

Austin Peay State University
Department of Psychological Science & Counseling

COUN XXXX: Course Title

Term: [Term Year]

Credit Hours: 3

Meeting Time: [Day, time]

Room #: [Building, Room #]

Instructor: [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]

Counseling Program Course Policies

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 Institutional Culture](#).

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:

The M.S. in Counseling program is committed to the principle of universal learning. This means our classrooms, virtual spaces, practices, and interactions will be as inclusive as possible. Any student with particular needs, including a disability that may affect their academic performance, is encouraged to make an appointment with me to discuss this matter, or you may contact the Student Disability Resource Center: (phone #: 221-6230; email: sdrc@apsu.edu; website: <https://www.apsu.edu/disability/>)

Other Campus Resources:

Resource	Website
Adult, Nontraditional & Transfer Student Center	https://www.apsu.edu/student-life/ants/antsresources.php
S.O.S. Food Pantry	https://www.apsu.edu/volunteer/sos-food-pantry/index.php
Heath & Counseling Services	https://www.apsu.edu/health-and-counseling/

Counseling Services

The [APSU Health and Counseling Center](#) provides therapeutic services to currently enrolled undergraduate and graduate students on a no-fee basis. 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. (phone: 931-221-6162; email: counselingservices@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* to understand what will be expected of them within the academic setting. [APSU Policy 3:005 Student Academic and Classroom Misconduct](#) will be followed in reporting any suspected cases of academic misconduct.

Writing Quality, Academic Honesty, and Plagiarism:

All written work must meet the academic standards of graduate students using APA 7th edition formatting. If you feel you need assistance with your writing, contact the Writing Center in Woodward Library for in-person or virtual appointments (phone #: 221-6559; email writinglab@apsu.edu; schedule an appointment at apsu.mywconline.com)

You must adhere to the academic honesty policy described in the APSU Code of Student Conduct. 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 and includes, but is not limited to, the following activities:

1. When material is taken from a source without proper citation. Whenever material is directly quoted, it must appear in quotation marks and be cited appropriately. Materials taken from a source (but not directly quoted) must also be cited appropriately. (See the APA 7th edition formatting guide for more specific guidance).
2. Having another individual write your assignment and presenting as your own.
3. Self-plagiarism is defined as plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work.
4. 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.
5. Use of AI resources such as ChatGPT to complete assignments. Choose to use it as a supplement rather than a replacement for your work.
6. Use of AI tools to modify content or evade plagiarism detection.
7. Failure to acknowledge the use of AI in submitted work. (Please refer to the *Counseling Program Handbook* for more information about ethical and responsible use of AI).

If you are in doubt regarding any aspect of this policy, please ask for further clarification. Students found in violation of academic honesty may be subject to additional disciplinary action in accordance with university policy.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely to detect plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

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 plagiarized text of significant concern. On the other hand, text similarity due to the usage of common terminologies and method-related details in the "Methodology" part of a manuscript should not raise serious ethical concerns.

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.

Minimal Technology Requirements

Hardware: We prefer that you do not solely rely on mobile devices like tablets and smartphones to complete coursework. 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 your web browser is configured correctly.

Software: For course assignments, you will need software like Microsoft Office for word processing, spreadsheets, and presentations. Currently, enrolled APSU students receive free access to Microsoft Office 365 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 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](#).

Confidentiality:

Like other courses in the Counseling Program, this course requires that learners maintain absolute confidentiality regarding all personal information related to 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 result in immediate dismissal from the program. Confidentiality will be followed as outlined in the current ACA Code of Ethics.

Email Policy:

Students must remember that faculty are not available 24 hours a day, seven days a week. Wellness and appropriate boundaries are essential values for all counselors and counselor educators. The course instructor will respond to all inquiries, questions, and other electronic correspondence in a timely, but not necessarily immediate, manner. Most electronic communications will be answered within 48 hours (Monday-Friday).

Requesting Assistance:

Communicate as needed with your instructor. Reach out EARLY if you need assistance, and ask questions as they arise. Be sure to express your needs and concerns before the course is almost over. If you wish to meet regarding a grade from an assignment, please wait 24 hours after receiving a graded assignment to make an appointment with the instructor to further reflect on your concerns. Before this meeting, type out a document detailing what elements of your work merit discussion. Additionally, all correspondence to the instructor should be professional in tone and nature. Please review the following website for email tips:
<https://sparkmailapp.com/how-to-email-professor-template>.

Student Complaints and Appeals Procedure:

Please follow the Student Grievance Policy as outlined in the *Counseling Program Handbook*. Additionally, APSU has a variety of policies and procedures for students to file a complaint, appeal, or grievance. Please visit this [webpage](#) for more information.

Changes to Course Syllabus

The instructor reserves the right to make modifications to this syllabus. Any changes to the syllabus will be clearly communicated to students.

Inclement Weather Policy

In the event of inclement weather, the class will follow the university's official closure or delay announcements. If the university is closed, in-person classes will not meet. Students will be notified via university email about any changes to class meetings, assignments, or due dates.

When feasible, class may be held remotely (e.g., via Zoom) to maintain continuity of learning. Students are responsible for checking their email and the course learning management system regularly for updates. If a weather event prevents you from attending a scheduled class or submitting work on time, please communicate with the instructor as soon as possible to discuss alternative arrangements.

Course Objectives and Requirements

Knowledge and Skill Outcomes

The objectives of this course align with the CACREP Standards (2024) 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]

Assignment	Value
Class Participation & Professionalism	20%
Assignment 1	20%
Assignment 2	20%
Assignment 3	20%
Assignment 4	20%
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			
Week 8			

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