

**Austin Peay State University  
Department of Psychological Science & Counseling**

**COUN XXXX: Course Title**

<b>Term:</b> [Term Year]	<b>Credit Hours:</b> 3
<b>Meeting Time:</b> [Day, time]	<b>Room #:</b> [Building, Room #]
<b>Instructor:</b> [instructor name]	
Telephone: [work phone if applicable]	
Email Address: [apsu email address]	
Office: [if applicable]	
Office Hours: By appointment	

**Prerequisites:**

[any prerequisites as specified in the current Graduate Academic Bulletin]

**Required Text(s):**

[Required book(s) for the course]

**Additional Requirements:**

[Any additional requirements. Optional inclusion. Most typically we need proof of liability insurance]

**Course Description:**

[Course description as included in the current Graduate Academic Bulletin]

**Austin Peay State University  
College of Education**

***CONCEPTUAL FRAMEWORK OVERVIEW, INITIAL LICENSURE PROGRAMS***

[This section must be included in any course that includes school counseling students]

As part of the educational unit at Austin Peay State University, the School Counseling program embrace the College of Education’s commitment to preparing highly qualified professionals who are knowledgeable in standards-based practice. Our common goal is to prepare competent, reflective, and caring educators who, while working in collaboration with other professionals, will serve as change agents to foster development and learning in the lives of learners. Our theme “Preparing Professionals Through Standards-Based Practices” reflects our vision, mission, and goals, and supports reflective, data-informed planning for continuous improvement. Our focus is on preparing

professionals for the P-12 environment by providing three key elements – knowledge, skills, and dispositions.

## Course Policies

[This section is standard across all COUN syllabi]

### **CoBHS Diversity Statement:**

The College of Behavioral and Health Sciences values human diversity in all its richly complex and multi-faceted forms. Elements of diversity may be expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. Every student will be treated fairly and with respect. Students will be valued and encouraged to share their unique perspectives as an individual, not as a representative of any group. We strive to provide course curriculum that respects diversity of thought, background, and experience within materials and student activities. These values are consistent with the mission of the [Office of Equity, Access, and Inclusion](#).

### **Divisive Concepts Statement:**

APSU is committed to the free and full exchange of ideas and perspectives that is central to the educational enterprise. We are also committed to encouraging students—and all people—to be exposed to, and think critically about, sensitive topics and issues. This is an essential element of higher education and necessary to better prepare students for community participation and robust civic engagement. Curricular materials on concepts including but not limited to racism, sexism and classism may be presented and discussed in this class; while students are expected to master course content, it is not expected that students endorse or subscribe to any theory or viewpoint.

### **Students with Disabilities:**

Any student who has a disability that may affect her/his academic performance is encouraged to make an appointment with me to discuss this matter, or you may contact Disability Services: (phone #: 221-6230; email: [disabilityservices@apsu.edu](mailto:disabilityservices@apsu.edu))

### **Academic and Classroom Misconduct:**

Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Conduct” in the new *Student Handbook* for an understanding of what will be expected of them within the academic setting.

### **Writing Quality and Academic Honesty:**

It is important that all written work meets the academic standards of graduate students using APA 7<sup>th</sup> edition formatting. If you feel you need assistance with your writing, please contact the Writing Center in Woodward Library: (phone #: 221-6559; email: [writinglab@apsu.edu](mailto:writinglab@apsu.edu))

You are expected to adhere to the academic honesty policy as described in the APSU Code of Student Conduct. Plagiarism most commonly occurs when material is taken from a source without proper citation. Whenever material is directly quoted, it must appear in quotation marks and be properly cited. Materials that are taken from a source (but not directly quoted) must also be cited appropriately. Additionally, integrity also applies to sharing work. Students are expected to refrain from sharing (or selling) completed assignments which may negatively influence the academic honesty of other students at APSU or other universities. If you are in doubt, please ask me for further clarification. Students found in violation of academic honesty may be subject to further disciplinary action in accordance with university policy.

**Plagiarism Policy:**

Plagiarism is defined as the adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution. This includes having another individual write your assignment and presenting as your own. In addition, self-plagiarism is defined as a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work. Therefore, using previous work or work from other persons without proper citations will be perceived as plagiarism.

Key writing assignments will be submitted through TurnItIn. Material will be considered to include plagiarism if it returns >25% similarity. However, each case will be evaluated independently. For example, even in cases of lower percentages of similarity, if the matching text is one continuous block of borrowed material, it will be considered as plagiarized text of significant concern. On the other hand, text similarity due to the usage of common terminologies and method related details in "Methodology" part of a manuscript should not raise a serious ethical concern.

**Policy on Minors:**

Minors (any non-student under the age of 18) accompanying staff, faculty, students, or visitors on campus are not permitted in the classroom. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant.

**Service Animals in the Classroom:**

Consult [Policy 3:007 Animals on Campus](#) for appropriate situations allowing service animals in the classroom.

**Confidentiality:**

This course, as other courses in the Counseling Program, requires that learners maintain absolute confidentiality regarding all personal information related by classmates and clients. The information we discuss in class is not to be discussed outside of our class, only as it pertains to helping a classmate or client. Any breach of confidentiality or respect will be considered a serious ethical and professional violation and will result in immediate dismissal from the program. Confidentiality as outlined in the current ACA *Code of Ethics* will be followed.

**Email Policy:**

It is important for students to remember that faculty are not available 24 hours a day, 7 day a week. Wellness and appropriate boundaries are important values for all counselors and counselor educators. The instructor of this course will respond to all inquiries, questions, and other electronic correspondence within a timely, but not necessarily immediate, manner. Most electronic communications will be answered within 48 hours (Monday-Friday).

**Class Grievances:**

I am willing to meet with you to discuss our class and/or particular assignments. I ask that you wait 24 hours after you have received a graded assignment to come see me. Before we discuss your work, you are required to type out a document detailing what particular elements of your work you feel merit discussion.

**Counseling Services**

The [APSU Health and Counseling Center](#) provides therapeutic services to currently enrolled undergraduate and graduate students on a no-fee basis. Services provided by Counseling Services include: crisis intervention; individual and couples counseling; group counseling on specific topics (e.g., assertiveness training, self-esteem, stress management, relationships, grief); drug and alcohol counseling, outreach programs, referral, and consultation.

**Minimal Technology Requirements**

**Hardware:** We prefer that you do not solely rely on mobile devices like tablets and smartphones to complete course work. To be safe, you should avoid using mobile devices for high-stakes course activities like quizzes, exams, and papers even though D2L is available through mobile browsers. If you choose to engage in synchronous online meetings via zoom, you will need access to a camera, speakers, and microphone on a device capable of accessing zoom.

**Web Browser:** Online course content is delivered through the D2L learning management system which is accessible through any web browser; however, Distance Education recommends the most up-to-date versions of Google Chrome or Apple Safari. Please use the [D2L System Check](#) to ensure that your web browser is properly configured.

**Software:** You will need software for word processing, spreadsheets, and presentations like Microsoft Office for course assignments. Currently enrolled APSU students receive access to Microsoft Office 365 for free and can install it on up to 5 compatible PCs or Macs. Additional information is available through the [GOVSTECH Website](#). Contact GOVSTECH at [govstech@apsu.edu](mailto:govstech@apsu.edu) with questions.

You can find more information about technology for digital learning through the [Office of Distance Education](#). You can find more information about technology resources available for students through the [Office of Informational Technology](#).

## Course Objectives and Requirements

### Knowledge and Skill Outcomes

The objectives of this course align with the CACREP Standards (2016) stated below. As a result of successfully completing this course, students will have the knowledge and skills related to:

Course Objectives	CACREP Standards	Course Activities
[Description of the objective/CACREP standard addressed. These are pre-determined and reported in the CACREP self-study. Use the listing provided to you. You can add CACREP standards as necessary, but do not remove any without permission from the program coordinator.]	[specific listing of CACREP standards]	[Course activities that address that standard]
[Description of the objective/CACREP standard addressed. These are pre-determined and reported in the CACREP self-study. Use the listing provided to you. You can add CACREP standards as necessary, but do not remove any without permission from the program coordinator.]	[specific listing of CACREP standards]	[Course activities that address that standard]
[Description of the objective/CACREP standard addressed. These are pre-determined and reported in the CACREP self-study. Use the listing provided to you. You can add CACREP standards as necessary, but do not remove any without permission from the program coordinator.] [Continue for as many Objectives as needed]	[specific listing of CACREP standards]	[Course activities that address that standard]

### Methods of Instruction:

Course instruction may consist of [include methods of instruction you plan to use]

### Grading Standards:

[This section is fairly standard across syllabi]

Grades will be assigned on a standard 90% = A, 80% = B, etc. An incomplete in class will be granted only in rare situations. Should you feel that you will need an incomplete, it is your responsibility to communicate with the instructor in a timely manner (before the last regular day of class) to seek approval. It is then your responsibility to initiate the paperwork to request the incomplete, and to generate a timeline for completing any remaining material. Failure to do

so will result in your receiving a grade for the course based on the points you earned according to the due dates listed in the syllabus.

### **Student Performance Evaluation Criteria & Procedures**

*(Please note: The following assignments are intended to facilitate your involvement in this course and to satisfy the course objectives)*

[include a listing of all course assignments including: description, due date, and points/percentage awarded. See example below for Class Participation & Professionalism grade.]

#### ***Class Participation & Professionalism (20%)***

This is a graduate level class and as such, attendance, class participation and professionalism are expected and vital.

*Attendance:* If you do miss a class, you will be responsible for the information presented in that class. Each unexcused absence will result in a 5-point deduction from your attendance and class participation grade. More than three unexcused absences will result in a failing grade for the course. Absences will be excused at the discretion of the instructor; however, please think in terms of life/death emergencies. That said, **please don't come to class sick**. Please note that this class starts at 4:30 PM. You are expected to be in class on time as a late arrival disrupts class instruction and your peers. Please make every effort to be here on time for class. However, there may be times when events outside of your control constitute a late arrival. Please be aware that three late arrivals will constitute one absence. Additionally, please be aware that being late by more than 20 minutes for two class meetings will constitute one absence.

*Participation:* Class participation grades will be based on your engagement and participation in both the online and on-ground portions of class. Please come to class prepared and ready to fully engage in class. Since class participation is a vital part of learning, even excused absences can impact your class participation grade. Also, please engage with all assigned online material. Failure to view online components will also impact your class participation grade.

*Professionalism:* Additionally, becoming a professional counselor means assuming responsibility for not only your clients' well-being, but for the well-being of the school or agency where you work, as well as the reputation of the profession itself. As such, we expect you to conduct yourself with the same level of professionalism that will be expected of you in a work setting. This includes things like confidentiality and respect in your discussions and management of course material and personal information shared by peers; appropriate dress and behavior during class meetings; respect for colleagues, clients, faculty, and others in your conversation and behaviors; timeliness, attentiveness, and participation in all class meetings, assignments, and activities; timely and respectful communication with faculty and colleagues; willingness to deepen your self-awareness and growth; responsibility for your own personal wellness; and so forth.

*Relax, Relate, & Release Policy:* Students will have the option of utilizing the “Relax, Relate, & Release Policy” in which they can miss one class without penalty. Exceptions to this policy include scheduled presentations. Students are still responsible for assignments due and material covered. Students utilizing this option must notify the professor prior to the missed class. Click here for more information on wellness:

<https://www.eboniesintheivory.com/news-notes/2020/4/7/relax-relate-release-a-wellness-guide-during-uncertain-times>

[We have made the late assignment and Life Happens Policy standard in all COUN course syllabi to better support students as they navigate class and life.]

### **Late Assignments**

Late assignments will have a **10% per day** point deduction, unless the student elects to take advantage of the LIFE HAPPENS policy (for applicable assignments).

### **Life Happens Policy**

If needed, students can submit one late assignment without penalty (up to three days). This policy does not apply to: presentations or assignments due on the final day of class. Students must explicitly state that they are utilizing this option upon submission.

**Grading:** [provide a breakdown of assignments and points/percentages. See sample below]

<b>Assignment</b>	<b>Value</b>
Class Participation & Professionalism	20%
Assignment 1	20%
Assignment 2	20%
Assignment 3	20%
Assignment 4	20%
<hr/>	
TOTAL	100%

## Tentative Course Schedule

Note: Instructor reserves the right to make changes to the course schedule as necessary  
 [Include information that aligns with your planned schedule]

Week	Date	Topic	Readings/Assignments Due
Week 1		[Topic(s) planned to be addressed that week] <i>[CACREP standards addressed during this week of class. These standards must align with the standards in the chart and all standards in the chart must be reflected here.]</i>	[Readings and/or assignments due this week]
Week 2		[Continue for each week of class]	
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
8			

[Attach any relevant rubrics, grading outlines, or other course materials at the end of the syllabus.]