

Provide students with information to help them better determine how congruent the discipline of counseling is with their future academic and professional goals

Student Learning Outcomes

The student will:

Be an active and engaged participant in discussions by analyzing, constructing/ creating, and evaluating information presented within the textbook, external readings/resources, student research, class activities, and sharing

personal observations and opinions.

Become familiar with professional peer-reviewed counseling journal publications and APA style of writing.

Differentiate between counselors and other mental health professionals.

Identify basic counseling theoretical orientations and their founders.

Understand the history of the counseling profession and the fundamentals of the credentialing process.

COURSE REQUIREMENTS

Instructional Methods

This course will utilize lectures, class discussions, and collaborative projects; in addition, structured role-playing, videos, and other methods that enhance the learning experience may be used.

Faculty Responsibilities

To engage students in the learning process by structuring an environment conducive to learning. To incorporate essential content, discipline-related experience, behaviors, and creative exploration in the use of that environment. Defining and utilizing professional interaction, and involving students in the process of participative learning, will be core values of the instruction provided. To infuse this learning experience with real-life current examples of the profession, facilitating their use for learning and application, will be paramount in this instructor's approach to orientation to the counseling profession. The faculty should provide ongoing feedback to students to ensure they are aware of their progress in the course.

Student Responsibilities

As learners, you are expected to participate and contribute to learning. That is primary and essential. You must be present and prepared, to do so. Learning includes outlining chapters, reading all class materials, and being prepared to actively participate in learning for the course. Active participation can be defined as listening and giving thoughtful responses. You are entering a profession; therefore, professional behavior is required for this class. During class discussions it is necessary that each student be respectful and polite to one another. The nature of the course and its topics, necessitates that sensitive topics may be discussed, and students may choose to share personal information. Please remember that what is said in the classroom must be kept confidential.

Discriminatory, rude, and/or inappropriate language cannot be tolerated in this class, and any student(s) choosing to (1) act in a discriminatory or rude manner or (2) use inappropriate language, will be asked to leave the class and face university disciplinary action. Disruption of class or inconsiderate behavior will not be tolerated, as it negatively impacts learning. If the student continues to repeat these behaviors, the instructor reserves the right to refer the matter to the appropriate university official for disciplinary action up to and including dropping the

student from the course. Please read the student handbook regarding student conduct, and the disciplinary process.

Electronics

When appropriate, the instructor may utilize technology to teach or enhance the learning experience. Otherwise, texting and the use of social media during class is not appropriate and a disruption to the process of learning. All electronics must be put away and phones must be on silent before class begins.

TECHNOLOGY REQUIREMENTS (applies to on-line offerings of this course)

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

Ensure that your browser has JavaScript and Cookies enabled.

For desktop systems, you must have Adobe Flash Player 10.1 or greater.

The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
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Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR
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You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

512 MB of RAM, 1 GB or more preferred

Broadband connection required courses are heavily video intensive

Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

You must have a:

Sound card, which is usually integrated into your desktop or laptop computer

Speakers or headphones

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](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:

[Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)

[Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)

[Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/) o [Apple Quick Time](http://www.apple.com/quicktime/download/)

<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

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

Communication and Support Brightspace Support
Need Help? Student Support



If you have any questions or are having difficulties with the course material, please contact your instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “click here” to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University-Specific Procedures

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&MCommerce 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.

COURSE ASSIGNMENTS AND GRADING

Discussion Boards (150 points total)

You will have weekly written discussions/boards will requiring your response to reading material, class discussions or videos. Engaging in classroom discussion responses: Initial responses/posts are due by Wednesday at 11:59pm and you should respond to 2 classmates by Sunday at 11:59pm. You must complete the initial discussion and 2 responses for full credit.

Discussion responses/posts require thoughtful reactions, demonstrating your professionalism and contributing to the understanding of the topic. These must be more than “I agree. Great post”.

To demonstrate your learning, you must demonstrate your new knowledge and contribute to the learning of others. Modeling the professionalism of your field, consider the broadness of others’ beliefs and avoid using language/which is insensitive or could be offensive. Disagree, is acceptable and at times instructive, but we each must do so in a manner that reflects dignity and respect. Your responses are reflective, so you are encouraged to consider and plan before you write. Therefore, on this mode of learning, you need not worry with utilizing APA format.

Quizzes (150 points):

To validate your learning and understanding of course content, you will have weekly opportunities to participate in quizzes. Each quiz will contain various types of questions. A Course Calendar will be provided for your planning and contain further information and specific dates.

Counseling Assessment Paper (100 points):

The Counseling Assessment Paper is a 5-7 page paper (including title and reference page) over one of the Assessments covered in this course. The paper should answer the following questions below in APA format.

- 1 Give an overview of specific aspects pertaining to the assessment.
- 2 Share background, history, and development of assessment
- 3 Provide the intended use of the assessment and population it best serves.
- 4 Multicultural aspects if present, or not share why and possible changes needed.
- 5 How this assessment could be utilized in your future career.

The paper must be written in APA 7 format and include a minimum of 3 professional sources. The Counseling Assessment Paper will be graded utilizing a rubric that is provided.

Note: The University considers the act of plagiarism as a severe lack of academic integrity, and one of academia's most severe offenses. This means claiming someone's work as your own, is unacceptable. To that end, I will ask you to utilize a plagiarism checker, such as Turnitin to review your written projects for evidence of plagiarism or poor citation and attach that report to your paper. Work determined to have been plagiarized or AI generated will be assigned a grade of 0 and could result in a final grade of "F" in this course. Plagiarism is also a violation of the Student Code of Conduct, and subject to those consequences as well.

FINAL GRADES

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

A = 360-400
B = 320-359
C = 280-319
D = 240-279
F = 278 or Below

Late Assignment Policies

It will be essential that you are participating in classroom learning, and completing all assignments at the time they are due. Therefore, it is not possible to turn in assignments late or make up for content/participation missed. Late assignments cannot be accepted. (If you have missed content, or assignment deadlines, you must either have prior approval of the instructor, or written documentation of an excused absence approved by the instructor, for any consideration or partial or optional credit). If you have any questions about missed work, it is your responsibility to obtain clarification from the instructor.

COMMUNICATION AND SUPPORT

The best way to communicate with me between classes is email. Please use "Counseling 301" in the subject of your email. In the content portion of your email, be sure to include your first and last name and the best email and phone number to reach you (if necessary). I respond to my emails daily. Also, I will be more than happy to meet with you if needed. Please reach out to me so we can set up a convenient time and location. Note my regular office hours posted above.

FLEXIBLE COURSE CALENDAR
(Subject to change at the discretion of the instructor)

Week	Class Content and Activity	Assignments
Week 1:	Chapter 1: Intro to Assessment	Quiz #1 Intro – Discussion #1 (response to class discussions)
Week 2:	Chapter 2: Ethical and Legal Issues in Assessment	Quiz #2 Complete Discussion
Week 3:	Chapter 3: Assessment Issues with Diverse Populations	Quiz #3 Complete Discussion #3
Week 4:	Chapter 4: Methods and Sources of Assessment Information	Quiz #4 Complete Discussion #4
Week 5:	Chapter 5: Statistical Concepts	Quiz #5 Complete Discussion #5
Week 6:	Chapter 6: Understanding Assessment Scores	Quiz #6 Complete Discussion #6 APA Assignment
Week 7:	Chapter 7: Reliability/Precision & Chapter 8: Validity	Quiz #7/8 Complete Discussion #7/8
Week 8:	Chapter 9: Selecting, Administering, Scoring and Interpreting Assessment Results	Complete Discussion #9 Quiz #9

Week 9:	Chapter 10: Assessment of Intelligence and General Ability	Quiz #10 Complete Discussion #10
Week 10:	<u>Spring Break</u>	<u>Spring Break</u>
Week 11:	Chapter 11: Assessment of Achievement	Quiz #11 Complete # Discussion
Week 12:	Chapter 12: Assessment of Aptitude	Quiz #12 Complete Discussion #12
Week 13:	Chapter 13: Career and Employment Assessment	Quiz #13 Complete Discussion #13
Week 14:	Chapter 14: Personality Assessment	Quiz #14 Complete Discussion #14
Week 15	Chapter 15: Clinical Assessment	Quiz #15 Complete Discussion #15 Please take the course survey
Week 16:	Chapter 16: Assessment in Education Chapter 17: Communicating Assessment Results	<u>Finals Week!</u> Counseling Identity Paper Due