



MIDWESTERN

STATE UNIVERSITY

Syllabus
Vocational Assessment and Counseling
Psychology 6103, section 201
Spring 2022

Contact Information

Professor: Michael A. Vandehey, Ph.D. Office: O'donohoe 112
Office Hours: By appointment only. *Due to the pandemic, I will interact with individuals via email, phone, or Zoom. No in-person meetings due to a family member with risk factors.*
Class Meets MW 9:30-10:50 Location: OD 110
Phone: 940-397-4026 Cell Phone: 940-733-4388

I check D2L email sporadically. Please email me at:
michael.vandehey@msutexas.edu.

Goals:

1. Become familiar with career development and career counseling.
 - a. Be able to understand difference between career education and career counseling.
 - b. Be able to apply needed service based upon clients developmental level and needs.
2. Be trained in a model for selecting and interpreting career tests with clients.
 - a. Do not rely on assessment as sole way of providing career services.
 - b. Be able to integrate personality assessment and client self-report in career services.
3. Prepare to work with clients from a variety of educational and training backgrounds in a global economy.

Texts:

Stapler: Yes you read that correctly. I will not accept unstapled papers.

Zunker, V. G. (2016). *Career counseling: A holistic approach* (9th ed.). Boston, MA: Cengage Learning.

Publication Manual of the American Psychological Association (7th Ed.).
(2020). Washington D. C.: American Psychological Association.

Instruments Used:

Self-Directed Search (SDS Standard) (\$2.75)

Working Styles Assessment (WSA) (\$2.75)

Working Values Inventory (WVI) (\$2.25)

Strong Interest Inventory (Counseling Center-10.00-cash pay at counseling center)-pending

Meyers-Brigs Type Indicator (MBTI) Self-Scorable Form M (\$19.95)

Card Sort (Bring 3X5 cards on appointed day)

Kuder Journey career planning system (free): <https://www.kuder.com/>

O*NET Online (free): <https://www.onetonline.org/>

Red: Pending final approval

Total to Dr. Carlston: \$27.70

Course Requirements: Grades will be based on your performance on 2 tests, a vocational report, and 2 group presentations.

Each exam will be worth 100 points. Each test may consist of multiple choice, fill-in-the-blank, or matching, **AND** essay. Multiple choice answers will be marked on Scantrons. Essays will be answered in the space provided on the test.

The report will be worth 100 points and consist of applying 1 personality test, 2 career tests (SII; Kuder), and a card sort to appropriate personal information. The combination will be used to write a report with the career diamond as the organization for the paper. Please use a biopsychosocial format (presenting problem, history of the problem, soc/fam history, medical history, assessment results, and an **integration** summary with recommendations). The paper is to be single spaced and will typically be 6+ pages (single space-report form).

The group presentations will be worth a total of 50 points and on **two** of the four special population chapters in the Zunker text. Each group will prepare a thorough outline of the chapter and a professional PowerPoint. Outlines and PowerPoints will be uploaded to D2L for all to have access to.

350 points are possible in the class:

A = 350-315 C = 279-245 F = 209 or lower

B = 314-280 D = 244-210

Attendance: Attendance is required. Since we only meet twice a week, a student is allowed **3** absence without penalty. The **4nd** absence results in 1

grade drop, the 5rd absence results in a grade of 'F.' Being tardy three times will count as an absence. Afterwards, every additional tardy counts as an absence.

Note: Students with disability must be registered with Disability Support Services before accommodations can be provided. Individuals requiring special accommodation should contact me and must provide documentation by Disability Support Services. The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

Americans with Disabilities Act

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities.

A copy of the ADA Compliance Document is available online at [disability faq](#). It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications. Students who require special accommodations must register with Disability Support Services before these accommodations can be provided. An Accommodation Request Form can be obtained at [Accommodation Request](#).

Make-up Policy: If an make-up exam is granted (instructor discretion), it will be essay in nature and can be scheduled with me. I need one week to prepare the exam; thus, the earliest a make-up exam can be taken is one week after the initial exam. See the 2019-2020 Student Handbook on Class Attendance Policy. [Student Handbook](#)

Computer Requirements

Taking an online/Zoom class requires you to have access to a computer (with Internet access) to complete and upload your assignments. Since there is a possibility of universities being closed due to the Covid 19 pandemic, it is your responsibility to have (or have access to) a working computer in this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.* Computers are available on campus in various areas of the buildings as well as the Academic Success Center. *Your computer being down is not an excuse for missing a deadline!!* There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations;

however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course, especially for students attending Zoom lectures. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

- a. Brightspace (maker of D2L) has tutorials available on YouTube. Please go to [Brightspace YouTube](#) for additional help.

College Policies and Procedures

Can be found at the bottom of the MSU home page or at [Human Resources Policy](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Any evidence of cheating will result in a grade of "F" and being reported to the [Dean of Students](#).

Student Code of Conduct

MWSU's official policy in the University's Code of Student Conduct on page 52, states:

Instructor Drop: An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 9 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 12th class day of a 4 or 5 week summer term consisting of 20 days. After these periods, the grade will be an F. The date the instructor drop form is received in the Office of the Registrar as the official drop date. A student dropped from a class by a faculty member for disruptive behavior has the right of appeal to the Student Conduct Committee through the Student Conduct office.

Midwestern State University Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

Travel Plans: Please do not make travel plans during finals week. The final will be given when the university has scheduled it as per the schedule of classes.

Tentative Reading and Exam Schedule

<u>Weeks</u>	<u>Reading Assignment</u>
1/17	<i>Martin Luther King's Birthday, no classes</i>
1/10-2/28	Introduction: History of work/career in America; Work/Occupation/Career Topic: The Career Diamond: A Teaching Tool Chapter 2: Theories of Career Development Chapter 3: Career Counseling Models Chapter 4: Integrating Career and Personal Counseling

2/14

Last day for May graduates to file

Wednesday 3/2: Exam I

3/7-4/6

Chapter 6: Using Standardized Tests and Self-Assessment
Procedures in Career Counseling
Chapter 7: The Impact of New Technology on Work,
Career Development, and Learning Platforms
Chapter 8: On Being an Ethical Career Counselor

3/14-3/18

Spring Break, No Classes

3/21

Last day to file for a "W"

4/14-4/15

Holiday Break, No Classes

3/21

Scores for personality and career tests due

3/28

Career Report: rough draft due

4/11

Career Report: final due

4/18-4/27

Group Presentations

Chapter 9: Career Counseling for Multicultural Groups
Chapter 10: Gender Issues and Dual Careers
Chapter 11: Career Counseling for Lesbian, Gay, Bisexual,
and Transgendered Clients
Chapter 12: Career Counseling for Individuals with
Disabilities

Final Exam: Monday, May 2nd from 8:00-10:00 a.m.

Welcome to the Kuder® Journey™ career planning system!

College Students

Thank you for giving your students the opportunity to experience and explore reliable online resources that provide comprehensive education and career guidance.

For system access, instruct your students to complete the following:

Go to www.kuderjourney.com.

Click **New users register here!**

Select **Student** and choose a college grade level from the drop-down menu.

Click **Continue**.

During the registration process, create a unique user name and password.

When asked for an activation code, enter **J6536624JTS**.

To watch instructional Navigator tutorials and videos, visit [Kuder University](#).

For additional questions, please contact Kuder Customer Support at 877.999.6227 or support@kuder.com.

Sincerely,
The Kuder Team