CSP 660 APPRAISAL TECHNIQUES: EDUCATIONAL
Course Syllabus--Generic for Web Posting

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Every attempt is made to accommodate students with disabilities. If you are a student with a documented disability, contact the Instructor of the course as early in the semester as possible to discuss necessary accommodations. You may also contact the MSUM Disability Services Office at 507-389-2825 (V) or 800-627-3529 (MRS/TTY).

Responsible Test Use: Case Studies for Assessing Human Behavior
Eyde et al.


Purpose of the Course: To provide students with a working knowledge of appraisal techniques, instrumentation, implementation, and humane applications and interpretations of the appraisal process. CSP 660 meets the assessment requirements of the national accreditation standards of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

Requirements of the Course: 1. Attendance at all scheduled class sessions. Information for CSP 660 will be given once by the instructor during scheduled class sessions. Absences and tardies are noted and will have a negative impact (10% off the final grade per absence) for each absence deemed avoidable by the instructor. Note: CSP Department Policy effective 2001-2002 academic year: Students are expected to attend all scheduled and announced classes unless extenuating circumstances exist. All absences must be explained to the Instructor of the course. Unexcused absences as determined by the Instructor may result in full final grade level reductions at the discretion of the Instructor of the course. Students missing 3 class periods will receive an automatic grade of F and will be required to retake the course prior to completion of degree or program requirements. Appeals of grade reductions for missed classes may come before the full department for review. Information and handouts will be provided only in the regularly scheduled classes. Students who miss such information are expected to consult with their classmates and acquire the missing data. Do not ask the instructor to provide information which is regularly presented in the classroom.

2. Completion of all assignments. Assignments are due on their deadlines. Late assignments negatively impact final grades.

3. Completion of all reading assignments. See the course syllabus for further details.

4. Completion of all examination requirements. Passage of CSP 660 is based on an absolute grading scale. See “Assignment of Grades” below.
Grades: Grades in CSP 660 are based on the following percentages:

- A  100-90
- B   89-80
- C   79-70
- D   69-60
- F   59 and below

Note: Grades below 80% (C) are unacceptable for the Professional School Counseling Program. Remediation will be expected.

Students will have the opportunity to achieve the grade of their choice through the following means:

1. Examinations. There are two examinations in this course: a midterm and a final.
2. Instrument Evaluations. Details on the format for this assignment will be provided in class.

Relative weights of each of the categories of assignments are as follows:

- Examinations 70%
  - (MT 35% + F 35%)
- Instrument Eval(s) 30%

It is the goal of the Instructor to facilitate student learning through the provision of relevant and useful information on a variety of appraisal instruments. The focus of CSP 660 is on the application of what is learned in the course in the “real world” setting. Emphasis is not placed on statistical formulas, but rather on that information which will make the human service professional more proficient in working with his/her specific clientele.