Instructor

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Office Hours: By appointment or Thursdays 1:00 p.m. to 2:30 p.m.

Course Objectives

Students will create a plan for defending their thesis prospectus before interviewing for an internship. This plan will include specific deadlines for completion of thesis components. The plan will also include reinforcers for completing tasks on time. If students have already completed their prospectus, they will develop a plan for completing their final defense.

Students will achieve the goal written in their respective plans.

Required Textbooks

There are no required textbooks for this course, although various articles on time management and motivation may be assigned, as needed.

Assignments

1. Students will develop a written plan to defend their theses before interviewing for internships. An example is included at the end of this document. This is due SEPTEMBER 14, 2009 at the beginning of class. If students have already completed their prospectus, they will develop a plan for completing their final defense.

2. Students will share this written plan with their 699R course instructor and their chair.

3. Students will document their progress throughout the semester and report their progress during class time.

4. When students fail to meet a goal, they will contact both the course instructor and their chair to identify reasons for not meeting their goal. Students will then address these reasons with a one page reflection paper. They will revise their deadlines.

5. When students meet written goals, they will celebrate with class members and will receive reinforcement as designated in their plan.

Class time

We will meet for approximately 50 minutes each week. Some class time may be spent in small group discussion or individually with the instructor or your chair. Weekly attendance is expected. Students may be excused from attending this class, if they have an appointment with their chair or committee member to discuss their thesis.
Students may be entirely excused from all class periods if they and their chair agree that their time would be better spent completing other activities related to their thesis. The chair must contact the instructor to arrange this option.

**Expected professional behavior**
- Be on time for class
- If you are going to be late or miss class, notify the instructor before class begins
- Attend to the discussion in class. Do not read the newspaper or other non-class materials, complete crossword puzzles, send text messages, or answer your cell phone.
- If the class is not meeting your needs, contact the instructor to share your perspectives and develop an alternative plan.

**Grading**
The course will be graded on a pass/fail basis. If students meet their goals, they will pass. Students demonstrating professional behavior will receive brownie points. Students not demonstrating professional behavior will have a one-on-one conference with the instructor and no chocolate will be provided during the meeting.

**Communication**
Please provide me with a working email address. There may be times when changes to assignments or readings will be necessary. Most likely, I will notify students of these changes via email. You will be responsible for periodically checking your email and responding to any course changes. It is the students’ responsibility to have a working email and check it in a timely manner.

**Honor Code**
Students and the instructor will be expected to abide by BYU’s Honor Code and support others in their efforts to be disciple scholars. Be especially aware of referencing the work of others and avoiding plagiarism. Should concerns arise, please meet individually with me.

**Other**
Please be respectful of office hours. I am happy to meet with students and enjoy doing so. Please plan to meet with me during office hours or make an appointment so that I can best meet your needs. I intend to work from home several days each week and may not be available for student consultation beyond office hours or at previously scheduled appointments.

I reserve the right to change any part of the syllabus due to the learning needs of the students or the instructor.

**Departmental Student Evaluations:**
At the end of each semester, CPSE department faculty reviews the progress of each CPSE student in the following areas: knowledge, skills, and disposition. Your efforts, performance, and attitudes in this course will directly influence your departmental evaluation. For example, if your writing does not demonstrate graduate-level writing skills or you have consistently weak performance on quizzes or other assignments, you may be given a marginal or unsatisfactory rating in the knowledge area. If you are not responsive to
feedback about your skills or do not demonstrate improvement in a skill area, this will be reflected in your skills evaluations. Lastly, if your assignments are submitted past the deadline, you come to class late, do not participate in class discussions, or do not demonstrate commitment to the course and program, your disposition evaluation will be negatively affected. Please understand that if you are given a less than satisfactory rating that resources will be identified to help you address the concerns.

In addition, students in the school counseling psychology program or the counseling psychology program who earn less than 70% of the points available for the course will be required to repeat and pass the course.

**Preventing Sexual Harassment:**
Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 801-422-5895 or 1-888-238-1062 (24-hours), or http://www.ethicspoint.com; or contact the Honor Code Office at 801-422-2847.

**Students With Disabilities:**
Brigham Young University is committed to providing a working and learning atmosphere which reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the SSD Office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Equal Employment Office at 422-5895, D-282 ASB.
# Student Information Sheet

CPSE 699—Fall 2009

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What are your ideas for making this a meaningful experience that will help you achieve your goals?

How can we best use class time to help you maintain motivation and achieve your goals?

What are some behaviors that you would like the teacher to avoid?

I have read the course syllabus. I have asked any questions I have. I understand the requirements and policies for this course.

____________________________
Name