



EAST TENNESSEE STATE  
UNIVERSITY

Clemmer College

Department of Counseling and Human Services

### Text(s) and/or Required Readings:

- Privitera, G. J. (2019). *Essential Statistics for the Behavioral Sciences* (2nd ed.). Thousand Oaks, CA: Sage Publication, Inc.
- Creswell, J. W., & Poth, C. (2018). *Qualitative Inquiry and Research Design: Choosing Among Five Approaches* (4th ed.). Thousand Oaks, CA: Sage Publication, Inc.
- Other readings in pdf format or online as included in the D2L.

### Technical Requirements

Students will complete their assignments via Microsoft Word or IBM SPSS. All assignments will be uploaded to D2L. You will need access to the internet and a firm understanding of your library in order to do the research necessary for this class. You will need to use GoldLab, <https://www.etsu.edu/helpdesk/goldlab/remote-desktop-web-access.php>, to access IBM SPSS, which you will use in this course. IBM SPSS is in the Math Software folder in GoldLab.

### Catalog Description:

Provides graduate students with an introduction to applied research and evaluation methods. This course designed to allow students to become informed consumers of psychological and service research. It is also designed to give students necessary skills in reading and understanding peer-reviewed academic journals to conduct basic research and program evaluation. Quantitative and qualitative methods will be incorporated in clinical settings, action research in organizations and schools, and program planning and evaluation in various counseling and human services agencies.

### Relationship of Course to College and Program Philosophy and Goals:

Counseling and human service professionals are often called upon to be consumers of research, experts in their community and field, and conduct program evaluation. Therefore it is useful to the person, profession, and the aim of the College to help communities by equipping professionals with skills required to carry out their roles as counselors and human service professionals.

### **Purpose and Goals:**

The purpose of this course is to provide the foundational preparation for counseling and human services professionals to be effective consumers of research and develop effective knowledge and skills in conducting quantitative and qualitative methods, action research, and program planning and evaluation in counseling and human services roles in a variety of clinical and educational settings.

The goals of this course are to:

- identify knowledge and skills required to critically understand, assess, evaluate and integrate information from a variety of sources
- provide knowledge and skills to obtain information through observation and research
- provide knowledge and skills appropriate to information literacy, including skills to effectively locate, evaluate, and utilize information through library databases, the world-wide web, and other electronic resources
- provide knowledge and skills in the appropriate use of statistics, quantitative design, and technological applications in these designs
- provide models of practical applications of quantitative and qualitative research, action research, and program evaluation
- promote knowledge of basic quantitative research principles
- facilitate the development of a research project/scholarly paper

### **Course Topics and Learning Outcomes**

#### **Topics**

American Psychological Association Publication Manual; quantitative research terms and methods; qualitative processes; institutional review board policies and procedures; library search engines and holdings; critical evaluation of information; literature reviews; action research; program evaluation processes and implementation; ethics in research; reflective practice

#### **Learning Outcomes**

At the completion of this course, the student is expected to:

- summarize the importance of research in advancing and increasing effectiveness in counseling and human service provision of services (CSHSE II.12.d).

- evaluate research and other information critically and ethically for relevance, adequacy and accuracy (CSHSE II.12.c, e).
- demonstrate knowledge of research models and statistical methods used in quantitative, single-case designs, and outcome based research (CHSHE II.12.f).
- demonstrate knowledge of research methods and processes in qualitative and action research designs (CHSHE II.12.f).
- conduct program and intervention evaluation relevant to counseling and human services (TN SC License Standard 8; CSHSE II.13 a-d).
- develop a research proposal for human subjects/institutional review board review (CSHSE II.12.g).
- apply ethical and culturally relevant strategies for interpreting and reporting the results of research and/or program evaluation students (CSHSE II.12.b).

<i>Assessment and Testing</i>	<i>CACREP Standard</i>	<i>Curriculum/Evaluation Outcomes</i>
1. statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations	2.F.7.g	Module 1 contents; Quiz 1
2. reliability and validity in the use of assessments	2.F.7.h	Module 1 & 4 contents; Quiz 1 & 4
<i>Research and Program Evaluation</i>	<i>CACREP Standard</i>	<i>Curriculum/Evaluation Outcomes</i>
1. the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice	2.F.8.a	Research article summary Module 2, 3 & 4 contents; Quiz 2, 3 & 4
2. identification of evidence-based counseling practices	2.F.8.b	Research article summary Module 2, 3 & 4 contents; Quiz 2, 3 & 4
3. needs assessments	2.F.8.c	Module 3, 4 & 5 contents; Quiz 3, 4 & 5
4. development of outcome measures for counseling programs	2.F.8.d	Module 3 & 4 contents; Quiz 3 & 4

5. qualitative, quantitative, and mixed research methods	2.F.8.f	Research article summary Module 2, 3 & 4 contents; Quiz 2, 3 & 4
6. designs used in research and program evaluation	2.F.8.g	Module 3 & 4 contents; Quiz 3 & 4
7. statistical methods used in conducting research and program evaluation	2.F.8.h	Module 3 & 4 contents; Quiz 3 & 4
8. analysis and use of data in counseling	2.F.8.i	Module 3, 4 & 5 contents; Quiz 3, 4 & 5
9. ethical and culturally relevant strategies for conducting, interpreting, and reporting the results of research and/or program evaluation	2.F.8.j	Module 3, 4, & 5 contents; Quiz 3, 4 & 5
<i>School Counseling</i>	<i>CACREP Standard</i>	<i>Curriculum/Evaluation Outcomes</i>
1. development of school counseling program mission statements and objectives	SC G.3.a	Module 5 contents; Quiz 5
2. use of accountability data to inform decision making	SC G.3.n	Module 2 contents; Quiz 2
3. use of data to advocate for programs and students	SC G.3.o	Module 3, 4 & 5 contents; Quiz 3, 4 & 5

## Classroom and Communication Policies

### Email Communication

The ETSU email policy requires all faculty communication with students regarding ETSU business is conducted via the official ETSU 365 email account. When you use your university or employer's email service, your emails become a part of your employment record and can be accessed by your employer without notice to you. Further, private emails, text messages, and other forms of communication are records that can be subpoenaed. It is my objective to reply to email within 24 hours on business days, which may take longer on weekends. You can re-send if you think the email was not received. Please allow sufficient time to check/reply to email. Additionally, **keep the email etiquette** with a more formal style in email communication.

### Attendance and Participation

Attendance and participation is necessary for you to do well in any course. Since this is an online course, your attendance will be monitored via your contribution to reading module quizzes as well as Dropbox assignments.

## Assignments and Submission Guidelines

All assignments will be submitted via D2L Dropbox as a .docx or .sav/.spv (SPSS).

1. Reading the Module Quizzes (100 points = 5 × 20 points each)

2. Submitting the SPSS data set & output (40 points =  $4 \times 10$  points each)
3. Key Assignment: Research articles summary
  - a. Submitting three summaries (60 points =  $3 \times 20$  points each)
  - b. Uploading the three summaries to Tevera (10 points)
4. Participating in Group Discussion (40 points =  $4 \times 10$  points each)
  - a. Uploading your own idea (5 points)
  - b. Responding to at least two classmates (5 points)

## Testing Policy

You will have 5 reading Module quizzes. Each quiz is worth 20 points. These are quizzes intended to examine your comprehension of key terms, concepts, and pieces of the methodology. You will be given **60 minutes** to each quiz. You will have **two chances** of taking the same quiz set in a module, and **the highest score** will be reflected in your grade.

**There is no make-up for the quiz missed.**

## Late and Missing Submission Policy

I accept late work, with a **Five-point penalty for every day it is late**. Keep the deadline, please. If you have verifiable documented excused absence, you can make up the work without penalty, if it is within the following week. Please notify me at [kokm01@etsu.edu](mailto:kokm01@etsu.edu) as soon as you know you will turn in an assignment late.

## Grading Policy

### Grade:

- Module Quizzes 100 points
- SPSS output 40 points
- Summary of articles 70 points (submitting & uploading)
- Discussion 40 points
- **Total Possible Points 250 points**

### Course Grading Scale:

Percentage	Letter	Percentage	Letter	Percentage	Letter
100-94	A	93-90	A-	89-87	B+
86-83	B	82-80	B-	79-77	C+
76-73	C	72 and below	F		

## Schedule of Coursework

**Module 1** Privitera book: Essential Statistics  
 (8/24~9/13) Chapter 1: Intro to Statistics  
 Chapter 2: Freq. Dist. In Tables and Graphs

Chapter 3: Central Tendency

Chapter 4: Variability

- Module Quiz 1 due 9/13
- Submit SPSS data set & output 1 due 9/13
- Discussion 1 **8/30**

**Module 2** Privitera book: Essential Statistics

(9/14~10/4) Chapter 5: Probability and Normal Distributions

Chapter 6: Characteristics of the Sample Means

Chapter 7: Hypothesis testing

- Module Quiz 2 due 10/4
- Submit SPSS data set & output 10/4
- Discussion 2 10/4

**Module 3** Privitera book: Essential Statistics

(10/5~10/25) Chapter 8: One-sample  $t$  test

Chapter 9: Independent-samples  $t$  test

Chapter 10: Paired-samples  $t$  test

- Module Quiz 3 due 10/25
- Submit SPSS data set & output 10/25
- Submit Journal summary 1 (**quant**) 10/25
- Discussion 3 10/25

**Module 4** Privitera book: Essential Statistics

(10/26~11/15) Chapter 11: One-Way Analysis of Variance

Chapter 12: Two-Way Analysis of Variance

Chapter 13: Correlation and Linear Regression

- Module Quiz 4 due 11/15
- Submit SPSS data set & output 11/15
- Submit Journal summary 2 (**quant**) 11/15
- Discussion 4 11/15

**Module 5** Crewell & Poth book: Qualitative Inquiry

(11/16~12/4) Chapter 3: Designing a Qualitative Study

Chapter 4: Five Qualitative Approaches to Inquiry

Chapter 5: Five Different Qualitative Studies

Chapter 6: Introducing and Focusing the Study

Chapter 7: Data Collection

Chapter 8: Data Analysis and Representation

- Module Quiz 5 due 12/4 (Friday)

- Submit Journal summary 3 (**qual**) 12/4 (Friday)
- Upload all the summaries to **Tevera** all together 12/5 (Sat) ~12/8 (Tues)

*\* Disclaimer: The course contents, schedule, and assignments may be subject to change if circumstances beyond the control require it.*

## Course Policies

### Elements of Style

When writing papers for this class, follow the format of the American Psychological Association, which is found in the (2010) Publication Manual of the American Psychological Association (6th edition). You may purchase this manual, available through the ETSU Bookstore or other outlets or you can find free resources online. Most people find [the Online Writing Lab or OWL at Purdue University](#) to be a useful resource.

### Technology Requirements

It is necessary to have or obtain the necessary computer hardware and software to complete the course requirements. Hardware and software requirements for D2L can be found at this [link](#). Microsoft Word and PowerPoint applications are required and sufficient to complete the assignments. Accommodations for students with special needs like voice recognition software or special hardware necessitate contact with the [Office of Disability Services](#). Students are expected to know or learn how to navigate in D2L so they can access course materials and also to check their university assigned emails regularly, follow the schedule of assignments, and upload documents to the dropbox as required.

## Student Services and Technical Resources

### Student Services

The [ETSU Services Webpage](#) includes a comprehensive list of services available to all ETSU students.

### Academic Accommodations for Students with Disabilities

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to 4 students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. Visit the [Disability Services webpage for more information](#).

### ETSU Center for Academic Achievement

The ETSU Center for Academic Achievement is located in the Sherrod Library and provides assistance with student writing and speaking assignments. Please drop by, call 423.439.7111, or



check online at [HERE](#). These competencies, along with computer literacy, are strongly related to optimal academic performance at ETSU and success in later professional careers. Please take advantage of this and other resources explained in detail in the catalog.

### **Counseling for Students**

The ETSU Counseling Center includes a staff of mental health professionals who provide short-term, personal counseling. All currently enrolled ETSU students are eligible for services, which are free and confidential. In some situations we may need to refer students to more appropriate agencies or providers (e.g. presenting problem is beyond the expertise of our staff or is of a long-term nature). Personal counseling is focused on emotional, psychological, or interpersonal issues. People typically come to counseling because they are experiencing emotional pain or wish to improve their lives in some way. While people seek counseling for many reasons, some of the common issues addressed in counseling include: coping with stress; improving mood and overcoming depression; enhancing self-esteem; managing anxiety; surviving grief and loss; adjusting to college life; improving relationships with partners; dealing with emotional trauma (e.g. abuse, assault); understanding sexual affectation and identity; coping with family and childhood issues; substance use and abuse. Follow this link for more information on the [ETSU Counseling Center](#) or call 423-439-4841.

Additionally, the ETSU Human Development and Learning Department has a Community Counseling Center located in Warf-Pickel. ETSU students and other community members can receive confidential counseling services free of charge by scheduling an appointment at 423-439-7679.

### **Technical Resources**

#### **Help Desk**

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the [Help Desk website](#), call, email, or stop in to see them on the first floor of the Sherrod Library. Phone: 423-439-4648 Email: [itshelp@etsu.edu](mailto:itshelp@etsu.edu)

#### **Desire2Learn (D2L) Online Help**

Many answers to D2L related questions can be found on the [D2L Help Student Home](#). If you are still having trouble finding what you need, contact the Help Desk.

#### **Microsoft Office Software**

Microsoft Office productivity applications, including Word, PowerPoint, Excel, OneNote, and more, are available free for students through the University's Office 365 campus agreement. For instructions on how to obtain the software, see the [Office 365 page of the ITS Help Desk website](#).

#### **Turnitin Plagiarism Detection**



Turnitin is a plagiarism detection service available to students and faculty at ETSU. This tool compares student written work against a comprehensive database of other work as well as various internet sources. Faculty may employ this service for some or all written assignments, in order to help students learn to cite sources accurately and to ensure academic integrity. Learn more on the [Turnitin home page](#).

Academic dishonesty is a serious violation. Failure to cite appropriate reference material in your papers is a form of academic dishonesty. **Turnitin** may be employed for written assignments. Some further information concerning ETSU and Academic Integrity may be located [this link describing Academic Integrity](#)

*ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with TN Board of Regents policy. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors.*  
[ETSU Undergraduate Catalog]

#### **Other ETSU Technical Resources**

Many other technical resources can be found on the [Online Help webpage](#).

#### **University Information**

##### **Syllabus Attachment**

The [ETSU syllabus attachment](#) includes important material such as permits and overrides, advisement, hours, dates and other ETSU information.