Term Information

Effective Term: Summer 2014

General Information

Course Bulletin Listing/Subject Area: Educ Sts: Counselor Education
Fiscal Unit/Academic Org: School/Educ Policy&Leadership - D1280
College/Academic Group: Education & Human Ecology
Level/Career: Graduate, Undergraduate
Course Number/Catalog: 5193
Course Title: Individual Studies: Counselor Education
Transcript Abbreviation: Ind Studies: CE
Course Description: In conjunction with the instructor, students will engage in individual study projects.
Semester Credit Hours/Units: Variable: Min 1 Max 15

Offering Information

Length Of Course: 14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)
Flexibly Scheduled Course: Sometimes
Does any section of this course have a distance education component? No
Grading Basis: Satisfactory/Unsatisfactory
Repeatable: Yes
Max Credit Hours/Units Allowed: 24
Max Completions Allowed: 24
Course Components: Independent Study
Grade Roster Component: Independent Study
Credit Available by Exam: No
Admission Condition Course: No
Off Campus: Sometimes
Campus of Offering: Columbus, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites: Permission of instructor
Exclusions

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code: 13.1101
Subsidy Level: Doctoral Course
Intended Rank: Junior, Senior, Masters, Doctoral, Professional
**Requirement/Elective Designation**

The course is an elective (for this or other units) or is a service course for other units.

**Course Details**

- **Course goals or learning objectives/outcomes**
  - Independent study in content areas not covered by other courses

- **Content Topic List**
  - Determined in consultation with instructor

**Attachments**

- Independent Study Syllabus.doc: Sample syllabus
  (Syllabus. Owner: Wheaton, Joe Edward)

**Comments**

**Workflow Information**

| Status              | User(s)                     | Date/Time          | Step              |
|---------------------|                            |                    |                   |
| Submitted           | Wheaton, Joe Edward        | 02/04/2014 12:53 PM| Submitted for Approval |
| Approved            | Wheaton, Joe Edward        | 02/04/2014 12:56 PM| Unit Approval     |
| Pending Approval    | Achterberg, Cheryl L.      | 02/04/2014 12:56 PM| College Approval  |
|                     | Warnick, Bryan R.          |                    |                   |
|                     | Odum, Sarah A.             |                    |                   |
|                     | Zircher, Andrew Paul       |                    |                   |
SAMPLE SYLLABUS

The Ohio State University
Educational Studies
Course number (1 – 3 semester hours)
Independent Study

Instructor: [Name]
Office Phone: [Number]
Office Hours: by appointment
Office: [Location]
Email: [Email]
Cell Phone: [Number]

Description/Rationale:
The purpose of this course is for students to have the opportunity to participate in research. This can include, but is not limited to:

- Participating in the development of a study through various activities (e.g., conducting a literature review, reviewing various measurement options, assisting with the design)
- Assisting the instructor with data collection, data entry, and/or analysis of the data for an on-going study
- Developing a study individually, relevant to the instructor’s research areas of interest and expertise, to be submitted to a local, state, or national conference (e.g., OSPA, NASP)
- Assisting another student with their research project
- Participate in student review of articles (this will assist you in how to effectively evaluate research as well as with your own research writing skills)

Students’ Rights:
Students with special needs that affect their ability to participate fully in the class or to meet all course requirements should bring this to the instructor's attention so that appropriate accommodations can be arranged. University recognized accommodations (ADA accommodations) will be provided only for students who have a formal relationship with the Office for Students with Disabilities. Requesting for these accommodations is the sole responsibility of the student. As an instructor, I will make every effort to address the special needs of students while maintaining the integrity of the learning experience.

Academic Integrity:
The School of Physical Activity and Educational Services has set forth clear policies and procedures regarding academic misconduct. These procedures can be found in the program handbook on the PAES website, and students are expected to read and follow these policies. All projects and tests will represent your own work unless otherwise specified. The student is responsible for understanding the limits of collaboration on all work in this class. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in a formal response from the instructor and university. Additionally, all assignments submitted in the course should be work produced specifically for this course. Academic misconduct will be handled on an individual basis; however, in most cases, students will receive the strictest consequences given by the University as explained in the academic misconduct policy. For additional information, see the Code of Student Conduct. [Link] http://studentaffairs.osu.edu/resource_csc.asp
SAMPLE SYLLABUS

Attendance:
Class attendance is mandatory. Students are expected to contact the instructor prior to an absence except in the case of an emergency. Deductions in a student’s final grade due to absences are at the discretion of the instructor. Students are also expected to be punctual and complete all assignments on time. Late assignments must be discussed with the instructor. The instructor reserves the right to deduct points for late assignments and/or return papers at the instructor’s convenience. Incompletes will be given only when discussed with the instructor at least one week prior to the due date for the last assignment. Incompletes will be given for uncontrollable extenuating circumstances only. Students are encouraged to discuss class difficulties with the instructor as soon as possible.

Diversity Statement:
The National Association of School Psychology (NASP), the American Psychological Association (APA), and the American Counseling Association (ACA) have explicit policies regarding issues related to race, gender, class, sexual orientation, disability, religion, etc. You may find this information in the APA publication manual, standards and ethics for each organization, and on the organizations’ respective home pages. In this class, you will be expected to reflect the standards and ethics of your profession. Any use of written or verbal language should be consistent with that specified by NASP, APA, and ACA. These policies should also be reflected in your conceptualization of client needs, interpretation and use of assessment results, critical analysis of assessment tools, and creation of services provided to clients. You will be evaluated accordingly on these skills.

Professional Statement:
As graduate students and future professionals in the field of psychology and for most, school psychology, you are required to obtain competencies in numerous areas including writing skills, presentation skills, clinical skills, and research skills. Standards for this class are compatible with professional standards. You are expected to have a good understanding regarding ethics and standards set forth by the American Psychological Association and the National Association of School Psychologists. Your behavior and performance in this class must be consistent with the expectations set forth by the School Psychology Program Contract. You will be evaluated on various skills that are necessary to being a professional and competent psychologist. In addition to academic skills, and academic behaviors, you will also be evaluated on your professional judgment. Although there is no separate point allotment for professional conduct, your grade and success in this class can be influenced by poor professional judgment and conduct, and by poor academic performance and behaviors. These behaviors include, but are not limited to, working well with other professionals, other students, and clients, meeting deadlines for the class, dressing appropriately when working in the schools, and representing the school psychology program and the department in a professional manner. You are expected to behave like a professional and to engage in self-regulated learning while in this class. The instructor has the right to deduct points on an individual assignment or a final grade for unprofessional or unethical behavior of any kind. Depending on the severity of the violation, additional consequences may also be pursued.

Students’ Rights:
According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor: Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union.” “Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.”
SAMPLE SYLLABUS

Technology Statement:
To be consistent with professional standards, students maybe expected to demonstrate certain technological skills in this class. These skills include using e-mail, searching the internet, and understanding basic word processing and power point. Students will also be expected to have e-mail accounts and access the school psychology list serve on a regular basis. Much of the out-of-class communication with students is done via Carmen or e-mail. And students may also be required to download Word and Power Point documents for class.

Course Requirements:
In order to participate in research, it is expected that you have completed or will complete the Collaborative Institutional Training Initiative (CITI) web-based human research course. This can be found through the website for the Office of Responsible Research Practices (ORRP) at: http://orrp.osu.edu. You will need to submit information to the instructor indicating your successful completion of the training.

Also, you will be required to participate in research. This can be on-going research that the instructor is conducting or development of your own research project related to the research interest and expertise of the instructor. Various options for participation will be discussed and you will have an option to choose tasks or you will be assigned tasks.

Meetings for this course will be scheduled on an as needed basis. The frequency and durations of meetings will be dependent upon the research that is being conducted.

This is a 1-3 credit course. You will be expected to participate in a manner consistent with the number of credit hours you have signed up for. For example, if you have signed up for 3 credits, your work load should be consistent with that of a 3 credit course (i.e., the time you would spend in lecture, completing readings, and completing assignments).

Activities that you will be expected to engage in include:

- **CITI Training** (if not already completed)
- **Article Reviews**
  - Must complete at least two reviews (dependent upon availability). Please note that I will provide you with the final review. It is expected that your second review is more fully developed in comparison to the first.
- **Research Assistance**
  - Literature review
  - IRB development
  - Database development
  - Data collection
  - Data entry
- **Conference Proposals**
  - Assist with writing and submitting conference proposals
  - Contribute to accepted conference proposals
  - Review and provide feedback to conference presentations in preparation.
- **Writing**
  - Contribute to current writing projects.