COURSE SYLLABUS
For
Psychological Testing
and
Tests and Measurements

Term: Fall 2016 (2016-1)

Course #: PSY 260 and 512 Hybrid
Instructor: Dr. Joseph Kovach
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Other Phone: Mobile 708-278-4926

Hours Available: Tuesday 11-7
                  Wednesday 11-7
                  Thursday 11-6
                  Times subject to change; Other times by appointment

Instructor Background: B.A. in Speech; M.A. in Psychology; Psy.D. in Psychology

Course Time: Wednesday 5:15 – 6:45 p.m.
NOTE: October 12 Lab assignments will be given for this class period.

Classroom: 209
Prerequisites: None

Course Description: Theory and principles of psychological measurement, test construction, use, evaluation, and implementation; problems in assessment and prediction are discussed.

Learning Outcomes/ Competencies:
Students in this course will:
• Be able to critically evaluate assessment instruments,
• Have the basic tools to critically construct and execute assessment instruments,
• Have a working understanding of reliability and validity, and
• Appreciate the ethical and legal issues involved in the assessment process.

Textbooks:
Tests & Measurement for People Who (Think They) Hate Test & Measurements by N.J. Salkind, 2nd edition, 2013

Learning Strategies: Experiential learning, Group Discussions, and Lecturing
Assignments:

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<th>Chapters</th>
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<td>Chapter 1</td>
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<td>14</td>
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Class dates are subject to change.

Assessment:

Class participation/collaboration/attendance/assignments/Labs 10% of grade
Exams (Midterm, Final) 45% of grade
3 Critiques 45% of grade

Assessment:

Each student is to create a portfolio (See Chapter 11 in text). The portfolio shall contain:

• Test scores
• Lab reports
• Test Critiques
• Psychological Evaluations

1. Tests: Two (2) tests will be given. The test will be announced at least one (1) week prior to administration. NOTE: NO make-up tests will be given. The tests will contribute 60% of your final grade.

2. Labs: Lab assignments are worth 10% of your grade. Bullet format is acceptable.

3. Critiques: Three (3) critiques are required. These critiques are your evaluation of the test materials provided by the test publisher. One each week for three weeks beginning with the 4th week of the class; 3 November. Bullet format is acceptable. Format for such critiques will be distributed and discussed.

4. Psychological Evaluations are due the week following final scoring procedures are completed

   All assignments turn in late will automatically be assigned a grade of “D”.

Grading Scale:

A: B+: B: C+: C: D+: D: F

In summary, your course grade will be determined by weighting your timeliness and performance on the various activities as follows:

A performance of 90% or better will give you a grade of “A”; 85% equals “B+”; 80% equals “B”; 75% equals C+; etc. Final grades are NEVER posted.
Class Policy on Electronic Devices:
All cell phone, beepers, pagers, ipods, etc. are to be turned off and stored out of sight during class. Head phones are not to be worn.

Class Policy on Attendance:
Lab assignments cannot be done if absent.
Attendance will be taken according to Federal guidelines and reported for financial aid purposes only. Two (2) consecutive unexcused may trigger an administrative withdrawal.

Class Policy for Assignments:
- Lab assignments are due the following week.
- Psychological Evaluations are due the week following final scoring procedures
- Critiques - (See timeline below).
- Assignments turned in late will be assigned a grade of "D".

Class Participation:
Students are expected to participate fully in class discussion and lab periods and therefore be present for all class meetings.

CLASS FORMAT: The class will be divided into lecture and lab periods. The lecture will take the shape of a tutorial-discussion format. This format is recommended due to the nature of the subject matter, diverse student interest, and the possibility to exchange a greater amount of information.

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<th>Responsibilities</th>
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<td>Critique 3</td>
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<tr>
<td>Test 2</td>
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<tr>
<td><strong>All assignments turn in late will automatically be assigned a grade of</strong></td>
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Using Electronic Devices

Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.

All cell phones, beepers, pagers, etc. are to be turned off and stored out of sight.

Participating in Class

You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.

Plagiarism

If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.

PLEASE NOTE: All papers may be electronically checked for plagiarism.

Withdrawing from Class

After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources

Student Success Center:
The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219-473-4287 or stop by the Library.

Disability Services:
Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.

CCSJ Alerts:
Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.

In addition, you can check other media for important information, such as school closings:

Internet: http://www.ccsj.edu
Emergency Procedures

MEDICAL EMERGENCY

**EMERGENCY ACTION**

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

**EMERGENCY ACTION**

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
   - Location of the fire within the building.
   - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are or where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

**EMERGENCY ACTION**
1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## Tornado

### Emergency Action

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## Shelter in Place

### Emergency Action

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## Bomb Threats

### Emergency Action

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
   - Don’t touch it!
   - Evacuate the area.

## Terrorism and Active Shooter Situations

### Emergency Action

1. Call 911 and report intruder.

### Run, Hide or Fight Tips:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can’t run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot** – **fight**! You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.

Created 8.28.16