CO 735: INDIVIDUAL APPRAISAL
Kelly Breen Boyce, Psy.D.
Fall 2012

Course Description:

This course is designed to provide an introduction to the theoretical framework for cognitive and personality assessment. Students will learn the process of assessment by administering, scoring and interpreting a battery of instruments. A number of additional psychological and counseling instruments will be reviewed.

Course Objectives:

• Understand basic psychometric concepts such as validity, reliability, measures of central tendency and standard deviation.
• Administer, score and interpret the Mini Mental Status Exam (MMSE), the House-Tree-Person test (H-T-P), the 16 Personality Factor (16-PF) and the Myers Briggs Typology Indicator (MBTI) and a spiritual Ecomap.
• Write useful and comprehensive assessment reports.
• Develop increased insight into one’s own integration of spirituality and personality preferences.
• Understand the professional and ethical obligations involved in assessment.

Required Texts:


Lab fee to cover testing supplies and scoring programs: $25-$100

Course Requirements:

ASSIGNMENTS: all assignments must be written in APA style. See http://owl.english.purdue.edu/owl/section/2/10/ for more information.

Document File Naming Conventions: All assignments should be submitted electronically in the Sakai course assignments areas and named with the convention of student name, course number, assignment name.

For example: Smith, Mary CO710 annotated bibliography
1. **Annotated Bibliography:**
   Each textbook should be read and annotated in APA style. Annotations should include a one page double-spaced summary of the major themes of the text.

   **Due:** Uploaded onto Sakai by 5:00 PM October 12, 2012.

   **Reflective/Spiritual Growth Exercise.** This assignment will be an experiential exercise regarding the integration of spirituality and personality assessment. Details will be discussed in class.

   **Due:** Uploaded onto Sakai by 5:00 PM October 12, 2012

2. **Quizzes:** One multiple choice quiz will be given on Friday, October 12. More details to be given in class

3. **Personality Assessment Report:** Students will administer a battery of cognitive and personality assessments, including the MMSE, MBTI, 16-PF and H-T-P. Students will score each test, interpret the data, conduct a clinical interview and write an integrated report of approximately 12 pages in length. Fundamentals of report writing will be discussed in class. Include the testing protocols and the consent form along with the final report.

   **Due:** Uploaded onto Sakai by 9:00 AM December 10, 2012.

**CLASS PARTICIPATION**

Class will meet on the following weekends on Friday from 6:30 to 9:30 and Saturday 8:30 to 4:30; September 14-15; October 12-13; and November 9-10. Attendance and full participation is expected during all class meetings. If you miss up to three hours of class for any reason, you can either choose to 1. Have five points deducted from your final course grade or 2. Submit an annotation for an additional 500 pages of reading pertaining to course content as well as making up any pertinent assignments related to missed content to be decided by professor.

**EVALUATION**

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<th>Percentage</th>
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<tbody>
<tr>
<td>Reflective/Personal Growth Exercise</td>
<td>10%</td>
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<tr>
<td>Reading and annotations</td>
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<tr>
<td>Quiz</td>
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<tr>
<td>Personality Assessment Report</td>
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**COMMUNICATION**

E-mail: kboyce@gcts.edu
Telephone: 704.527.9909
Mailing address: GCTS—Charlotte, 14542 Choate Circle, Charlotte, NC 28273
Office hours: e-mail for an appointment
<table>
<thead>
<tr>
<th>Course assignment</th>
<th>Expected time commitment (hours)</th>
<th>Actual time spent on coursework</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Reading and annotations</td>
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<tr>
<td>Reflective exercise</td>
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<tr>
<td>Personality report</td>
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<td>Total time</td>
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**Syllabus Addendum**

**Academic Standards**
Cheating and plagiarism are considered serious breaches of personal and academic integrity. Cheating involves, but is not necessarily limited to, the use of unauthorized sources of information during an examination or the submission of the same (or substantially same) work for credit in two or more courses without the knowledge and consent of the instructors. Plagiarism involves the use of another person’s distinctive ideas or words, whether published or unpublished, and representing them as one’s own instead of giving proper credit to the source. Plagiarism can also involve over dependence on other source material for the scope and substance of one’s writing. Such breaches in academic standards often result in a failing grade as well as other corrective measures. For more information, please consult the Student Handbook.

**ADA Policy**
The seminary complies with the provisions of the Americans with Disabilities Act. A student with a qualifying and authenticated disability who is in need of accommodations, should petition the seminary in accordance with the stated guidelines in the Student Handbook.

**Cancellation of Class**
In the event the seminary has to cancel a class meeting (impending storm, professor illness, etc.), the Registration Office will send out an email (via the GCTS email account) notification to all students registered in the respective course. If the cancelation occurs the day of the scheduled meeting, the Registration Office will also attempt to contact students via their primary phone contact on record. The professor will contact the students (via GCTS account) regarding make-up. If a weekend class is cancelled, the class will be made up during the scheduled Make-Up weekend (see the academic calendar for the designated dates). For more info, consult your Student Handbook.

**Extension Policy**
Arrangements for submission of late work at a date on or before the “last day to submit written work,” as noted on the seminary’s Academic Calendar, are made between the student and professor. Formal petition to the Registration Office is not required at this time. This includes arrangements for the rescheduling of final exams.

However, course work (reading and written) to be submitted after the publicized calendar due date, must be approved by the Registration Office. An extension form, available online, must be submitted to the Registration Office prior to the “last day to submit written work.” Requests received after this date will either be denied or incur additional penalty. For a full discussion of this policy, please consult the Student Handbook.
Grades
Faculty have six weeks from the course work due date to submit a final grade. Grades are posted on-line within twenty-four hours of receipt from the professor. Students are expected to check their CAMS student portal in order to access posted grades (unless instructed otherwise). Those individuals who need an official grade report issued to a third party should put their request in writing to the Registration Office.

Returned Work
Submitted hard-copy course work will be returned to the students if they provide a self addressed and postage-paid envelope with their final work. Work submitted without the appropriate envelope will be destroyed after the grade has been assessed and issued.