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## **COURSE SYLLABUS** **For** **Psychological Testing**

**Term: Fall 2018 (2018-1) HYBRID**

<b>Course #:</b> PSY 260 <b>Instructor:</b> Dr. Joseph Kovach <b>Office Room #:</b> 526 <b>Phone #:</b> 219-838-3338 <b>E-mail:</b> <a href="mailto:jkovach@ccsj.edu">jkovach@ccsj.edu</a> and <a href="mailto:jwk46@sbcglobal.net">jwk46@sbcglobal.net</a> <b>Other Phone:</b> Mobile 708-278-4926	
<b>Hours Available:</b>	Tuesday 11-7 Wednesday 11-7 Thursday 11-10 Other times by appointment Times subject to change
<b>Instructor Background:</b> B.A. in Speech; M.A. in Psychology; Psy.D. in Psychology	
<b>Course Time:</b>	Wednesday 7:00 – 10:0 p.m. HYBRID
<b>Classroom:</b>	204
<b>Prerequisites:</b>	None

**Course Description:** Students will make intensive studies of many of the more frequently employed testing instruments with emphasis on the theory and problems involved in the measurement of psychological variables. Attention is given to the principles involved in the selection and use of intelligence, achievement, interest, aptitude, and personality tests.

**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, 3rd edition, 2018**

**Publication Manual of American Psychological Association, 5<sup>th</sup> ed. (optional)**

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

**Assignments:**

Week	Date	Chapters
1	August 29	Chapter 1
2	September 5	Chapter 2
3	September 12	Chapter 3
4	September 19	Chapter 4
5	September 26	Chapter 5
6	October 3	Chapter 6
7	October 10	Chapter 7
8	October 17 --- Critique 1	Chapter 8 and 9
9	October 24 --- Test 1 on Chapters 1 thru 8	Chapter 10
10	October 31 --- Critique 2	Chapter 11 and 12
11	November 7	Chapter 13
12	November 14 --- Critique 3	Chapters 14 and 15
	November 22 Thanksgiving recess	
13	November 28	Chapter 16 and 17
14	December 5	Chapters 18 and 19
15	December 12 --- Test 1 on Chapters 9 thru 19	

Class chapters and dates are subject to change.

**Assessment:**

Class participation/collaboration/attendance/assignments/Labs	20% of grade
Exams (Midterm, Final)	30% of grade
3 Critiques	30% of grade
Psychological Evaluations	20% 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 30% of your final grade.
  2. Labs: Lab assignments are worth 20% 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 8th week of the class; October 17th. 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 turned 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.

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.  <b>Timeline - Projects due</b> <b>Lab assignments:      Week following date given</b> <b>Test 1                      Week 9, October 24</b>

	<p><b>Critique 1</b>                      <b>Week 8, October 17</b>  <b>Critique 2</b>                      <b>Week 10, October 31</b>  <b>Critique 3</b>                      <b>Week 12, November 14</b>  <b>Fall Break</b>                      <b>November 18 – November 24</b>  <b>Test 2</b>                              <b>Week 15, December 12</b></p> <p><b>All assignments turned in late will automatically be assigned a grade of “D”.</b></p>
<b>Using Electronic Devices</b>	Electronic devices can <b>ONLY</b> 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.
<b>Participating in Class</b>	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.
<b>Plagiarism = Doing Your Own Work</b>	<p>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.</p> <p>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.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	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.
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
<b>Resources</b>	

<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b>
<b>Student Success Center:</b>	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.
<b>Disability Services:</b>	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.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts:</b>	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: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

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