

GCN 522 OA: Foundations of Mental Health Counseling

Fall 2022

Mondays 7:00 PM – 09/12/2022 to 12/19/2022

(10) Synchronous Classes: 09/12, 09/19, 10/03, 10/10, 10/24, 10/31, 11/14, 11/28, 12/05, 12/12

(4) Asynchronous Classes: 09/26, 10/17, 11/07, 12/19

COURSE INSTRUCTOR: Michele Hernandez, MA, LPC, NCC, ACS, Adjunct Professor
CONTACT INFORMATION: Email: michele.hernandez@nyack.edu (Best),
Phone: (917) 757-3047 (Text first)
APPOINTMENT INFORMATION: Office: Telephone or Zoom (I am flexible, please text me for appt and link)
Open Virtual Office Hours: Wednesdays 10am -12am

Online Synchronous Class Session:

The technology used to facilitate online classrooms is Zoom and this technology can be launched from your Google Calendar when in my.Nyack.edu. (Click on the Google App 9 square icon in the upper right-hand corner when in your Nyack Gmail account and select Calendar). Additionally, it can be launched by typing the link below into the URL in your Chrome address bar:

Professor Hernandez is inviting you to a scheduled Zoom meeting.

Topic: GCN 522:OA Fall 2022 **Time:** This is a recurring meeting 7:00pm-9:00pm

Join Zoom Meeting: <https://nyack.zoom.us/j/95156399793?pwd=QVNGUStBeDk2Q3lxaWtickNjK3F5UT09>

Meeting ID: 951 5639 9793 **Passcode:** 290330

REQUIRED TEXTS/ MATERIALS: American Psychological Association (APA). (2020). *Publication manual of the American psychological association* (7th Ed.). American Psychological Association.
ISBN-13: 978-1433832178
ISBN-10: 1433832178

Neukrug, E. (2022). *The World of the Counselor: An Introduction to the Counseling Profession* (6th Ed.) Cognella
ISBN-13: 978-1793544971
ISBN-10: 1793544971

American Counseling Association. (2014). 2014 ACA code of ethics. <https://www.counseling.org/docs/default-source/default-document-library/2014-code-of-ethics-finaladdress.pdf>

Suggested Texts: *Diagnostic and statistical manual of mental disorders: DSM-5-tr.* (2022). American Psychiatric Association.
ISBN-13: 978-0-89042-576-3
ISBN-10: 0890425760
Clinton, T. (2019). *The Care and Counsel Bible way.* The Livingstone Corporation.
ISBN-10: 1404112154
ISBN-13: 978-1404112155
McKibben, D. M. (2018). *God, improv, and the art of living.* Eerdmans.
ISBN-10: 0802874649
ISBN-13: 978-0802874641

OTHER RESOURCES:

Reference Point Software – This software will format your papers in APA style. You input the information, and it will aid you in setting up papers appropriately. <https://www.referencepointsoftware.com/apa> (Disclosure: This software is not required, only suggested.)

Grammarly.com: Website which assists with correcting grammar.

Owl Purdue: Website which assists with formatting citations APA style.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

CATALOG COURSE DESCRIPTION: GCN 522 OA – Foundations of Mental Health Counseling - Online (3 credits) An overview of the field of mental health counseling. The history and philosophy of the profession, as well as the roles and responsibilities of the clinician, will be explored. This course is a mandatory first-semester course and will serve as one of the benchmarks in assessing students' dispositions and suitability for the profession. This course emphasizes the key CACREP areas of Professional Counseling Orientation and Ethical practice. This class will consist of ten (10) synchronous meetings online and four (4) asynchronous.

This course is housed within the Alliance Graduate School of Counseling and the College of Graduate and Professional Programs. All the goals below are to be carried out in an atmosphere of the highest scholarly standards of conduct.

STUDENT LEARNING GOALS:	Assignment* Measuring Goal Attainment:	Other Alignments	
		Core / Skill	Dept / Prg
1. Gain knowledge of the history and philosophy of the counseling profession and its specialty areas. Leveraging a diverse set of virtual tools to promote an academically challenging and rewarding environment (Corresponds to Nyack Core Value "Academically Excellent.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 1.a.	2016 CACREP Standard F.1.a.
2. Gain knowledge of the multiple professional roles and functions of counselors across specialty areas, and their relationships with human service and integrated behavioral health care systems, including interagency and inter-organizational collaboration and consultation. Empowering students from diverse cultures worldwide to give voice to their thoughts, ideas, and perspectives, and by interacting with each other, gain a deeper understanding and appreciation of the concerns and significance of cultures unlike their own. (Corresponds to Nyack Core Value "Globally Engaged.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 2.a.	2016 CACREP Standard F.1.b.
3. Understand counselors' roles and	Lectures, Assignments, Text	CMHC 1.b.	2016

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responsibilities as members of interdisciplinary community outreach and emergency management response teams Inspiring and equipping students worldwide for ministerial, educational, and community-building professions in their part of the world. (Corresponds to Nyack Core Value "Socially Relevant.")	Reading, and Discussions		CACREP Standard F.1.c.
4. Understand the role and process of the professional counselor advocating on behalf of the profession Empowering students from diverse cultures worldwide to give voice to their thoughts, ideas, and perspectives, and by interacting with each other, gain a deeper understanding and appreciation of the concerns and significance of cultures unlike their own. (Corresponds to Nyack Core Value, "Globally Engaged.")	Lectures, Assignments, Text Reading, and Discussions		2016 CACREP Standard F.1.d.
5. Gain knowledge of and understand advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients Inspiring and equipping students worldwide for ministerial, educational, and community-building professions in their part of the world. (Corresponds to Nyack Core Value, "Socially Relevant.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 2.i.	2016 CACREP Standard F.1.e.
6. Be exposed to and understand the role of professional counseling organizations, including membership benefits, activities, services to members, and current issues Inspiring and equipping students worldwide for ministerial, educational, and community-building professions in their part of the world. (Corresponds to Nyack Core Value, "Socially Relevant.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 2.k.	2016 CACREP Standard F.1.f.
7. Gain knowledge of professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues Leveraging a diverse set of virtual tools to promote an academically challenging and rewarding environment. (Corresponds to Nyack Core Value, "Academically Excellent.")	Lectures, Assignments, Text Reading, and Discussions		2016 CACREP Standard F.1.g.

8. Gain knowledge of the current labor market information relevant to opportunities for practice within the counseling profession Nurturing personal transformation resulting from the blending of faith with academic scholarship and through being sharpened by a diverse community of peers and educators. (Corresponds to Nyack Core Value, "Personally Transforming.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 2.k., CMHC 2.i.	2016 CACREP Standard F.1.h.
9. Gain knowledge of and understand the role of counseling supervision in the profession Leveraging a diverse set of virtual tools to promote an academically challenging and rewarding environment. (Corresponds to Nyack Core Value, "Academically Excellent.")	Lectures, Assignments, Text Reading, and Discussions	CMHC 2.k.	2016 CACREP Standard F.1.m.

The above student learning goals are aligned with the institutional core academic goals and skills and the department's and/or program's goals stated in the college catalog (<https://www.nyack.edu/site/nyack-catalog/>). Attainment of goals is evaluated by the identified assignments.

*Assessments primarily serve as measures of individual student growth and goal attainment. Secondly, samples of student work and/or evaluations of student work may be used by the School/Department and Institution for improving student learning and as evidence of program effectiveness. Care will be taken to protect student identity.

ASSIGNMENT DESCRIPTIONS:

For this course, all ten (10) weeks will be open and available on E360 as of 09/07/2022. The purpose of this is to facilitate learners the possibility of working ahead on assignments if they choose to do so. However, students must adhere to the due dates listed below and E360 (they may be completed BEFORE, but NOT AFTER a due date). All due dates and times are listed in Eastern Standard Time (EST).

1. Participation and Attendance ~ (5% / 5 points):

- **Participation & Attendance is obtained over the course of the semester.**

The major methods of learning in this class are Lectures, Assignments, Text Reading, and Discussions, with ten (10) 2-hour synchronous meetings on Mondays (7:00 – 9:00 PM EST) starting Monday 09/12/2022 through Monday 12/19/2022. Before each meeting, assignments and/or chapter reading must be reviewed and completed. The time together will be used for presentations, activities, discussion, exercises, questions, etc. Therefore, everyone's attendance and participation are necessary. You are permitted **one excused absence** (you will need to send an email to the Instructor before class for the reason of the absence at least two hours before class is scheduled to meet) during the course semester (there may be a loss of points at professor's discretion). However, the **second absence** will constitute a considerably lower grade and a **third absence** will constitute excessive absences and a **non-passing grade**. Please be on time; points will be deducted for attending the session late. Attending late disrupts the flow of the class, and you will miss a very important part of our class at the beginning of the session. If the computer you are using does not have a working internal or external microphone and camera, at all times, by the first synchronous session, you will need to drop this course. Please be sure you have a place to attend to the class, you should not be working, driving, or distracted. Students are to be present as if attending a live class. **Cameras on devices must be on at all times and microphones should be muted when you are not speaking.**

2. Discussion Questions Post ~ (10% / 10 points total : 1 point for each Discussion)

- **Discussion Questions are to be complete as noted on the syllabus course calendar**

Each student will complete 10 Discussion Questions throughout the course. The purpose of this activity is to have each student be a part of the discussion for the specific weekly assignment/chapters.

The purpose of the discussion questions is for students to have an intelligent dialog with their fellow classmates. Post your opinion on the topic and incorporate the chapters' content into your answers to show that you are learning the material. It is a post that displays significant importance, value, validity, solidity, and independence of thought. It is a response that adds depth and breadth to a discussion. It includes proper grammar and spelling. It directly addresses the question and does not "go off on a tangent." Quotes and references to course materials or other reference materials are required to allow other students to learn by your example and should be cited in APA 7th edition format at the bottom of your post.

After posting your initial response, please comment on two (2) classmates' posts. (Both your initial post and your response posts should be a minimum of 100 - 150 words for the possibility of receiving the full amount of points possible). Please respond by making constructive responses. When I say respond to two (2) other classmates' initial posts, I am looking for more than "That's true" or "I agree" type of responses. I want you to explain your answers. Provide us with details or evidence of why you chose to respond the way you did. If you disagree, tell us why and how you developed this answer. Quotes and references to course materials or other reference materials are required to allow other students to learn by your example and should be cited in APA 7th edition format at the bottom of your post.

Discussion questions posts are due on the dates indicated in the course calendar of this syllabus. Be mindful of dates and times noted in E360 for posting of Initial Post and your Response Post.

3. APA Quiz ~ (10% / 10 points):

Due in Dropbox in E360 by 9:00 pm on Monday September 26, 2022

Will consist of 10 questions referencing the APA website. The test will include 10 multiple choice questions. In addition, students will view the links provided below and their content in order to learn and prepare for quiz content. Students are required to read and study the APA Publication 7th Edition related to these tutorials in preparation for their quizzes. Students are advised to watch the tutorials more than once and take notes to prepare. The quiz is a **2-3 questions exam** pertaining to the APA 7th edition tutorial, book and links provided above. The exam will cover important APA Style Basic Rules of format writing.

Please review **other** APA Publication 7th Edition resources of your choosing in studying for your exam. Your exam will be conducted on e360 found within your GCN 522:OA Lesson 3 course build.

Quizzes APA Format Study Resources

<https://apastyle.apa.org>

<http://www.choice360.org/librarianship/webinars/whats-new-in-apa-style>

<https://apastyle.apa.org/products/publication-manual-7th-edition-introduction.pdf>

<https://apastyle.apa.org/instructional-aids/tutorials-webinars> (MAY TAKE A WHILE TO LOAD)

<https://apastyle.apa.org/instructional-aids/student-paper-setup-guide.pdf>

4. Assignment: Counselor Identity Paper ~ (20% / 20 points):

- **Counselor Identity Paper Due in Dropbox in E360 before or by 9:00 PM on October 17, 2022**

This paper is to serve as a self evaluation of your perceptions and hypotheses concerning the Counseling Profession. As a newly matriculated AGSC student, you have considered a career of mental health counselor for

your profession and career. For this assignment, you will complete a counselor identity paper including your beliefs about the helping professions (psychology, counseling, social work, etc.). You will utilize the questions below as a guideline in preparing your paper. The purpose of this paper is for you to consider your personal beliefs regarding the helping professions and the professional practice of counseling in conjunction with your desired goals in mental health counseling.

This is a personal reflection paper (essay), not a research paper. Therefore, your responses to the questions will be in your own words (first person). You will be expected to include citations and a reference page for works cited. Note a rubric will be attached to the lesson and in the resources section for your review along with further guidelines for completion of this paper. **Please organize your paper by selecting and answering 8 of the 11 questions below:**

1. How do you define the role/job of a professional helper? Define this in your own words. Be thorough in your response.
2. What has led you to consider the helping fields?
3. Based on your beliefs, experiences, etc., what are the 3 most important things a counselor does during a counseling session?
4. Based on your beliefs, experiences, etc., what are the 3 most important things a counselor does not do during a counseling session (do not simply state the opposite of your response above)? Be thorough.
5. What two or more personality characteristics of yours do you believe may serve as personal strengths in your role as a helping professional.
6. What two or more personality characteristics of yours do you believe may serve as personal barriers in your role as a helping professional?
7. With what client population do you think you would have the most success counseling? Explain why thoroughly.
8. With what client population do you think you would have the most difficult time counseling? How do you think you would deal with this when that particular client comes to you asking for your services?
9. How would you define the appropriate dress code for the setting in which you hope to work?
10. Many helping professionals consider themselves to be *role models* in the community, even when they are not "on the clock" at their work setting. Are there any behaviors you believe helping professionals should expressly avoid doing, even when they have their "civilian hats" on? Explain them and your reasoning behind your opinion.
11. Self-care is a particularly important task of the helping professional. How do you plan to take care of yourself and prevent professional *burnout* as you enter the helping profession of Mental Health Counselor?

The paper should be **no more than** 8-10 pages (for the body of the report) using APA guidelines (Note: page count does NOT include the cover page or reference page). An abstract is not necessary for this assignment, but citations, running head, cover page, page numbering, and headings should strictly follow APA 7th edition

guidelines. **If you are not experienced with writing in APA 7th edition, that you reference the APA 7th edition manual frequently, and that you reach out to the Student Writing Center for assistance.** The paper should be professional writing and avoid colloquial speech. **This Professor is VERY PARTICULAR about grammar and APA style structure, and it will impact your grade if this is not up to graduate student levels. DO NOT SIMPLY WRITE THE QUESTIONS OUT AND ANSWER THEM!** You will be summarizing the information you receive in an essay form.

**5. Mid Term: State Licensure Requirements & Professional Organization Response (4-6 pgs total)
~ (25% /25 points total)**

Response is due in Dropbox in E360 by 9:00 pm on Monday November 7, 2022

• 5A: State Licensure Requirements Response Instructions 15 points

Go to the your state's mental health counseling licensure requirement website (link provided in E360 under Week Lesson 9). Through your state's website information research the state's definition of **Mental Health Counseling**, as well as the requirements mandated to become a licensed Mental Health Counselor.

Download a copy of the application for licensure and become acquainted with the type of questions you will be expected to answer upon completion of your degree. **Write a 2-3-page response** (no more) answering each of the following questions:

- What is the role of an LMHC or an LPC?
- What is the protected scope of practice?
- What are the educational and experience requirements?
- How does the state define "be of good moral character"?
- What is the licensing exam that is required and when can you sit for it?
- What does the exam entail? You will need to do research on this question.
- When should I complete the application for permit/licensure?

Any questions omitted will result in point reduction. Please be concise yet, thorough in your descriptions of each question. You may use bullet point format if you wish.

Grading Rubric

- | | |
|--|---------|
| • Responded to all 7 questions | 2.5 pts |
| • Grammar | 2.5 pts |
| • Thorough, concise & Consistency in thought | 2.5 pts |
| • Clarity in written expression | 2.5 pts |

• 5B: Professional Organizations Reaction Instructions 10 points

Review Chapters 1 & 2 and proceed to the **ACA, AMHCA** and **AACC** websites to explore what these associations have to offer. You will write a paragraph on each organization Indicating the membership benefits & fees, and the annual events that each organization offers to its members. If the organization has divisions, select and explain which division(s) would be of interest to you and why?

Write an **additional 2-3-page response** (no more) answering the above noted questions. You may choose to use a **bullet point** in responding to each criteria individually or **essay** format where you integrate your responses.

Grading Rubric

- | | |
|---|-------|
| • Accuracy of information on each organization | 2 pts |
| • Grammar | 2 pts |
| • Clarity in written expression | 2 pts |
| • Consistency in keeping a flow through your selected questions | 2 pts |

- Adequate response to the assignment. 2 pts

**6. Final Assignment: RESPECTFUL MODEL of Counseling & Development Self-Assessment (8-10 pgs)
~ (30% /30 points total)**

Response is due in Dropbox in E360 by 9:00 pm on Monday December 19, 2022

The RESPECTFUL MODEL is presented via Power Point and a Resource Attached in E360 from the 5th Ed. of Theories of Counseling & Psychopathology: A Multicultural Perspective introduced in Counseling & Development (D'Andrea & Daniels, 1997; 2001).

Students will conduct a multi-dimensional self-assessment based on the RESPECTFUL model of counseling and development. This self-assessment should be no less than 8 and no more than 10 pages, double- spaced APA format style. Students will write a detailed description of themselves as it relates to each component of the model described in the E360 article provided in Lesson 14:

Grading Rubric:

- R-religious/spiritual identity
- E-economic class background
- S- sexual identity
- P-level of psychological maturity
- E-ethnic/racial identity
- C chronological/developmental challenges
- T- threats to well-being and trauma
- F-family background and history
- U-unique physical characteristics
- L- location of residence and language differences

Each of the above criterion	2 points (20 total)
Grammar & Spelling:	5 points
APA Style Format:	5 points
	Total 30 points

GRADING COMPOSITION AND SCALE:

Grades for this class are calculated for each category of grading. Each category is assigned a percentage of the total grade. The course grade is based on the following components of a 100-point total:

● Participation Participation/ Attendance/ Required Reading	5%
● Discussion Questions Posts	10%
● Quiz	10%
● Counselor Identity Paper	20%
● Mid Term Assignment: State Licensure Requirements Response	25%
● Final Assignment: Respectful Model Self Assessment	30%

As outlined in the catalog, all grades are calculated based on the following scale of Letter Grade/Percentile Equivalents:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
93-100%	90-92%	88-89%	83-87%	80-82%	78-79%	73-77%	70-72%	68-69%	63-67%	60-62%	0-59%

Care should be taken to perform at one's best in each class. Minimum course, program, and institution grade requirements are outlined in the college catalog (<https://www.nyack.edu/site/nyack-catalog/>), falling below which may affect timely degree completion and/or financial assistance.

CARNEGIE UNIT ACCOUNTABILITY

In order to demonstrate accountability to reach the student learning goals listed above, this course holds to a professional academic standard known as the Carnegie Unit. This impacts the amounts of reading, "seat time" (instructional schedule set by the Registrar's Office), and outside work assigned. Standardized expectations are 15 hours of class and 30 hours of homework per credit (**45 hours of class time and 90 hours of homework for a 3-credit course**). Accreditors and the US Department of Education have set these standards so as to assure that students receive a fair education.

In addition to class time, the estimated homework hours for this course, by category, are as follows:

Type of Work	Hours
Required Reading	25
Preparation for Quiz (Studying and Taking)	10
Counseling Career Interview and Paper	25
State Licensure Response	20
Research for Papers/ Other Assignments	25
Discussion Threads/Posts	25
Total Homework Hours	125

COURSE OUTLINE AND CALENDAR

All dates and times are listed in Eastern Standard Time (EST). **Again, for this course, all 10 weeks will be open and available on E360 as of 09/07/2022.**

The purpose of this is to facilitate for learners the possibility of working ahead on assignments if they choose to do so. However, students must adhere to the due dates listed below and E360 (they may be completed BEFORE, but NOT AFTER a due date).

Week 1	Overview
Monday	● Introduction
09/12/2022	Activities & Assignments

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Synchronous	● Introductions ● Review of syllabus, outline semester, expectations, procedures, grading ● Respond to Introduction Discussion Post #1 in E360 by end of day 9/12/2022.
Week 2	Overview
Monday 09/19/2022 Synchronous	● Neukrug Chapters 1 and 2 Activities & Assignments ● Lecture & Discussion ● Discussion Question #2 (Initial Post due by Thursday, 09/15/2022 no later than 9:00 PM; 2 response posts due by Sunday, 09/19/2022 no later than 9:00 PM)
Week 3	Overview
Monday 09/26/2022 Asynchronous	● Neukrug Chapters 3 Activities & Assignments ● Complete Assignments in E360 (APA links) ● APA Quiz
Week 4	Overview
Monday 10/03/2022 Synchronous	● Neukrug Chapters 4 and 5 Activities & Assignments ● Lecture & Discussion ● Discussion Question #3 (Initial Post due by Thursday, 09/29/2022 no later than 9:00 PM; 2 response posts due by Sunday, 10/02/2022 no later than 9:00 PM)
Week 5	Overview
Monday 10/10/2022 Synchronous	● Neukrug Chapters 6 and 7 Activities & Assignments ● Lecture & Discussion ● Discussion Question #4 (Initial Post due by Thursday, 10/06/2022 no later than 9:00 PM; 2 response posts due by Sunday, 10/09/2022 no later than 9:00 PM)
Week 6	Overview
Monday 10/17/2022 Asynchronous	● Neukrug Chapters 8 Activities & Assignments ● Complete Assignments in E360 ● Assignment: Counseling Identity Paper is Due in E360 by 9:00 PM on 10/17/2022.
Week 7	Overview
Monday 10/24/2022 Synchronous	● Neukrug Chapters 9 and 10 Activities & Assignments ● Lecture & Discussion ● Discussion Question #5 (Initial Post due by Thursday, 10/20/2022 no later than 9:00 PM; 2 response posts due by Sunday, 10/24/2022 no later than 9:00 PM)
Week 8	Overview
Monday 10/31/2022 Synchronous	● Neukrug Chapters 11 Activities & Assignments ● Lecture & Discussion ● Discussion Question #6 (Initial Post due by Thursday, 10/27/2022 no later than 9:00 PM; 2 response posts due by Sunday, 10/30/2022 no later than 9:00 PM)
Week 9	Overview
Monday 11/7/2022 Asynchronous	● Neukrug Chapters 12 and 13 Activities & Assignments ● Complete Assignments in E360

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	● Assignment: State Licensure Requirements Response is due in Dropbox in E360 by 9:00 pm on Monday 11/7/2022
Week 10	Overview
Monday 11/14/2022 Synchronous	● Neukrug Chapter 14 and 15
	Activities, Assignments and/or Exams ● Lecture & Discussion ● Discussion Question #7 (Initial Post due by Thursday, 11/10/2022 no later than 9:00 PM; 2 response posts due by Sunday, 11/14/2022 no later than 9:00 PM)
Thanksgiving Recess 11/20/2022- 11/27/2022	
Week 11	Overview
Monday 11/28/2022 Synchronous	● Neukrug Chapter 16
	Activities, Assignments and/or Exams ● Lecture & Discussion ● Discussion Question #8 (Initial Post due by Thursday, 11/17/2022 no later than 9:00 PM; 2 response posts due by Sunday, 11/20/2022 no later than 9:00 PM)
Week 12	Overview
Monday 12/05/2022 Synchronous	● Neukrug Chapter 17
	Activities, Assignments and/or Exams ● Lecture & Discussion ● Discussion Question #9 (Initial Post due by Thursday, 12/01/2022 no later than 9:00 PM; 2 response posts due by Sunday, 12/04/2022 no later than 9:00 PM)
Week 13	Overview
Monday 12/12/2022 Synchronous	● Neukrug Chapter 18
	Activities, Assignments and/or Exams ● Lecture & Discussion ● Discussion Question # 10 (Initial Post due by Thursday, 12/08/2022 no later than 9:00 PM; 2 response posts due by Sunday, 12/11/2022 no later than 9:00 PM)
Week 14	Overview
Monday 12/19/2022 Asynchronous	● Final Assignment: RESPECTFUL MODEL of Counseling & Development Self-Assessment (8-10 pgs) ~ (25% /25points total)

COURSE POLICIES

- **Reasonable Accommodation:** Any student eligible for and requesting academic accommodations due to a disability is required to provide a letter of accommodation from the Office of Disabilities Support Services within the first six weeks of the beginning of classes.
- **Student Identity Verification and Privacy:** Student identity in the online course is verified via measures for online course enrollment (student name, matching institutional email address, and student ID#) and online course login (secure login and passcode via my.nyack.edu portal). Use of the Edvance360 Software and System is implemented and maintained in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 USC. § 1232g; 34 CFR Part 99, and assurances are provided that information

protected by FERPA is secure from people unauthorized to use the System. Be sure to behave in a way that maintains integrity, privacy, and confidentiality of both your login in and the information discussed by others during class.

- **Attendance/Absence:** For online courses, instructors are to have 45 hours of instruction for every credit hour, which is demonstrated through the Carnegie Unit explanation in this syllabus. Attendance is taken once a week based on the student's interaction in the online course, as determined by threaded discussions, submitted papers, quizzes/exams, and/or synchronous class sessions. Attendance will be marked in the Faculty Portal for those students who have demonstrated participation based on that week's interaction in the course. Missing any class time is detrimental to students and should be avoided. Students, however, are permitted one hour of absence (excused or unexcused) for each credit hour before grading penalties are imposed. Missing 2 classes will result in a failing grade.
- **Late Assignments/Extensions:** Employers will not accept late work. Therefore, in preparation for your future successful career, every effort must be made to submit work on time. A deduction of a letter grade (e.g., A to A-, B+ to B) will be made in the gradebook for each business day the assignment is late, regardless of work quality. Assignments cannot be handed in past the last day of the class, unless an extension request was approved by the Professor and filed with the Registrar's Office no later than the last day of the class.
- **Academic Integrity and Plagiarism:** In a Christian college, academic integrity is particularly important. Any student caught cheating or plagiarizing (the unacknowledged use of other people's words or ideas as though they were your own) will be subject to the penalties as *described in the plagiarism policy in the college catalog and student handbook*.
- **Academic Quality:** Remember that grades for assignments are based not only on the completion of the assignment but on the **quality** of work produced. The higher the **quality** of skills and abilities demonstrated in areas, such as expression and depth of thought, organization, writing, research, reporting, and observation, the higher the grade given to the assignment. All written assignments will be completed using the indicated style guide.
- **Style Guide for written work:** All written work should follow APA 7th edition style guidelines.
- **Writing Center:** Because ALL Writers Need Feedback - The Writing Center is available to assist all students with writing for any classes. Peer Writing consultants, who are fellow Nyack College students and alumni, are trained to help with all stages of the writing process, from brainstorming to organizing to revising and editing papers. Plan well in advance to bring the assignment sheet, or a draft of the paper, and specific questions/concerns to any of the Center's locations. Students are also able to have access to online consultations through Google Docs via their nyack.edu email account. The Center's services are free. Students can drop in and work with a consultant or make an appointment through the website or by calling the Center. For more information about Writing Center services and locations, please visit the website: <https://www.nyack.edu/writingcenter/>
- **Communication with Instructor:** Nyack College email will be the primary mode of communication with students unless specified otherwise. Please check your email regularly.
- **Grievance Procedure Policy:** Students who have a grievance relative to academic policies, grades given, or other academic judgments should first seek to resolve their complaints with the Professor. If a resolution is not reached, the matter may be directed to the department head or program director of the class in question. If this does not solve the problem, a formal complaint may be made in writing to the respective Academic Dean, whose judgment is final. *See the full Grievance Procedure Policy posted in the college catalog.*
- **Discrimination (Title IX):** Sex and gender discrimination, including sexual harassment, are prohibited in educational programs and activities, including classes. Title IX legislation and College policy require the College to provide sex and gender equity in all areas of campus life. If you or someone you know has experienced sex or gender discrimination, sexual harassment, sexual assault, intimate partner violence, or stalking, we encourage you to seek assistance and to report the incident through resources available at www.nyack.edu/safetyandsecurity. Confidential assistance is available at the Student Counseling

Center. Faculty are NOT confidential under Title IX and will need to share reported information with the Title IX Coordinator. For these and other policies governing campus life, please see the Student Handbook.

- **Electronic Devices:** It is expected that ALL electronic devices be MUTED during class time. Do not answer phone calls or text messages during class.
- **Withdrawal Date:** For this course, the final withdrawal date is 01/20/2021. Withdrawal requires signatures on the Registrar's Course Withdrawal form, and the process should be started well before the deadline. Financial implications and satisfactory academic progress implications provided by the financial aid counselor and the academic advisor should be considered during the Course Withdrawal form process.
- **Changes may be made to the syllabus at the Professor's discretion.** Any and all changes will be notified to students immediately.