VITERBOUNIVERSITY

Course Information

Course Title, Number, Section Number: Dissertation (COUN795-1)
- Term & Year:
- Number of Credits: 3 credits
- Course Location: Hybrid (Murphy Center, Zoom)

Dates & Times:
- Fridays, 11-12pm (optional)
- Other times, by arrangement

Instructor Information

Name of Instructor:
Instructor Contact Information:
- Email:
- Cell Phone:
- Office:
- Office Phone:
- Zoom:

Instructor Preferred Method/ Times for Student Contact: Email is the best way to reach me and I will respond within 24-48 hours.

Course Description

This course is designed to support and guide students in the development and completion of their dissertation. This is a relevant scholarly contribution, designed and conducted under the supervision of a research committee. Dissertation credits are taken over three semesters. Prerequisites: COUN710, 712, 714, and 770.

Required Course Materials

- American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. ISBN: 9781433832154
- Flamez, B., Lenz, A. S., Balkin, R. S., & Smith, R. L. (2017). *A counselor's guide to the dissertation process.* American Counseling Association. ISBN: 9781556203596

Course Student Learning Outcomes

Counseling Education and Supervision (CES) Learning Program Outcomes:
- Advanced Practice: Develop advanced professional competency with an emphasis on evidence-based practice in counseling theory and assessment practices.
- Supervision: Demonstrate the ability to conceptualize supervisory relationships and deliver high-quality supervision.
- Counselor Education: Demonstrate knowledge and skills of the processes of teaching and learning, as well as student assessment and program evaluation.
- Research: Develop high levels of competence in conceptualizing, planning, conducting, and interpreting research relevant to the profession of counseling.*
- Leadership and Advocacy: Demonstrate an active role in their professional communities and the larger society they serve, advocating for improvement in standards of service delivery and access to resources.

- Integrative Behavioral Health: Integrate the knowledge and skills of counselor education and supervision to the specific training competencies required for integrative behavioral health care.
- Fieldwork: The application of theory within an apprenticeship model that provides relevant supervised experiences in counselor education, counseling supervision, and advanced professional counseling.

Course Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
1. Make independent, systematic progress on dissertation projects
2. Design and conduct an original research to answer research question(s)
3. Design a discipline specific research methodology
4. Apply humanities/social science/scientific writing skills (APA)
5. Analyze research and other topics with academics in your field
6. Articulate and explain the rationale for your project

Course Instruction Methodology

Small group discussion, individual learning, peer and instructor feedback. Students are also expected to work closely with their respective dissertation mentor throughout all stages of the dissertation process.

Outline of Course Content

Semester Overview:

Weeks	Friday Research Retreat Topics	Assignments
Week 1 May 17-23	- **No Friday Research Retreat** – It is Recommended that You Meet with Your Mentor to Prepare a Semester Timeline	
Week 2 May 24-30	- Writing Habits – When Are Your Power Hours? What Else Works for You?	- May Progress Report Due Sunday, May 30th by 11:59pmCST via Moodle
Week 3 May 31-June 6	- **No Friday Research Retreat**	
Week 4 June 7-13	- Growing Pains – What Are the Hardest Parts of This Process for You	
Week 5 June 14-20	- The Search for Meaning – Why Does Your Topic Matter?	
Week 6 June 21-27	- The Use of Theory in Research – We Talk About It A lot for Clinical Practice, but it Also Provides Perspective in Research	- June Progress Report Due Sunday, June 27th by 11:59pmCST via Moodle - Mid-term Evaluation Due Sunday, June 27th by 11:59pmCST via Moodle
Week 7 June 28-July 4	- Audit Your Commitments – How are you Spending Your Time? Are You Making Enough Time for Your Dissertation?	
Week 8 July 5-11	- Getting Unstuck. How Do You Tackle Writer's Block?	
Week 9 July 12-18	- What Limitations and Recommendations Do You Foresee for Your Study?	
Week 10 July 19-25	- Asking for Help Personally and Professionally. How Do You Handle It?	- July Progress Report Due Sunday, 25th by 11:59pmCST via Moodle
Week 11 July 26-August 1	- Free Space – What Do You Need for Support?	
Week 12 August 2-8	- Career Planning – How Can Your Work Advance Your Career?	

Week 13 August 9-15	▪ I Hear About This Thing Called Comps – What Is It?	
Finals August 16-20	▪ Celebrating Accomplishments	▪ August Progress Report Due Friday, August 20th by 11:59pmCST via Moodle ▪ End of Semester Evaluation Due Friday, August 20th by 11:59pmCST via Moodle

The schedule is subject to change at the instructor's discretion.

Evaluation Method

Friday Research Retreats	Monthly Progress Reports	Mid-term & End of Semester Evaluations
20 Points 20%	40 Points 40%	40 Points 40%

Grading Scale:

A	95-100%
A/B	90-94%
B	84-89%
B/C	79-83%
C	73-78%
C/D	68-72%
D	61-67%
F	<61%

Policies & Resources

Academic Integrity Policy

Maintaining a standard of academic honesty is a responsibility shared by the students, faculty and administration at Viterbo University. The faculty has the responsibility to create an atmosphere in which students may display their knowledge. This atmosphere includes sufficient safeguards to control dishonesty including an orderly testing room, restrictions on text messages, etc. Students have the responsibility to understand academic misconduct and to refrain from it.

Attendance Policy

Viterbo University challenges students to be learners who assume responsibility for being part of a community of scholars. Moreover, students are expected to attend all classes, as noted in the graduate catalog.

Excused Absence: Absences are considered excused only in the cases below, and only if appropriate documentation is provided.
▪ A medical condition or emergency with documentation from an appropriate person.
▪ Students with a medical condition or emergency are responsible for talking to the instructor about missed/late work and arranging for any extensions (as deemed warranted by the instructor).
▪ Attendance at a required extracurricular activity such as a field trip, or when a student is officially representing Viterbo University at a scheduled activity, such as a fine arts production, a conference, or an intercollegiate athletic event.
If you have an excused absence, you are still responsible for completing any missed activities or assignments by the due date.

Conduct

I expect that we will treat each other respectfully. Thus, disruptive behaviors will not be tolerated. In addition, unsolicited use of course content is not allowed without the instructor's consent. Be courteous and we will have an environment conducive to learning.

Where to Get Help: Additional Policies and Resources for Students

- Viterbo Speaks Up: Report crimes, worrisome behaviors, harassment, sexual violence or assault, hate/bias discrimination, or violations of the Viterbo University Code of Student Conduct
- Chosen First Name Policy
- Concerns or Complaints Regarding Instruction
- Moodle & Technology Guides
- Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy
- Student Disability Policies and Procedures
- Student Resources
- Technology Requirements and Technical Support

Please review additional items noted in the Policies and Resources block in the Moodle course site.

Counseling Services

It is common for college students to struggle with stress or other emotional challenges, and you may feel a need or desire to seek professional help. If you would like to talk to someone, you are encouraged to contact Viterbo University's Counseling Services: https://www.viterbo.edu/counseling-services; 608-796-3825. For assistance after normal business hours, you can call the Great Rivers 24-hour helpline: dial 211 from a campus phone or 800-362-8255. For emergencies, dial 911 or campus security (3911 from campus phone or 608-796-3911). The National Alliance on Mental Illness (NAMI) is another great resource for more information regarding mental health (www.nami.org). In addition, NAMI has a national toll-free call line for crisis counseling (1-800-950-6264).

Course Support Services

Learning assistance is available from the Academic Resource Center. Content tutoring is available for all students. Writing specialists are also available to assist students in any course. Students may schedule writing appointments by going to the ARC web page and clicking on the book now icon.

Course Website

You are responsible for checking Moodle and your Viterbo email for important class information. Course documents, slides, and announcements will be posted on Moodle.

COVID-19

Student Health: Students are expected to monitor daily their temperature and enter it in the Viterbo Involvio app (https://appadvice.com/game/app/viterbo-university/1315582792). A green status will be required for entry into all courses. For additional information and resources in regard to preventing the transmission of COVID-19 and what to do in the case of positive COVID-19 symptoms see the Viterbo Moving Forward Plan resource page at: https://www.viterbo.edu/moving-forward-viterbo/covid-19-coronavirus-information

Instructor Health: In the event the instructor needs to quarantine or isolate due to COVID-19 contact or illness, students will be notified of a course format change, and the instructor's course(s) will be taught online until cleared to return to campus (by HR, in consultation with the county health department and/or medical provider), at which point in-person instruction will resume. If the instructor is unable to continue teaching, the department chair or program director will reassign instruction until the faculty member is able to return.

Updated Spring 2021

Face Coverings: Under Viterbo University's Fall 2020 Moving Forward Plan, all campus community members are required to wear a face mask when in close proximity to others. This includes all instructional spaces (classrooms, labs, studios, etc.), as well as non-instructional ones, such as: Public areas of residence halls, dining halls, hallways, stairwells, bathrooms and while conducting business on campus. Students are asked to bring their own personnel masks with them to campus. For those without masks, contact Sue Danielson in Health Services who has a limited supply of extra masks.

The strength of our community rests on trust and care for one another. During this public health emergency, we expect all university community members to abide by the required public health guidelines of our community by appropriately wearing a mask/face covering (i.e., covering both your mouth and nose). Students not wearing a mask in instructional spaces (classrooms, labs, studios, etc.) will be asked to leave. Students who have specific concerns or questions about the masking requirement should contact Rick Trietley, Interim Provost. For the health and safety of our community, those who do not wear face masks/coverings may face disciplinary action.

Attendance (for face-to-face courses): Realizing that this academic year will be different both in how we gather and the effect of COVID-19 on course attendance, Viterbo University is adopting an attendance policy addendum for the 2020-2021 academic year. The goal of this policy is to accommodate students who are ill or are required to quarantine during the semester. This temporary university-wide policy relies on the honor, good faith and mutual trust of all university community members. According to the new policy, when students are unable to attend class due to physical or mental health concerns related to COVID-19, they are asked to report the reason for their absence truthfully to their instructor. Instructors are asked to track students' attendance in their classes and to trust their students when they say they are ill or in self-quarantine. For specifics on what to do if you are experiencing symptoms related to COVID-19 please see the full policy in the academic catalog:
- Undergraduate Catalog: https://www.viterbo.edu/node/23866#Attendance%20Policy
- Graduate Catalog: https://www.viterbo.edu/node/28556#Attendance

Zoom Engagement: Whether we meet in person, on Zoom, or in other digital formats, we are in a professional community. As professionals, we are expected to show up on time, be prepared for our collective work, and try to limit distractions in our individual workplaces.

As members of a community, please consider the effects of your actions on your colleagues, just as you would in a physical classroom. Keep your video on, mute yourself when not speaking and focus your attention on the speaker. Please let me know if you are having difficulties interacting in class via Zoom, and if there are reasons you cannot follow the above guidelines.

Zoom Technology: This class may use Zoom, which is a web and video conferencing tool. Please be sure you have Zoom installed and are familiar with using the tool. Here are tips for participating in a Zoom session:
- Join the meeting early and test speaker, microphone, and camera settings
- Keep speakers away from microphones to avoid feedback
- Use a headset with microphone if possible
- Do not join a meeting from multiple devices.

Instructions on joining or hosting a Zoom call can be found at: https://www.viterbo.edu/sites/default/files/2020-05/Zoom%20Instructions.pdf

Credit Hour Course Expectations

Regardless of format, all courses are required to meet the required credit hour standards by a combination of seat time and outside work. Outside work could include additional outside reading, group work, service projects, field work, clinical rotations, among other learning activities. Viterbo defines one credit hour as 750 minutes over 15 weeks. In addition, each credit of a course requires that students spend two hours of work outside of class per week. Minimum class and outside work time are calculated according to this formula:

(750 + 1800) *   the # of credits of a course =   the minimum number of minutes of seat time and outside work required

For example, a three-credit course requires a minimum of 7,650 total minutes.

Disability Statement

The Academic Resource Center provides services to students who have indicated that they have a disability. Students who have a diagnosed disability and require legitimate accommodations must complete an Application for Accommodations Based on Disability-Related Need and should contact the Academic Resource Center. Located at 332 Murphy Center, or you can call: 608-796-3190.

Diversity Statement

It is my intent that students from all backgrounds be well-served by this course, and diverse perspectives be recognized, respected, and seen as a source of strength. In addition, I (like many people) will always be learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it. Together, we can create a wonderful learning environment with intellectual integrity.

Electronic Submissions Policy

Assignments are to be submitted via the assignment tab on Moodle. A failure to turn in submissions because of "technology issues" is not acceptable unless clearly documented or an area wide outage.

Grade Appeals

- Should you have a strong and solid objection to a grade you receive, you have one week after it is assigned to appeal it. For appeals to be considered, they must be submitted to your instructor by email.
- The instructor will meet with you individually to discuss the grade and your appeal before any (if any) action is taken.
- After this one-week period you still have the option to appeal formally through the University's grade appeal process.

Late Work Policy

Work turned in late will receive a 5% late penalty for being late and 5% for each day it is late (up to 50%). If you have a valid reason (personal emergency) that is supported with the appropriate documentation, contact your instructor. The instructor will determine exceptions to the late work policy on a case-by-case basis (given that documentation is provided).

Syllabus Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct

Viterbo University seeks to ensure that campus community members learn and work in a hospitable and inclusive environment. To this end, Viterbo policy and Title IX prohibit sex discrimination, sexual harassment, and sexual misconduct including, but not limited to sexual assault, sexual exploitation, dating violence, domestic violence, and stalking.

As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX Coordinator with relevant details such as the names of those involved in the incident. Viterbo is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to

pursue a formal complaint. Viterbo's goal is to make sure you are aware of the range of options available to you and that you have access to the resources you need.

- Viterbo encourages anyone who has experienced sexual misconduct or relationship violence to get support and assistance from one of the confidential or non-confidential resources listed at this link: http://www.viterbo.edu/sexual-misconduct/make-report-or-file-complaint
- Please visit this website for the complete Viterbo University Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy with resources, procedures, and flowchart.

Turnitin/Electronic Submission

This is a source-matching tool that checks students' work for plagiarism against a database of stored papers, internet sites, and publications. Any assignments that you submit via Turnitin will be added to the global Turnitin database, which is a repository of assignments submitted via Turnitin. The instructor also reserves the right to submit your work to Turnitin. If you have any questions or concerns about electronic assignment submissions or Turnitin please let me know.