Counseling 317: Introduction to Assessment

Course Syllabus, Fall 2025

August 25, 2025 – December 12, 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Shenequa C. Miller

Office Location: Online Only

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Office Location: Online Only

Office Hours: Mon & Wed 6:00pm – 7:00pm cst.

Cell Phone: 214-830-7410 (text only)

University Email Address: Shenequa.miller@etamuc.edu

Preferred Form of Communication**: Text or Email**

Communication Response Time: 24 - 48 hours

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 Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). https://doi.org/10.1037/0000165-000

Course Description

COUN 317: Introduction to Assessment

Hours: 3
Introduction to Assessment. Three semester hours. (1, 2) Emphasis will be given to the use of standardized and nonstandardized procedures to assess and appraise human behavior. Use of test and non-test data will also be covered. Emphasis will also be given to the use of appraisal and assessment methods in a variety of settings, including school, business, mental health, and human services.

Student Learning Outcomes

Students will demonstrate the following competencies:

- Understand the importance and role of assessment in counseling.

- Distinguish between standardized and nonstandardized operational definitions.

- Identify relevant historical issues of assessment and the importance of assessment today.

- Identify competencies related to assessment practices.

- Identify ethical and legal codes affecting assessment.

COURSE REQUIREMENTS

Instructional Methods

This course will utilize mainly lectures and class discussions; however, additional activities that help enhance the learning experience may be used.

Student Responsibilities

- Complete all readings, including supplemental readings posted in D2L. It is your responsibility to remain current with all readings in order to meaningfully participate in class discussions.

- Respectfully interact with the instructor and your peers.

- Actively engage in critical thinking and dialogue (e.g., while sharing your reactions, opinions, disagreements, and questions) on our class discussion boards. Your willing participation in class discussions and activities is essential to your learning.

- Please contact the instructor well in advance of due dates with any questions. Do not expect last-minute responses the day assignments are due-. Prepare ahead of time.

- Use best practices of APA 7 writing style. Many online resources (such as https://owl.purdue.edu/owl/purdue_owl.html) exist to help you craft quality papers.

COURSE ASSIGNMENTS AND GRADING

Online Discussions (100 points):

The exchange of ideas, opinions, questions, and information is an important piece of professional development. Therefore, students are expected to attend class each week and actively participate in our weekly discussions. Full points will be awarded to students who submit a substantive response to the weekly prompt and thoughtfully respond to at least two classmates. See Flexible Course Calendar for specific due dates.

Quizzes (100 points):

To check for understanding of course content, there will be four quizzes posted in D2L throughout the semester. See Flexible Course Calendar for 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 (1) summarize the basic tenets of the assessment, (2) provide a brief historical background on the selected assessment, and (3) discuss why this specific assessment fits well with the students. 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.

FINAL GRADES

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

A = 270-300

B = 240-269

C = 210-239

D = 180-209

F = 179 or Below

Late Assignment Policies

All assignments are due on the given assignment date. Late assignments will not be accepted. All assignments must be uploaded and submitted in D2L. Emailed assignments will not be accepted. Please contact your instructor if you have any questions or concerns about due dates.

COMMUNICATION AND SUPPORT

The best way to communicate with me between classes is email. Please use "Counseling 410" in the subject of your email. In the content part of your email, be sure to include your first and last name and the best 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 to meet via Zoom.

TECHNOLOGY REQUIREMENTS

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® ChromeTM	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
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

- 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**

- 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/

- Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/

- 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

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:

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/34Safet** yOfEmployeesAndStudents/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.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

FLEXIBLE COURSE CALENDAR

January 15, 2025 – May 3, 2025

Graded assignments due by 11:59pm

(subject to change at the discretion of the instructor)

Week	Topic	Reading	Assignment
1	Course Overview/Syllabus Introductions/ Wellness Check-in	Chapter 1: Intro to Assessment	Complete Student Information Google Form (link will be provided) **Week 1 Discussion Post** due in D2L **Sunday by 11:59pm**
2	Ethical and Legal Issues in Assessment	Chapter 2: Ethical and Legal Issues in Assessment	**Week 2 Discussion Post** due in D2L **Sunday by 11:59pm**
3	Assessment Issues with Diverse Populations	Chapter 3: Assessment Issues with Diverse Populations	**Week 3 Discussion Post** due in D2L **Sunday by 11:59pm**
4	Methods and Sources of Assessment Information	Chapter 4: Methods and Sources of Assessment Information	**Week 4 Quiz 1** due in D2L **Sunday by 11:59pm**
5	Statistical Concepts	Chapter 5: Statistical Concepts	**Week 5 Discussion Post** due in D2L

			Sunday by 11:59pm
6	Understanding Assessment Scores	Chapter 6: Understanding Assessment Scores	**Week 6 Discussion Post** due in D2L **Sunday by 11:59pm**
7	Reliability/Precision	Chapter 7: Reliability/Precision	**Week 7 Discussion Post** due in D2L **Sunday by 11:59pm**
8	Validity	Chapter 8:	**Quiz 2 due in D2L**

		Validity	Sunday by 11:59pm
9	Selecting, Administering, Scoring and Interpreting Assessment Results	Chapter 9: Selecting, Administering, Scoring and Interpreting Assessment Results	**Week 9 Discussion Post** due in D2L **Sunday by 11:59pm**
10	Assessment of Intelligence and General Ability	Chapter 10: Assessment of Intelligence and General Ability	**Week 10 Discussion Post** due in D2L **Sunday by 11:59pm**
11	Assessment of Achievement	Chapter 11: Assessment of Achievement	**Week 11 Discussion Post** due in D2L **Sunday by 11:59pm**
12	Assessment of Aptitude	Chapter 12: Assessment of Aptitude	**Quiz 3** due in D2L **Sunday by 11:59pm**
13	**Thanksgiving**	**Break**	**11/28 – 11/29**

14	Career and Employment Assessment Personality Assessment	Chapter 13: Career and Employment Assessment Chapter 14: Personality Assessment	**Week 13 Discussion Post** due in D2L **Sunday by 11:59pm**
15	Clinical Assessment	Chapter 15: Clinical Assessment	**Quiz 4** due in D2L **Sunday by 11:59pm**
16	Assessment in Education Communicating Assessment Results	Chapter 16: Assessment in Education Chapter 17: Communicating Assessment Results	**Counseling Assessment Paper** due in D2L **Sunday by 11:59pm**