

University of Texas at Tyler  
 Department of Psychology and Counseling  
**Fall 2021 Course Syllabus**  
**COUN 5368 Assessment Techniques in Counseling**

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**Course Format:** Face to Face  
**Course Time:** Monday 5:00-7:45 pm  
**Course Location:** HPR 248

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**Instructor:** Zahide Sunal, Ph.D.  
**Instructor Office Location:** HPR 220  
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### Course Catalog Description

Examines the principles of educational, psychological, and vocational assessment in a counseling context, including concepts necessary for the selection, administration, scoring and interpretation of individual and group tests.

### Course Prerequisites

No course prerequisites are required for this course.

### Rationale

Assessment is an essential part of counseling. Counselors regularly assess their clients through informal information-gathering, standardized testing, and as part of the diagnostic process. To effectively select, administer, and interpret formal and informal instruments, counselors must understand both ethical and cultural factors and fundamental concepts of reliability, validity, and applicability.

### Learning Objectives

Students will describe, explain, discuss, and competently apply the use of assessment methods in counseling, including individual appraisal and diagnosis of emotional and psychological disorders in accordance with standards from the Council for the Accreditation of Counseling and Related Educational Programs and the State of Texas.

### Proficiencies for Counselors

Proficiencies that counselors-in-training must master are derived from two sources: the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the State of Texas, including the Texas Administrative Code (TAC) and Texas Education Code (TEC).

<b>2016 CACREP STANDARDS ADDRESSED</b>	
<b>Standard</b>	<b>Outcome</b>
<b>Professional Counseling Orientation and Ethical Practice</b>	
2.F.1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling	Midterm Exam, Final Exam, Participation
<b>Assessment and Testing</b>	
2.F.7.a. historical perspectives concerning the nature and meaning of assessment and testing in counseling	Midterm Exam, Final Exam, Participation
2.F.7.b. methods of effectively preparing for and conducting initial assessment meetings	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
2.F.7.c. procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide	Midterm Exam, Final Exam, Participation

2.F.7.d. procedures for identifying trauma and abuse and for reporting abuse	Midterm Exam, Final Exam, Participation
2.F.7.e. use of assessments for diagnostic and intervention planning purposes	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
2.F.7.f. basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments	Midterm Exam, Final Exam, Instrument Critique Presentation
2.F.7.g. statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations	Midterm Exam, Final Exam
2.F.7.h. reliability and validity in the use of assessments	Midterm Exam, Final Exam, Instrument Critique Presentation
2.F.7.i. use of assessments relevant to academic/educational, career, personal, and social development	Midterm Exam, Final Exam, Participation
2.F.7.j. use of environmental assessments and systematic behavioral observations	Midterm Exam, Final Exam, Participation
2.F.7.k. use of symptom checklists, and personality and psychological testing	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
2.F.7.l. use of assessment results to diagnose developmental, behavioral, and mental disorders	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
2.F.7.m. ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
<b>Clinical Mental Health Counseling</b>	
5.C.1.e. psychological tests and assessments specific to clinical mental health counseling	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report, Instrument Critique Presentation
5.C.2.j. cultural factors relevant to clinical mental health counseling	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report
5.C.2.l. legal and ethical considerations specific to clinical mental health counseling	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report

**Texas Administrative Code: Texas State Board of Examiners of Professional Counselors (TAC, Title 22, §681.83 Academic Requirements for Licensure)**

(a) An applicant must complete at least one course in each of the following areas: (3) appraisal or assessment techniques - the principles, concepts, and procedures of systematic appraisal or assessment of an individual's attitudes, aptitudes, achievements, interests, and personal characteristics, which may include the use of both non-testing approaches and test instruments;	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report, Instrument Critique Presentation
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**Texas Administrative Code: State Board for Educator Certification: School Counselor Certification (TAC, Title 19, §239.15 Standards Required for School Counselor Certificate)**

b.5 assessment principles and procedures, including the appropriate use of tests, test interpretation, and test results;	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report, Instrument Critique Presentation
c. 7 participate in the selection, use, and interpretation of assessments and assessment results;	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report, Instrument Critique Presentation

**Texas Education Code: State Board for Educator Certification: Service Program and Extracurriculars (TEC, Title 19, §33.006, School Counselor and Counseling Programs)**

b. The school counselor shall: (5) with the assistance of school staff, interpret standardized test results and other assessment data that help a student make educational and career plans;	Midterm Exam, Final Exam, Participation, Comprehensive Assessment Report, Instrument Critique Presentation
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### Required Texts and Readings

Whiston, S. C. (2017). *Principles and applications of assessment in counseling* (5th ed.). Belmont, CA: Brooks/Cole.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). ISBN: 9781433832161

\* In addition to the required texts, extra readings will be assigned throughout the semester. These readings will be available on CANVAS.

\*\* A student at UT Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### Methods of Instruction

This class will consist of a collaborative learning community in which all participants share responsibility for the learning process. The instructor will facilitate learning by lecture, guiding students to sources of knowledge, and promoting independent development and discovery of new knowledge. Instructional methods for this course include lecture, discussion, student presentations, individual practice, group practice, exams, and report writing. The course materials will be housed on CANVAS.

As your instructor, I assume the responsibility for structuring both didactic and applied learning opportunities and for providing some of the conditions that allow or encourage your growth as a counselor in training. **The degree to which you perceive this experience as enhancing your personal and professional growth will largely be a function of your own goals for this experience and the responsibility and initiative you assume for implementing your choice of goals.** I look forward to our time together this semester and I hope you will look back on it as a truly valuable experience in your development as a counseling professional.

### Course Assignments

#### **Participation and Professionalism (15 points)**

Learning is a dynamic social process. In-class exercises are designed to provide practice and be a review of the material that will be covered in readings and in class. They include a number of opportunities for the assessment of self and classmates. Active participation is required to gain practice with assessment and skills related to assessments reviewed in class.

Participation in discussion and class activities is an important component of learning. Active, meaningful engagement with your peers is expected. Texting, web surfing, and other activities which preclude the ability to be fully present with the class are strongly discouraged. Please be on time, and complete reading assignments by their due date. Students who are consistently late at the beginning of class will have points deducted from their participation grade.

Professionalism represents a way of being made up of appearance, manner, communication, interacting, attitudes, approach, skills, and openness to grow. As part of this class, students are expected to demonstrate professionalism during in person and online interactions with their peers and the instructor.

You are expected to be fully engaged in the topic of assessment, invested in your own learning and the learning of others, and eager to participate. Concretely, active participation and professionalism means:

- Reading required materials and being prepared to work
- Demonstrating knowledge of reading assignment material
- Actively taking part in class activities
- Interacting well with peers

- Showing respect and courtesy toward peers and instructor
- Exhibiting a professional demeanor
- Actively engaging in learning opportunities
- Demonstrating critical thinking
- Exhibiting growth in content knowledge and skills
- Contributing to a professional climate

**Mid-Term and Final Exams (20 points each)**

This class will include a midterm and final exam. Exams will focus on the topics covered in readings, lectures, and weekly class activities. Exam format and contents will be discussed in class.

**Instrument Critique Presentation (20 points)**

Locating an appropriate instrument is an important part of the assessment process. Working in small groups, you will complete an oral presentation reviewing one test designed to measure one of the following constructs/topic areas: intelligence and general ability, achievement and aptitude, assessment in career discernment, personality, behavioral assessment, marriage and family related issues, and diagnosis. Groups will be formed based on student interest in topics. Topic selection and group forming process will be completed early in the semester.

As a group you will choose one or two instruments that is assessing your topic. **The instrument you chose must be approved by me.** The instrument reviewed should pertain to your specific training emphasis, clinical mental health counseling. Sources for information should include the *Mental Measurement Yearbook*, *Tests in Print*, or the official test manual from the assessment's publisher. Be sure follow APA 7 guidelines closely when citing sources, using direct quotes, and listing your references.

The class presentation is expected to last between 30 and 45 minutes. As part of your PowerPoint presentation, you are expected to follow the outline below and prepare one page handout highlighting your findings:

The instrument critique presentations should follow the following outline:

1. Test information
  - a. Test name
  - b. Test author
  - c. Publication
    - ï Publisher
    - ï Date of initial publication and most recent revision
    - ï Current total cost of examination
    - ï Individual costs of examination (booklets, answer sheets, manuals, etc.)
2. Test description and use
  - a. Purpose
  - b. Target population **and** groups for which the test is not applicable
  - c. Age groups
  - d. Available forms
  - e. Item types

3. Test/scale development
  - a. Development history
  - b. Version changes
4. Administration details
  - a. Time required
  - b. Training required
  - c. Standardization procedure and administration format (e.g., large group, small group, individual, quiet environment, lighting, spacing, etc.)
  - d. Special materials needed
  - e. Other administrative details
5. Scoring procedures
  - a. Normative data
    - ï Initial norming group
    - ï Subsequent norming groups
  - b. Reliability
    - ï Test-retest
    - ï Alternate form
    - ï Internal consistency
    - ï Reviewer's comments on reliability
  - c. Validity
    - ï Content, concurrent, predictive, and/or construct validity
    - ï Reviewer's comments on validity
6. Peer interaction and application of the instrument (i.e., demonstrate application, scoring, interpretation of results, show sample items, have all peers take the instrument)
7. General evaluation
  - a. Ethical and multicultural considerations
  - b. Special merits and strengths of the test
  - c. Criticisms and limitations of the test
  - d. Personal recommendation – do you think you would use this test in your future work? Why or why not?
8. References

**Comprehensive Assessment Report (25 points)**

You will administer the Strait-Trait Anxiety Inventory (STAI) and the O\*NET Interest Profiler (Web-based short form) to yourself, interpret it, and write up an assessment report in APA 7 format. The assessment report should be between 6-10 pages (not including title page and references) and include the following sections:

- Title page
- Client Background and History: May include sub-sections on childhood, parenthood, living situation, relationships (romantic, friendships, and family), recreational activities/hobbies,

general life satisfaction, medical/counseling background, substance use/abuse, educational history, vocational history, current employment, and other pertinent information

- Assessment Evaluation Procedures
- Behavioral Observation: Including mental status examination
- Assessments and Results: Provide overview of assessments and detail the corresponding results
- Recommendations
- Summary
- References

### Requirements/Grading

During the semester you will have opportunities to earn up to 350 points for your final grade. Grading is on the following scale: 100%-90% = A; 89%-80% = B; 79%-70% = C; 69% or less = F. You must receive an A or B to receive credit for passing this course.

Participation and Professionalism	15 points
Midterm Exam	20 points
Final Exam	20 points
Instrument Critique Presentation	20 points
Comprehensive Assessment Report	25 points

**Total Points Possible      100 points**

### Course and Departmental Policies

#### *Diversity*

Case studies and other examples inherent in this course will approach counseling from a cultural perspective. This course examines many sensitive areas. Because our student population is very diverse, sensitivity to gender/race/age/ethnicity/ability/sexuality is expected and disrespectful language and/or behavior will not be tolerated.

#### *Attendance*

While it is strongly recommended that you do not miss any classes, you are permitted to miss one class (2.5 hours) with no penalty. If you are going to miss a class, it is expected that you will notify the professor ahead of time. This is part of professional behavior and will prepare you for holding a job as a counselor. After the first excused missed class, **along with missing participation and professionalism points, for each missed class students will lose additional 5 points from their overall grade.** All absences must be discussed with the instructor prior to the class missed. Students must **come to class on time**. It is disruptive to your instructor and peers to come late. A pattern of tardiness will be treated as an absence and begin to negatively impact your grade. You must see your clients on time when you work as a counselor, as such this will be good practice for you.

#### *Late Work*

All assignments are due according to the timeline established by the syllabus unless otherwise noted by the instructor. **Written assignments will be accepted up to three days late. The maximum number of points awarded will decrease by ten percent for each day that the assignment is late.** Assignment will not be accepted after the third day and student will receive a zero for the missed assignment.

#### *Informed Consent Statement for Counseling Courses*

Faculty members are dedicated to the educational, personal, and professional growth and

development of our students. Faculty members are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
- There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
- At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's *personal history*. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
- Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the *ACA Code of Ethics* (2014).
- Students often experience personal growth as they progress through the program. However, the courses are *not* meant to be a means of personal therapy. The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
- Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
- It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.

### ***Psychology and Counseling Retention Policy***

Faculty, training staff, supervisors, and administrators of the Psychology and Counseling graduate programs at the University of Texas at Tyler have a professional, ethical, and potentially legal obligation to: (a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well-being, interpersonal skills, professional development, and personal fitness for practice); and, (b) ensure, insofar as possible, that the student-trainees who complete our programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, and within the parameters of our administrative authority, our faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

As such, within a developmental framework, and with due regard for the inherent power difference between students and faculty, students and trainees should know that the faculty, training staff, and supervisors of our programs will evaluate their competence in areas other than,

and in addition to, coursework, seminars, scholarship, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which student trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal counseling/therapy in order to resolve issues or problems). [Adapted from the Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs statement developed by the Student Competence Task Force of the APA Council of Chairs of Training Councils (CCTC), (<http://www.apa.org/ed/graduate/cctc.html>), approved March 25, 2004. (2012-

2014 Graduate Catalog)

### Evaluating Student Fitness and Performance

Members of the faculty, using professional judgment, continuously evaluate each student's fitness and performance. Students receive information related to their fitness and performance from faculty members, their advisors, and their supervisors. The criteria used by the faculty to make such judgments include instructor's observations of course performance, evaluations of students' performances in simulated practice situations, supervisors' evaluations of students' performances in practice situations, and the disciplines' codes of ethics. Students are formally evaluated at least annually by the program faculty.

Detailed information about procedures for student evaluations, progress review, retention, and for addressing concerns about student progress are available at the department website: <http://www.uttyler.edu/psychology/>.

Students who are not making satisfactory progress or who are not meeting program standards should consider withdrawing from the program. In this context, the term "unsatisfactory progress in the program" refers to an academic judgment made regarding the student's fitness and performance. It is a determination that the student has failed to meet academic and/or professional standards.

### ***Other***

Students are strongly encouraged to read The University of Texas at Tyler's Graduate Catalog especially regarding issues such as academic grievance, plagiarism and cheating, etc. The policies stipulated in the catalog will be strictly enforced.

Please turn all cell phones, pagers, and other electronic equipment to off, silent, or vibrate during face-to-face and synchronous classes. To create a respectful class environment, please refrain from texting, checking messages, etc. In the case of an emergency, please alert the instructor prior to class.

Papers and presentations are expected to follow APA 7 format. If you do not have a copy of the APA 7 Manual, \*purchase one\*.

Many assignments for this course will be electronically submitted through a plagiarism checker. It is strongly suggested that students check their papers for plagiarism and grammatical errors and make any necessary adjustments before submitting them. For help writing papers without plagiarism, please consult the *APA Publication Manual, 7th edition*, or visit the Writing Center. If you need more help on formatting, please review the additional videos on APA formatting and if you still need more help reach out to the instructor for clarification in at least a week ahead of the assignment due date.



**Tentative Course Schedule Fall 2021\***

<b><u>Date</u></b>	<b><u>Scheduled Topic</u></b>	<b><u>Due Assignments</u></b>	<b><u>Readings</u></b>	<b><u>CACREP Standard</u></b>
Week 1 (8/23)	Assessment in Counseling Basic Assessment Principles		Chs 1 & 2	2.F.7.a, f, g
Week 2 (8/30)	Psychometrics: Reliability, Validity, & Item Analysis	<b>Instrument groups formed</b>	Chs 3 & 4	2.F.7.f, g, h
Week 3 (9/6)	<b>Labor Day Holiday – No Class</b>			
Week 4 (9/13)	Initial Assessment in Counseling Ethical and Legal Issues in Assessment	<b>Instrument Selection Due</b>	Chs 5 & 8	2.F.1.i; 2.F.7.b, c, d, m; 5.C.1.e; 5.C.2.1
Week 5 (9/20)	Selecting, Administering, Scoring, & Communicating Assessment Results Issues Related to Assessment with Diverse Populations		Chs 6 & 7	2.F.1.i; 2.F.7.c, d, m; 5.C.1.e; 5.C.2.1, j
Week 6 (9/27)	<b>Midterm Exam</b>			2.F.1.i; 2.F.7. a, b, c, d, f, g, h, m; 5.C.1.e; 5.C.2.1
Week 7 (10/4)	Intelligence and General Ability Testing <b>Instrument Critique Presentations</b>		Ch 9	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Week 8 (10/11)	Achievement and Aptitude <b>Instrument Critique Presentations</b>		Ch 10	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Week 9 (10/18)	Assessment in Career Counseling <b>Instrument Critique Presentations</b>		Ch 11	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Week 10 (10/25)	Appraisal of Personality <b>Instrument Critique Presentations</b>		Ch 12	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Week 11 (11/1)	Behavioral Assessment with Children & Adolescents <b>Instrument Critique Presentations</b>		Ch 13	2.F.7.i, j; 5.C.1.e; 5.C.2.j

Week 12 (11/8)	Assessment in Marriage and Family Counseling <b>Instrument Critique Presentations</b>		Ch 14	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Week 13 (11/15)	Diagnosis	<b>Comprehensive Assessment Report Due</b>	Ch 15	2.F.7.c, d, e, l; 5.C.2.j
Week 14 (11/22)	<b>Thanksgiving – No class</b>			
Week 15 (11/29)	Monitoring and Evaluating Counseling		Ch 16	2.F.7.b, c, d; 5.C.2.l; 5.C.2.j
Week 16 (12/6)	<b>Final Exam</b>			2.F.7.b, c, d, e, i, j, l; 5.C.1.e; 5.C.2.j

\*The instructor reserves the right to make adjustments in the syllabus, assignments, activities, and the grading schedule as needed to meet course objectives and needs.

### University Policies

#### *UT Tyler Honor Code*

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

#### *Student Rights and Responsibilities*

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

#### *Campus Carry*

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

#### *UT Tyler a Tobacco-Free University*

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

#### *Grade Replacement/Forgiveness and Census Date Policies*

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement

Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail, or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date.)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade.)
- Being reinstated or re-enrolled in classes after being dropped for non-payment.
- Completing the process for tuition exemptions or waivers through Financial Aid

### ***State-Mandated Course Drop Policy***

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See the Academic Calendar for the specific date.)

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### ***Student Accessibility and Resources***

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), and the ADA Amendments Act (ADAAA), the University offers accommodations to students with learning, physical, and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you but have questions or concerns, please contact the SAR office. For more information or to set up an appointment, please visit the SAR office located in the University Center, Room 3150, or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu).

### ***Student Absence due to Religious Observance***

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### ***Student Absence for University-Sponsored Events and Activities***

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

***Social Security and FERPA Statement:***

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via email) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

***Emergency Exits and Evacuation***

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire Department, or Fire Prevention Services.

***Student Standards of Academic Conduct***

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonest, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

a. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using during a test materials not authorized by the person administering the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler or of another if the student knows or reasonably should know that an

unfair academic advantage would be gained by such conduct; and

- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- b. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- c. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- d. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

### ***UT Tyler Resources for Students***

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021. This is the open access computer lab for math students with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

### **CEP Vision and Mission and Program Standards**

#### **Vision**

The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

#### **Mission**

The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.