

**AMBERTON UNIVERSITY**  
**SYLLABUS FOR LECTURE/CLASSROOM COURSE**

**CSL6800.01 Counseling Assessment**  
**Spring 2025**  
**Location: Garland Campus**

**PROFESSOR INFORMATION:**

Name: Levi Armstrong PsyD MSCP  
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**COURSE INFORMATION:**

CSL6800(ININSERT SECTION #) Counseling Assessment  
Level: Graduate  
Beginning Date of Session: Saturday, March 15<sup>th</sup>, 2025  
Ending Date of Session: Thursday, May 22<sup>nd</sup>, 2025  
The first class meeting is **Wednesday March 19<sup>th</sup>, 2025**, in **Room #16 (Garland Campus)**

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

**COURSE PREREQUISITES:**

CSL6782

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: *Assessment in Counseling: Procedures and Practices (7th Ed.*  
Author: Danica Hays  
Publisher: American Counseling Association  
Year Published: 2024  
Edition: 7th  
ISBN: 13:9781556204159  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

**LINKS TO COUNSELING HANDBOOKS**

**MA in Professional Counseling**

[https://amberton.edu/wp-content/uploads/2023/12/LPC\\_Handbook\\_2023\\_2024.pdf](https://amberton.edu/wp-content/uploads/2023/12/LPC_Handbook_2023_2024.pdf)

## MA in Marriage and Family Therapy

[https://amberton.edu/wp-content/uploads/2023/06/MFT\\_Handbook\\_2023\\_2024.pdf](https://amberton.edu/wp-content/uploads/2023/06/MFT_Handbook_2023_2024.pdf)

## MA in School Counseling

[https://amberton.edu/wp-content/uploads/2024/10/School\\_Counseling\\_Handbook\\_2425.pdf](https://amberton.edu/wp-content/uploads/2024/10/School_Counseling_Handbook_2425.pdf)

### APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7<sup>th</sup> edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (7<sup>th</sup> ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

### SCHOOL COUNSELING PROFESSIONAL CERTIFICATE PROGRAM CHANGE

Beginning Fall 2019, there will be three practicums: CSL6870, CSL6875, AND CSL6880. The TExES (Texas Examination of Educator Standards) must be passed before enrolling in CSL6870. The TExES application form and practice tests are located in the TExES Review Course in Moodle. The Application and Contract are required at the first meeting of CSL6870 Practicum I and are in the Review Course. Effective September 1, 2019, the Master of Arts School Counseling degree will be a forty-eight (48) hour degree program for students entering the program.

### COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course develops a framework for assessing the functioning of individuals, groups, families, or organizations. Interviews, testing, and integration of clinical information are used. Assessment tools reflecting personality, intellectual, family, educational, vocational, and social functions are used. Principles of measurement, data gathering, and interpretation are discussed. Class participation and case presentation are required. Ethics, ethnic, and cultural bias are examined.

### UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Synthesizing the history of counseling assessment and psychological testing.
2. Analyzing the contemporary models of counseling and the current issues and trends in counseling assessment.
3. Explaining basic qualifications and responsibilities of both developers and users of assessment tools in various settings, including schools, families, and organizations.
4. Adhering to acceptable practices when interpreting and communicating results of assessments with clients, parents/guardians, teachers, administrators, and community representatives.
5. Adhering to clear, ethical, and effective standards of practice when conducting assessments with diverse populations or populations with special needs.
6. Using computer technology effectively in all phases of counseling assessment.
7. Demonstrating effectiveness in writing assessment reports and in developing materials to be used in communicating with clients, parents/guardians, and community resources.
8. Addressing the relationships among various theories and counseling assessment.
9. Applying basic statistical and measurement concepts to the development and use of counseling assessment.
10. Demonstrating skill in evaluating the offerings of publishers of tests and in selecting and using various sources of information and particular instruments.
11. Demonstrating skill in administering tests to include managing the collection of assessment data in individual, group, family, and school settings.
12. Intervening to manage test anxiety.
13. Critiquing available assessment tools and approaches for their validity and reliability with particular populations.

14. Identifying and using specific assessments developed for measurement of intelligence, life span development, personality, achievement, aptitude, learning styles and differences, career development, social environment, and family dynamics.
15. Involving families, inter-disciplinary team members, and other community groups in using assessment to facilitate learning and development.
16. Identifying and using specific assessments developed and used primarily in school settings.

## **COURSE POLICIES:**

(Attendance is required and will be assessed at 5 points per class (8 total classes in person since week 5 and 10 are reserved for students to take their mid-term and final exams at home those weeks). All assignments are due by the due dates outlined in Moodle. Requests for deadline extensions to complete online tests are considered on a case-by-case basis and are not guaranteed. Dr. Armstrong reserves the right to modify any of the course assignments and will provide an updated syllabus if that occurs. .)

### ***Student's Responsibilities***

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

### ***Attendance Policy:***

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

### **Plagiarism Policy**

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

**Originality:** Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

**Paraphrasing:** When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

**Acknowledgement:** When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin “Draft Coach” is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student’s writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

**COURSE DELIVERY METHODOLOGY:**

This course is offered as a Lecture/Classroom course. This course requires that students meet at a designated time in the classroom.

In-class lectures, small group discussions, weekly quizzes, and use of / familiarity with various technologies (e.g., using AI ethically in counseling assessment). Readings for each week are listed below, and students are expected to have already read the chapter listed in the syllabus for each week by class time that week.

**COURSE OUTLINE AND CALENDAR:**

Week	Topic	Assignment	Competencies Covered	Due Date
1	Foundations of Assessment in Counseling  Key terms, history of assessment, purposes of assessment, role of wellness in counseling assessment.	Week 1 Quiz  Readings:  Ch. 1	1-16	All weekly quizzes are due by the last day of the semester as noted on the first page of this syllabus by 12PM noon
2	Ethical and Multicultural Considerations in Assessment  Ethical guidelines, legal considerations,	Week 2 Quiz  Readings:  Ch. 3	1-16	n/a

	cultural fairness, and bias in assessments.			
3	<p>Understanding Measurement and Statistics</p> <p>Scales of measurement, norms, reliability, validity, and qualitative assessment considerations</p>	<p>Week 3 Quiz</p> <p>Readings:</p> <p>Ch. 5</p>	1-16	n/a
4	<p>Initial Assessment in Counseling</p> <p>Crisis and trauma counseling, intake interviews, suicide risk assessment, trauma assessment tools</p>	<p>Week 4 Quiz</p> <p>Readings:</p> <p>Ch. 7</p>	1-16	n/a
5	<b>MID-TERM EXAM</b>	<b>MID-TERM EXAM</b>	1-16	<b>MID-TERM EXAM MUST BE COMPLETED the last day of the semester as noted on the first page of this syllabus by 12PM noon</b>
6	<p>Mental Health and Addictions Assessment</p> <p>Screening for depression, bipolar disorder, anxiety, PTSD, ADHD, and addictions.</p>	<p>Week 6 Quiz</p> <p>Readings:</p> <p>Ch. 8</p>	1-16	n/a
7	<p>Assessment of Intelligence and Achievement</p> <p>Theories of intelligence, intelligence testing, academic achievement assessments, and aptitude tests.</p>	<p>Week 7 Quiz</p> <p>Readings:</p> <p>Ch. 9 &amp; 10</p>	1-16	n/a
8	<p>Career and Wellness Assessments</p> <p>Career interest inventories, readiness assessments, values assessments, wellness assessments.</p>	<p>Week 8 Quiz</p> <p>Readings:</p> <p>Ch. 11 &amp; 12</p>	1-16	n/a
9	Assessment of Personality and	Week 9 Quiz	1-16	n/a

	Interpersonal Relationships  Structured and projective personality assessments, family and couples assessments, abuse screenings	Readings:  Ch. 13 & 14		
10	FINAL EXAM	FINAL EXAM	1-16	Final Exam & All Weekly Quizzes & MID-TERM EXAM MUST BE COMPLETED the last day of the semester as noted on the first page of this syllabus by 12PM noon

**GRADING CRITERIA:**

Attendance (x 8 class @ 5 points each) = 40 points

Mid-Term Exam = 15 points

Final Exam = 15 points

8 Weekly Quizzes (@ 3.75 points / 5 questions per quiz) = 30 points

TOTAL FOR COURSE = 100 points

**Graduate**

92 – 100 A

82 – 91 B

72 – 81 C

62 – 71 D

Below 62 F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner, along with appropriate commentary.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

***How to Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" for procedures for class changes or withdrawals and the refund policy and schedule.

## **COURSE COMMUNICATIONS:**

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to email, Remote Research and General Tools. The Student Portal may be accessed through a link on the University's website, <http://www.Amberton.edu>, or at <http://apps.Amberton.edu>.

After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, and Research Tutorials.

## **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789  
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google Gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal Gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

## ***The Amberton University Moodle Website***

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

**Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

**INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

**TEXAS EDUCATION AGENCY COMPETENCIES**

This course addresses the School Counselor Competencies set forth by the Texas Education Agency.

**RESEARCH RESOURCES:**

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at [Library@amberton.edu](mailto:Library@amberton.edu).

**RESEARCH ACCESS:**

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site ([Amberton.edu](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://Library.amberton.edu)) to find links to databased and digital books. Online resources are available all day, every day.

***Library Live Chat Feature***

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.