

Comprehensive Counseling Rev.

COUN-6000

24/FA Section AN01 08/19/2024 to 12/12/2024 Modified 08/04/2024

Meeting Times

08/19/24 - 12/12/24 Internet

Contact Information

Please contact me at (817) 564-1200 or email at Tewk@dbu.edu to schedule an appointment.

Professor: Dr. Kristi Lee Tew

Email: tewk@dbu.edu

Office: Collins 322

Phone: (817) 564-1200

Course Description

Students must achieve the specified score in order to receive credit (CR) for the course, and the exam may be retaken until the appropriate score is achieved. The score will be submitted to the M.A. Counseling program director. Graduation requires a satisfactory score on the comprehensive exam. Terms Offered:

Requisites

None.

Learner-Centered Outcomes

1. Students will demonstrate appropriate study habits for preparing for the National Certification Examination for counselors.
2. Students will demonstrate the ability to apply counseling and counseling-related theories and techniques in hypothetical situations.
3. Students will demonstrate the ability to assess their progress toward readiness to take the National Certification Examination by achieving a score specified by the course instructor (60%).

4. Students will gain confidence in their ability to successfully complete the National Certification Examination for counselor.

Materials

Mastering the National Counselor Examination and the Counselor Preparation Comprehensive Examination (3rd edition)

Erfrod, Hays, and Crockett

Assignments

Each week of the semester, you will be working through the review textbook.

August 19- Week 1- Take a look at your personal assessment review emailed to you- reviewing your strengths and areas for growth based on your Candidacy exam. Make notes of your strengths and growth areas.

August 26- Week 2- Chapter 1- Professional Orientation and Ethical Practice

September 2- Week 3- Chapter 2- Social & Cultural Diversity

September 9- Week 4- Chapter 3- Human Growth & Development

September 16- Week 5- Chapter 4- Lifestyle & Career Development

September 23- Week 6- Chapter 5- Helping Relationships

September 30- Week 7- Group Work

October 7- Week 8- FALL BREAK!!!!

October 14- Week 9- Assessment

October 21- Week 10- Research & Program Evaluation

October 28- Week 11- STUDY WEEK- Study the additional 350 NCE question

November 4- Week 12- Take first Practice NCE Exam in back of textbook

November 11- Week 13- Take second Practice Exam

November 18- Week 14- Take CBCS test if you haven't passed either of first 2 tests

November 25- Week 15- THANKSGIVING BREAK

December 2- Week 16- Take 2nd CBCS test if you haven't passed any of first 3 tests

Please keep me updated with your progress once we start taking the practice tests. I want to know how you are doing!!

Requirements for Credit

You must score a passing rate on one of the above exams to pass the course, which is answering 112 questions out of the 160 questions correctly. These practice test are found at the end of the textbook.

If you do not pass with the first 2 attempts, then take the CPCE tests at the end of the textbook as your third and fourth practice tests. These tests are 136 questions, so you would need to answer 95 questions correct to have a passing scores.

Study Hard & Good Luck!

Institutional Policies

Requirements for Undergraduate and Graduate Credit

When a 5000-level Graduate course is cross-listed with a 4000-level Undergraduate course or a 7000-level course is cross-listed with a 6000-level course, the syllabus clearly defines specific graduate requirements which reflect appropriate deeper learning experiences and rigor in the higher-level course.

Attention Education Certification Students: Go to [dbu.edu/education/requirements](http://www.dbu.edu/education/requirements) (<http://www.dbu.edu/education/requirements>) for essential program requirements.

Attendance Policy

Attendance in class is considered a necessary factor in the learning process. Students are expected to attend and participate in class. For traditional courses, absences must be kept to a minimum and should not exceed 25 percent of the total class time. Exceeding this threshold may result in the student failing the course. The policy concerning class attendance for non-traditional courses (such as seminars, CPs, or other guided learning experiences) will be determined by the faculty member.

Faculty will provide students an opportunity to complete work missed because of absences for required, University-sanctioned events. Students participating in University-sanctioned events must notify the professor in writing at least one week in advance. The professor may decide when and how the work will be completed or will otherwise adjust the grading to ensure that the student is not penalized for the absence, provided that the student has properly notified the instructor.

NOTES:

- Per the athletic attendance policy, student-athletes may not miss class for any reason other than university-excused, athletic-related competition or severe illness/catastrophic injury.

- Students who register during Late Registration are responsible for work missed, and these absences do not count toward the 25 percent student absence policy.
- Students verified by the professor(s) as never attending, for each of the classes in which they are enrolled, will be subject to an automatic drop from these classes, which will result in the cancellation and return of any financial aid received.
- Students must consult the course syllabus for further clarification of attendance requirements for each of their courses. Students are required to adhere to the attendance and make-up policies set by the faculty member in compliance with the University Attendance Policy.

GPA Scale

The GPA grading scale adopted by DBU for courses is:

A+	A	A-
4.00	4.00	3.67
B+	B	B-
3.33	3.00	2.67
C+	C	C-
2.33	2.00	1.67
D+	D	D-
1.33 F	1.00	0.67
0.00		

** No grades of D are awarded for graduate courses

Service-Learning

Service-learning is a teaching and learning strategy which integrates academic instruction, community service, and guided reflection from a Christ-centered, faith-based perspective in order to enhance student learning, to foster global civic responsibility, and to develop servant leaders. All courses play an important role in providing the student with an appropriate curricular foundation for service-learning. Designated service-learning courses incorporate a field-based component to provide the student with a curricular service-learning experience

Financial Aid

Students who are receiving federal, state, or institutional financial aid who withdraw or add hours during the semester may have their financial aid adjusted because of the withdraw or addition. This change in schedule may affect the aid they are receiving during the current semester, and could affect their eligibility for aid in future semesters.

Disabilities

The student has the responsibility of informing the **Dean of Students, at (214) 333-5340**, of any disabling condition for which the student will request course modifications and/or accommodation. Dallas Baptist University provides academic adjustments and auxiliary aid to individuals with

disabilities, as defined under law, who are otherwise qualified to meet the institution's academic requirements. It is the student's choice and responsibility to initiate any request for accommodations. Required documentation must be provided before the university can make accommodations.

University Honor Code/Academic Appeal and Academic Misconduct Procedure

The faculty member endorses the **University Honor Code** and abides by the **University's Academic Appeal and Academic Misconduct Procedure** as stated in the Student Handbook and the Schedule of Classes.

Cheating and/or plagiarism, including the unauthorized use of generative artificial intelligence such as [image generators, code generators, audio/video generators or large language models](https://dbu.blackboard.com/bbcswebdav/xid-25795182_1) (https://dbu.blackboard.com/bbcswebdav/xid-25795182_1), is not tolerated at Dallas Baptist University and may result in academic discipline up to and including suspension or expulsion.

Final Course Grades

Official final course grades are available only online through Self-Service. The Registrar's Office will only mail grades to a student upon request. The Dallas Baptist University undergraduate and graduate catalogs state that "All accounts must be paid in full before a student can...receive transcripts..." According to FERPA, faculty may not provide final grade information to students via telephone, email, posting or any other source which might compromise student confidentiality.

Children in Classes and Unaccompanied Children

Minors who are not DBU students are not permitted to attend class. Furthermore, minor children may not be unaccompanied on any property owned or operated by Dallas Baptist University. For their safety and welfare, unaccompanied children on any property owned or operated by Dallas Baptist University will be escorted to the Campus Security Office or other duly authorized location and the parents or guardians will be summoned to pick them up immediately.

Cell Phone and Electronic Device Policy

Electronic devices shall only be used for course specific work. The professor reserves the right to ban their use at any time. The policy concerning electronic devices for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such course, seminar, or learning experience.

Electronic Communication Policy

The DBU campus e-mail system, or any other form of DBU electronic communication (i.e. Blackboard, class discussion, Collaborate) may not be utilized as an avenue to advertise the selling of goods or soliciting of donations from students, faculty, staff or members of the university community.

Graduating Students Grades

It is the responsibility of the student to notify the instructor if graduating this semester. Final exams for graduating students will be given earlier. Final grades for graduates are due in the Registrar's Office by noon on the Monday before Commencement ([see Academic Calendar \(https://www.dbu.edu/academics/calendar\)](https://www.dbu.edu/academics/calendar)). These grades are final. The instructor will not submit late grades for graduates nor change grades once they are submitted.

Unauthorized Recordings on Campus

Students are not permitted to make or attempt to make an audio or video recording of any academic class, lab, course discussion or other academic instructional meeting without the explicit permission of the professor. Recordings that receive approval from the professor or are designated accommodations for a documented disability are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published. Recording of class without permission is a violation of the Student Code of Conduct as listed in the Student Handbook.

Accelerated Graduate Placement and Bridge Programs

Some 4000-level courses offer students an opportunity to participate in DBU's Accelerated Graduate Placement (AGP) and Bridge Programs.

AGP: The content of AGP courses is similar to that taught in paired 5000-level courses, and eligible students enrolled in the 4000-level course have the opportunity to fulfill graduate-level learning outcomes and complete graduate-level assignments that can be applied for credit when they start their graduate program at DBU. Students interested in AGP credit should carefully consult the AGP <https://catalog.dbu.edu/undergrad/agp/agp> (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog.dbu.edu%2Fundergrad%2Fagp%2Fagp&data=05%7C02%7Ccarol%40dbu.edu%7C4ea19e86139b48905fa208dc4dd0d8b7%7C5faad9d5803d4f86b0a9b9918b9f19a3%7C0%7C0%7C638470806593056316%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iklk1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7wMf%2FS%2Fpc6GVQdQvEO3hfbGF2F0Fe0R8yE8cz2XzPPU%3D&reserved=0>) pages in the catalog for requirements and conditions and should consult with their advisors and professors for additional information.

Bridge: Courses identified as Bridge eligible allow students to begin the Master of Arts in Professional Counseling or Master of Arts in Psychology program while still completing their undergraduate Psychology program. Students interested in one of these two graduate degrees should consult the Bridge <https://catalog.dbu.edu/undergrad/bridge/psychbridge> (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog.dbu.edu%2Fundergrad%2Fbridge%2Fpsychbridge&data=05%7C02%7Ccarol%40dbu.edu%7C4ea19e86139b48905fa208dc4dd0d8b7%7C5faad9d5803d4f86b0a9b9918b9f19a3%7C0%7C0%7C638470806593068858%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iklk1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=wTFVJomtqco2C0tVrRPSIFKoHFbcpFca21BxU8wd0dw%3D&reserved=0>) pages in the catalog for requirements and conditions and should consult with their advisors for additional information.

Schedule

See Assignments for schedule