

**DEPARTMENT
OF
COUNSELING
AND
HIGHER
EDUCATION**

**Contact
Information**

Email:

cpolydore@eiu.edu

**Office: 2104
Buzzard**

**Office Phone:

581-2400**

**Office Hours:
T/R: 10-11:15 a.m.
W: 9:30-11:00 am.
Other times by
appointment**

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CSD5900: Appraisal

COURSE DESCRIPTION:

This course is a study of the selection, administration, scoring, and interpretation of standardized tests and other assessment techniques used in guidance and counseling programs.

REQUIRED TEXT:

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

Suggested electronic resources:

- ACA Code of Ethics and Standards (2014). Rights and Responsibilities of Test Takers: Guide-lines and Expectations. Responsibilities of Users of Standardized Tests (RUST)
- Code of Fair Testing Practices in Education Standards of Educational and Psychological Testing (AERA/APA/NCME, 1999)



Course Objectives:

Students will

- examine the historical perspectives concerning the nature and meaning of assessment.
- discuss methods of effectively preparing for and conducting initial assessment meetings.
- develop and understanding of the procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide.
- discuss procedures for identifying trauma and abuse for reporting abuse.
- understand the use of assessments for diagnostic and intervention planning purposes.
- examine basic concepts of standardized and non-standardized testing and other assessment techniques, including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, psychological testing, and behavioral observations.
- discuss basic statistical concepts, including scales of measurement, communication measures of central tendency, indices of variability, shapes and types of distributions, and correlations.
- discuss validity (i.e., evidence of validity, types of validity, and the relationship between reliability and validity. Discuss reliability (i.e., theory of measurement error, models of reliability and the use of reliability information).

- i. Understanding the use of assessments relevant to academic/educational, career, personal, and social development.
- j. Understand the use of environmental assessments and systematic behavioral observations.
- k. Understand the use of symptom checklists, and personality and psychological testing as it relates to Clinical Mental Health Counseling.
- l. Understand the use of assessment results to diagnose developmental, behavioral, and mental disorders.
- m. examine social and cultural factors related to the assessment and evaluation of individuals, groups, and specific populations.

ASSIGNMENTS:

You will be required to complete three (3) major and a few minor assignments for this course.

- I. Biweekly Online Quizzes.** On the days that class meets online, you will complete a timed (1 hour) quiz based on the assigned reading. You may use your text and notes, however you may not consult with your peers. It is in your best interest then to do some reading prior to starting the quiz. Each quiz will consist of 20 questions and will be due at 11:59 pm on the due date. **(6*10 = 60 points).**
- II. Scale Development Project (Team assignment).** You will work in groups of 3 – 4 students, to complete this project. Each group will construct two 10-item scales and global measures designed to measure selected psychological constructs. You will develop an operational definition of each construct, write items, develop an instrument, administer your instrument containing the 20 items, analyze the data, and write a report summarizing the development process and results. Each group will present their results to the class.

Each major step of the development process will be discussed in class, giving you the opportunity to ask questions and clarify the necessary requirements of the project. Groups will have scheduled meetings in class to accomplish the necessary steps of the process. **(100 points)**



- III. Test Interpretation Project (Individual assignment).** Each student will administer two (2) instruments to one person (not a classmate or close family member, at least 18 years of age). The two instruments you will administer are: the Sixteen Personality Factor Questionnaire (16PF: a measure of normal personality), and the Self-Directed Search (SDS: a measure of vocational interests). After you have administered and scored these measures, you will be required to provide feedback to your examinee. This should be videotaped so make arrangements for such.

You will then be required to turn in a written report containing an interpretation of the test scores along with a summary of your feedback session. Keep in mind that

your interpretations are to be based on test scores, not personal impressions or opinions. However, your feedback summary will contain impressions and opinions of your experiences during the feedback session you provided to your examinee. Your assessment report needs to be 8-10 pages (including the title page) in length, typewritten using 12-point standard (Times New Roman) font size, and double-spaced. See examples on D2L. **Due date: See schedule. (100 points)**

IV. In-Class Assignments/Activities/other Homework. All students are expected to participate in class discussions and small group work designed to create a cooperative learning environment. You will not be rewarded for attending class beyond the intrinsic reward that learning brings. Attendance is mandatory for all sessions. There will be random in-Class Assignments/Activities/other Homework that will count towards your final grade which cannot be made up. Classes meet from 4-6:30 pm on Wednesdays. Plan to be here for the entire time. **Due date: Weekly. Point value: 40 points.**

V. Final Comprehensive Exam. Your final exam will comprise a timed, comprehensive assessment which will seek to test your knowledge of key concepts covered over the semester. We meet in Room 1430. You will access this via D2L. **Due date: See Schedule. (100 points)**

COMMUNICATION

Office Hours: My regular office hours will be **Tuesdays and Thursdays 10-11:15 a.m. and Wednesdays 9:30- 11:00 a.m.** Other meeting times can be arranged by appointment.

E-mail: E-mail has become an essential tool for communicating in almost every domain. Accordingly, you must have an e-mail account and check it regularly. In the event that you need to contact me via email (D2L is preferred), please include "CSD 5900" and the title of the e-mail (e.g., homework question, attendance) in the subject line. For example, the subject line may read "CSD 5900-Attendance." The instructor's daily email traffic can be considerable, and therefore is not responsible for emails "lost" because they are not appropriately labeled.

Brightspace by D2L: D2L is an integral part of this course and in some cases may be the only way to retrieve and submit assignments. I have tried my best to make it user friendly and organized. If you are not familiar with D2L, you should become so by completing the self-directed D2L Student Orientation (<https://online.eiu.edu/d2l/home/6909>). D2L can be accessed from EIU's homepage www.eiu.edu . If you are having problems accessing the course, please let me know.

INSTRUCTOR'S POLICIES

Technology use policy: The use of laptop or tablet computers and cell phones during class time can limit your ability to participate in class. The instructor respectfully requests that students use cell phones only during break times and use laptops or tablets only when instructed. In the event that cell use is needed, the student may discretely exit the classroom. Violation of this policy can result in the student being excused from the class, and may result in the loss of points for in-class assignments missed.



Attendance: See [In-Class Assignments/Activities/other Homework](#)

Academic integrity: All students are expected to exhibit the highest personal and professional standards which reflect the objectives of Eastern Illinois University and the counseling profession. Should you need help with any foundation skills (e.g. writing, resources, public speaking) see me and I will help you seek that assistance. Should any student violate standards of academic honesty, he/she will be held accountable through Eastern Illinois University procedures and could receive a failing grade in the class. This includes copying and pasting materials from the Internet.

Students with disabilities: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call [217-581-6696](tel:217-581-6696), or go to 9th Street Hall, Room 1302.

TECH SUPPORT

If you need assistance with D2L, call D2L Support toll free at 1-877-325-7778. Support is available 24 hours a day, seven days a week. Email and Chat options are also available on the "My Home" page after logging in to D2L. Other D2L resources including a D2L Orientation course for students are available on "My Home Page." If you are experiencing less than optimal D2L Brightspace performance, review the [D2L Brightspace Performance Checklist](#) to assess the issue. For technical questions regarding other software, hardware, network issues, EIU NetID/password, or Panthermail, contact the ITS Helpdesk at 217-581-4357 during regular business hours or submit a help ticket at <https://techsupport.eiu.edu/>. If you have a questions regarding course content, contact your instructor.

GRADING SCHEME

This course employs a criterion reference assessment scheme. You will be graded based on preset standards.

Grade calculation: total number of points/400 x 100%

Your final grade will be determined by summing all points earned on all assignments.

A grade of C or better is required for credit.

Table 1

Summary of Possible Points

SUMMARY OF POSSIBLE POINTS Assignment	Points
In-Class Assignments/Activities/other Homework.....	40
Online Quizzes.....	60
Scale Development Project (SDP).....	100
Test Interpretation Project (TIP).....	100
Comprehensive Final.....	100
Total possible	400

Grading scale:

A = 90% – 100%	358 – 400 points
B = 80% – 89%	318 – 357 points
C = 70% – 79%	278 – 317 points

EXTENSIONS: Due dates are set to balance the class work and allow me adequate time to review and return materials, so you are expected to meet these deadlines. As a policy, there will be NO EXTENSIONS on assignments except in the case of an emergency determined at the instructor's discretion. **Absolutely no assignments will be accepted after the last day of class, April 26th.**

***Exceptions (excused absences):** University-sponsored events for which your presence is required (a note from the faculty advisor is required); Emergencies, such as surgery or severe illness (a note from the doctor is required) or a death in the immediate family; and religious holidays specified as excused by University regulations.

DISCLAIMER: There is no anticipated change to this syllabus. However, in case of the unforeseen, the instructor reserves the right to make adjustments in the schedule section of this syllabus. You will be notified of any changes.

TENTATIVE SCHEDULE

Note: TIP (Test Interpretation Project); SDP (Scale Development Project); **All major projects due on D2L by 11:59 pm on due date.** Hard copies are also appreciated. *Denotes dates that material are online friendly.

Week/ Date	Topic	Readings	Assignments Due/ Recommended deadline
1. 1/9/19	Introduction to course Assessment in Counseling - <i>SDP team selection</i>	Ch.1	• Team membership form to instructor by end of class
2. 1/16/19*	Basic Measurement Principles	Ch. 2	• Online quiz
3. 1/23/19	Reliability - <i>SDP team meeting 1</i>	Ch. 3	• Submit preliminary items for SDP on D2L • IRB training documentation
4. 1/30/19*	Validity and Item Analysis	Ch. 4	• Submit short report on the SDS • Online quiz • Take 16 PF
5. 2/6/19	Ethical and Legal Issues in Assessment - <i>SDP team meeting 2</i>	Ch. 5	• Last day to identify client for TIP • Take SDS and 16 PF assessments
6. 2/13/19*	Selecting, Administering, Scoring & Communicating Assessment Results	Ch. 7	• Submit final instrument for SDP on D2L for feedback • Online quiz
7. 2/20/19	Initial Assessment in Counseling - <i>SDP team meeting 3</i>	Ch. 8	• Last chance to take SDS and 16 PF assessments
8. 2/27/19*	Assessment in Career Counseling	Ch. 11	• Last day administer TIP • Online quiz
9. 3/6/19	Appraisal of Personality - score TIP instruments	Ch. 12	• Last day to start SDP collection • Last day to score TIP • Self-portrait (4:00 PM)
10. 3/13/19			
11. 3/20/19	- <i>SDP team meeting 4</i> SDP data collection and analysis	NA	• Last day to interpret TIP to client
12. 3/27/19*	Assessing Achievement and Aptitude: Applications for Counseling	Ch.10	• TIP report Due; 11:59 pm • Online quiz
13. 4/3/19	Intelligence and General Ability Testing - <i>SDP team meeting 5</i>	Ch.9	• Submit SDP draft on D2L for feedback
14. 4/10/19*	Issues Related to Assessment with Diverse Populations	Ch. 6	• Online quiz
15. 4/17/19	Monitoring and Evaluating Counseling - <i>SDP team meeting 6</i>	Ch. 16	
16. 4/24/19	Presentation of SDP		• SDP report Due; 11:59pm
17. 5/1/19	Final Comprehensive Exam 5:15-7:15 PM Location to be determined		