



Syllabus  
Vocational Assessment and Counseling  
Psychology 6103, section 201  
Spring 2024

**Contact Information**

Professor: Michael A. Vandehey, Ph.D.      Office: O'donohoe 112  
Office Hours: MW 11-11:30, F 11-12, TR 9:30-11:00  
Class Meets TR 8:00-9:20      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](mailto: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* (7<sup>th</sup> 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/>

Total to Dr. Carlston: \$27.70

**Course Requirements:** Grades will be based on your performance on 2 tests, a vocational report, and 1 presentation.

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 presentation will be worth a total of 50 points and on one of the four special population chapters in the Zunker text. Each presenter 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 **4<sup>nd</sup>** absence results in 1 grade drop, the **5<sup>rd</sup>** absence results in a grade of 'F.' Being tardy three times will count as an absence. Afterwards, every additional tardy counts as an absence.

*By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.*

### **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](#).

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. 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.

**Informed Consent:** This information is to inform the student of the limits of confidentiality while enrolled at MSU Texas or any other state school. Due to federal and state law, faculty and staff working for a university are required to report any information that falls under Title IX.

Any student who indicates experiencing sexual abuse/misconduct, physical/emotional abuse, domestic violence, stalking, suicidal/homicidal ideation, or related experiences will have an incident report sent to either the MSU Texas Title IX and/or the Dean of Student's office. Student disclosure may occur via a face-to-face meeting, in-class self-disclosure, email, statement made in a written assignment, etc. If a student asks a faculty or staff person not to share the information, please note that by law, we have to report and I will report. Please note that as students, you may be aware of classmates/dormmates struggling and can make an incident report at: [Student Referrals and Incident Reporting Forms](https://cm.maxient.com/reporting.php?MSUTexas) or <https://cm.maxient.com/reporting.php?MSUTexas>

Report forms are:

Bias Incident Reporting Form	Sexual Misconduct Report Form
Campus Incident Report Form	Student Alert Form
Concerning Student Behavior Form	
General Student Complaint Form	

### **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, use of AI (e.g., ChatGP), 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](#).

#### **Wikipedia**

At no time will a student be allowed to use Wikipedia as a source for any project or paper in this class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of zero automatically.

#### **Artificial Intelligence (AI)**

Written assignments will be run through a plagiarism and AI checker called Turn It In. If at any point Turn It In identifies that a student used AI to complete an assignment (such as ChatGPT), an automatic grade of zero will be given to the assignment.

## College Policies

### **Campus Carry Rules/Policies**

Refer to: [Campus Carry Rules and Policies](#)

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the FBI video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

## 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.*

**Cell Phones and Pagers:** Please turn all cell phones and pagers off (no sound) during class. DO NOT text message during class. DO NOT answer your cell phone in class. Exceptions include emergency calls (e.g., birth of

child, family member in hospital). Students who are unable to comply will not be allowed to attend class.

**Travel Plans:** Please do not make travel plans that would hinder your access to a computer or the internet. You are responsible for maintaining electronic(s) equipment and internet access every day during this semester.

### **Tentative Reading and Exam Schedule**

*Notice:* Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

<u>Weeks</u>	<u>Reading Assignment</u>
1/15	<i>Martin Luther King's Birthday, no classes</i>
1/16-3/5	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
2/12	<i>Last day for May graduates to file</i>
<b>Thursday 3/7:</b>	<b>Exam I</b>
3/11-3/15	<i>Spring Break-no classes</i>
3/19-4/16	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
3/25	<i>Last day to file for a "W"</i>
3/27-3/29	<i>Holiday Break-no classes</i>
<b>3/26</b>	<b>Scores for personality and career tests due</b>
<b>4/4</b>	<b>Career Report: rough draft due</b>
<b>4/16</b>	<b>Career Report: final due</b>

**4/18-5/2**

**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

Chapter 17: Career-Related Programs for Career  
Development in High School and Beyond

**Final Exam: Thursday, May 9th from 8:00-10:00 am**

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](http://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 **J6569555ERC**.

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](mailto:support@kuder.com).

Sincerely,  
The Kuder Team