Counseling Part-Time Faculty Guide

1. Who is my main point of contact?
Dr. Carrie King
Counseling Department Chair
kingc@mtmary.edu
414-930-3236 (office)
414-807-3666 (cell)

You may be connected to one of the other full-time faculty as a contact person for a specific class.
Dr. Tammy Scheidegger          Dr. Terri Jashinsky          Dr. Carrie King
scheidet@mtmary.edu            jashinst@mtmary.edu            kingc@mtmary.edu
414-930-3434 (office)          CON 611, 714, 715, 720          CON 700, 712, 730, 750, 775,
CON 741, 651, 770              615, 640, 760              796, 797 (School Counseling)
795, 796, 797 (CMHC)

Dr. Melissa Smothers          Dr. Marion Toscano          Dr. Jane Rheineck
kraemerm@mtmary.edu            toscanom@mtmary.edu            rheinecj@mtmary.edu
600, 610, 612, 650, 740, 785          610, 630, 700          600, 612

2. Where do I find the official schedule (dates and time) and location for my class?
Once you sign and return your part-time adjunct contract to HR, you will receive login information for
MyMountMary (the college’s intranet) and a campus email address. Log into my.mtmary.edu and click on
the Faculty tab. Scroll down to find “Class Lists and Grade Entry.” Find your course details in the dropdown menu.

3. What is E-Learning and what should I do if I have any questions or difficulties with E-Learning?
E-Learning is a course management tool that helps instructors and students communicate and share course materials (similar to Blackboard). You are required to post your syllabus, track attendance and use the gradebook function in E-Learning. E-Learning is useful for posting documents and internet links (under “Resources”) in place of making copies for students. Most students are familiar with the tool unless they are new to the University. If you have questions or difficulties, contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.

4. Do I have to use my mtmary.edu email address?
Yes, but you may forward this email to your personal or work email address. Also, note that you may send an email to your class list in E-Learning under the tab “Roster”.

5. ID cards: Visit the Public Safety Office (78 Bergstrom Hall) to get your campus ID. The ID serves as your library card and is needed to access library resources from off campus and to use the wireless network on campus.

6. Wireless on campus: To get your phone or laptop set up for wireless or to have MMU email forwarded to your personal address, go to the IT Helpdesk in the Lower Level of Haggerty Library with your photo ID.

7. What about ordering textbooks for my class?
We frequently order desk copies of required texts for part-time counseling faculty to use during the planning and teaching of a course. We ask that these program copies be returned at the end of the semester if you are not teaching the same course during the subsequent semester. Any instructor who would like their own
copy to mark and keep is asked to contact the text book publisher and request a desk copy. Good condition used texts can often be found on Amazon for personal purchases. We can’t reimburse the purchase of texts or other materials unless prior approval from the Program Director is given.

8. **What must be included on my syllabus?**
The Counseling Program uses a common syllabus for all sections of the same course. Syllabi are written and approved by the full-time faculty with part-time faculty input. However, once you are assigned the class, it becomes your syllabus to teach. Learn it, ask questions about it, know it. The following sections will be included on your syllabus.

- MMU logo*
- Course information and contact information for instructor
- MMU Mission Statement*
- MMU Vision Statement*
- Course Description
- # of credits (counseling courses are generally 3 credit courses)
- Course Objectives (with curriculum map including standards and assessment)
- Teaching Methodology*
- Required Text
- University’s Grading Scale*
- Course Assignments with descriptions of all work that will contribute to final grade.
- Late Work Policy*
- Attendance Policy*
- Professionalism Statement*
- Disability Statement*
- Academic Honesty and Integrity Statement*
- Tentative Schedule
- Grading Rubrics

*Example provided at the end of this document

You are required to email a copy of your syllabi three days prior to the start of the course to Chris Russell, Counseling Program Administrative Assistant at russellc@mtmary.edu and Melissa Smothers at kraemerm@mtmary.edu.

9. **Research Course Guides**- Please contact Yang Zhuo at zhuoy@mtmary.edu in order to:
   - Schedule a library instruction session for your class
   - Request an online research guide for your class
   - Get help with your research

10. **Counseling Video database:** For 400+ on a variety of counseling topics, go to the following link for on-campus use: [https://search-alexanderstreet-com.mmu.ezproxy.switchinc.org/ctiv](https://search-alexanderstreet-com.mmu.ezproxy.switchinc.org/ctiv). Contact the library for the link for off-campus use. Think about using this in the classroom, in place of an assigned chapter from the text or as part of an assignment.

We also have access to Kanopy- a Netflix-like video streaming service contains thousands of quality, award-winning documentaries, features, classics, and short films. For on campus go to: [https://mtmary.kanopy.com/](https://mtmary.kanopy.com/)
11. Spring Semester – Annual Spring Intensive - Student Conference
Each spring the Counseling Department holds a conference that showcases the best student work. No matter which semester you teach, please consider asking a student who has done excellent work to present it at the spring conference and share the student’s name with the Department Chair.

12. What if my classroom is inappropriate?
If you are assigned a classroom that is too small, large, or without the needed equipment, please contact The Department Chair.

13. What happens if a class is cancelled due to the school closing, instructor illness, or unavoidable planned absence?
School closing – Please make students aware that they should check the MMU and my.mtmary.edu websites in case of inclement weather. If the University closes due to weather, it will be posted on those websites. If you have provided your cell number to HR, you will receive a text alert about weather cancellations. A decision about cancelling evening courses will be made by 4:30pm.

If you become ill or have an emergency and must cancel a class, you must contact both the Registrar’s Office at mmu-registrar@mtmary.edu or 414-930-3062 and Dr. Carrie King (kingc@mtmary.edu; 414-930-3236, or 414-807-3666) so that a note on can be posted on the classroom door. Often instructors do contact students via E-Learning (under Roster) and provide any additional assignments or instructions so that instruction/learning can occur.

For a planned absence, you may arrangements to hold an online session. With prior approval from the Department Chair, you may have another faculty member or vetted guest instructor meet with your class.

14. How long should my class meet and when should breaks occur?
Please hold your class for the full amount of time allotted. If you teach a 3 credit course that is held once a week, then there is up to 20 minutes allotted for breaks. During the summer term, courses run for longer period of time with 20 minutes allotted for breaks.

15. Do I need to hold class during exam week?
For classes that have 14 or fewer class meetings during the semester- often due to holidays- holding a 15th week of class during exam weeks is required. For classes that are able to meet the full 15 weeks during the semester, exam week can still be utilized to give an exam.

16. How should I assess students?
For written assignments and presentations, use a grading rubric. Rubrics have been designed for most assignments in most courses at this point in time. Typically the ‘mentor faculty’ for your course will have these. Rubrics should be made available to your students by including them at the end of the syllabus and/or uploading them to your course page. Ask students to turn in a rubric with their assignment for your use. Feedback can be written directly on the assignment, but the scoring should be shown on the rubric and given to the student.

17. How do I communicate assessment feedback and return assignments to students?
All electronic communication about grades and feedback on assignments must be delivered via the course page through either the coursework or gradebook. According to FERPA, email may not be used for this purpose as it not guaranteed to be secure. Grading rubrics and graded assignments can be uploaded as files
and private written comments posted for individual students to view. Hard copies of assignments needing to be returned to students at the end of the semester can be dropped off to a full-time faculty member who will keep the work secure until it can be returned to students.

18. What if a student plagiarizes?
Concern form (see page 6 of this guide) will need to be completed and University Administration will be notified. Students will be given a zero for the assignment on which plagiarism occurs. At the instructor's discretion, a student may have up to one week to redo the assignment for a no more than half of the points the assignment is worth.

19. What is the grading system?
Mount Mary University uses the model below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Points</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
<td>95-100</td>
</tr>
<tr>
<td>AB</td>
<td>Between A and B</td>
<td>3.50</td>
<td>91-94.99</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
<td>87-90.99</td>
</tr>
<tr>
<td>BC</td>
<td>Between B and C</td>
<td>2.50</td>
<td>83-86.99 Academic Warning</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
<td>79-82.99 Academic Warning or Dismissal</td>
</tr>
<tr>
<td>CD</td>
<td>Below Average</td>
<td>1.50</td>
<td>75-78.99 No graduate credit awarded</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1.00</td>
<td>70-74.99 No graduate credit awarded</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>69.99 or below</td>
</tr>
</tbody>
</table>

If a student is between two grades, they haven’t earned the higher grade. For example, 95 is the cut-off for a grade of A. If a student earned 94.5 points, as shown above, they did not reach the points required for an A, but rather, for an AB.

20. The policy on granting incompletes is found in the Graduate Bulletin. We now have the form available online on My Mount Mary as well as in the Registrar's Office.

Ordinarily the grade of Incomplete may be given for reasons of health or other serious emergency that occurs at the end of a course. If students have not completed all requirements of a course by the time of the final grading period, do not have a serious reason, and/or have not made arrangements with the instructor to receive an Incomplete, they will be graded on the basis of work completed by the end of the grading period. When an Incomplete grade is granted, outstanding work for the course in question must be completed no later than the end of the semester following that in which the Incomplete is granted. At that time students will receive the grade that their work merits. See #22 below about how to submit a student’s grade. A Course Completion Agreement Form, signed by the student and faculty member involved must be filed in the Registrar's Office as a formal record of the details of the incomplete work and the student’s awareness of the obligation to complete the remaining coursework successfully.

21. How do I submit final grades?
For the fall and spring semesters, grades are due on the Tuesday after graduation at midnight. For the summer term, the grades are due on the last day of the summer session at midnight. Grades are submitted via the Gradebook on the course page. You will need to select the final date of attendance in order to submit your grades.

22. How do I change a grade (i.e., incomplete deadline, mistake, etc)?
Submit the change of grade form online on the Faculty tab. You will need the student's ID number, academic year (1617, for example) and term and the course including section number to submit the grade.
23. How do I find my course evaluations?
Log in to MyMountMary and click on the Faculty tab. On the left, click on "Course Evaluations". Select the semester in the dropdown menu. For example, select "1718FA". Select your course from the drop down menu. Select “Section (Faculty)” from the drop down box. Select your name from the drop down menu. Export as formatted text.

23. In what situations can students bring children to class?
No student is ever allowed to bring a child to class. The Universities policies regarding children on campus or are clear. Children are defined by MMU as those persons under the age of 16. The University cannot be responsible for any children who are not in the Child Care Center or in a program sponsored by MMU. The following regulations apply to children not on campus as part of the above two conditions:
- Children may remain on campus only if accompanied by a parent or other responsible adult.
- Babysitting is not allowed on campus.
- **Children may not be taken to classrooms or laboratories.**
  - Children may not at any time be left alone on campus with the exception that children from the ages of 12 to 16 may use the Haggerty Library facilities until 5:00 p.m. and may remain in the Library after that time if accompanied by an adult.
  - MMU reserves the right to exclude from campus any child who is not under responsible supervision.

**General attendance policy:** Students are expected to attend every class. Participation in class discussions and exercises are required. Students who have 2 absences may have their final grade reduced by a half of a letter grade. Those with 3 absences may have their final grade reduced by one letter grade. Those with more than 3 absences will have their final grade reduced by two letter grades. Students who miss 15+ minutes of class 2 or more times may be charged one additional absence.

**Attendance policy for Saturday courses:** A student enrolled in a Saturday course must attend all class meetings in their entirety. Mount Mary University awards credit following Carnegie Hours. Students are to have 45 hours of face-to-face instruction for a 3-credit graduate course. While most instructors have an
acceptable attendance policy to accommodate a single student absence in a 15-week course, missing a single Saturday is equivalent to missing three weekly scheduled courses and will significantly impact a student’s grade. Therefore, carefully look to see the dates Saturday courses will meet and avoid taking courses you can’t regularly attend.

All instructors are required to post student attendance in E-Learning on their course page. See illustration below.

25. Professor Evaluation of Students: The Professor Evaluation of Student is completed by each course instructor at the end of each semester and assesses each student on relevant counseling knowledge, skills and disposition. The scores are provided to students when they begin the 18 credit self-evaluation. The PES form utilizes the following Likert-type scale: 1= improvement definitely needed; 2=a focus for growth; 3=developmentally appropriate; 4=advance; and, NEI= not enough information. Two items in each area have been identified and asterisked by program faculty as essential for baseline professional competency. As such, if a student scores below a 2.5, in any of the identified areas, in any course, they are automatically reviewed during a weekly program faculty meeting and may be brought in to complete a Student Improvement Plan.

26. Student Issues: When a student issue (academic, behavioral or dispositional) is identified, two steps are recommended. First, submit an EARLY ALERT. You’ll find the link for early alerts when you log into your my.mtmary.edu account under Quick Links on the left-hand side. Second, every student has an advisor. Should an issue with a student arise that requires mediation, intervention or additional support, contact the student’s advisor. With a few exceptions, Degree seeking Clinical Mental Health Counseling students are assigned an advisor based on the first letter of their last name as follows:
- A-E with Dr. Carrie King
- F-K with Terri Jashinsky
- L-R with Dr. Melissa Kraemer Smothers
• S-Z with Dr. Tammy Scheidegger
All clinical rehabilitation counseling students are assigned to Dr. Leeza Ong.
All school counseling, CMHC and SC post-master's students and graduate special students are assigned to Dr. Carrie King.
Contact Dr. Chris Belkofer, Director of the Art Therapy Program and Dr. Carrie King for issues or concerns with art therapy students.

27. Counselor Educator and Supervision Group: Faculty are asked to join this group by going: https://my.mtmary.edu/ICS/Campus_Life/Campus_Groups/Counselor_Education_and_Supervision/. This page is designed to support your knowledge and identity as a counselor education and/or supervisor, containing relevant journal articles on supervision, professional development, pedagogy and current issues; supervision training materials; Incomplete forms; and, the latest version of the Counseling Faculty Guide.

28: Basic framework of Counseling syllabi: See last two pages.

Note: This is a working document. Please let Carrie King know if you have any suggestions or additions.
DOCUMENTATION OF CONCERN
RELATED TO ISSUES OF ACADEMIC INTEGRITY
(Form sent to Graduate Dean, maintained in a confidential file and destroyed upon graduation)

<table>
<thead>
<tr>
<th>STUDENT (AND ID#)</th>
<th>DATE</th>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NAME, NUMBER &amp; SECTION</th>
<th>GRADUATE PROGRAM</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>SIGNATURE</th>
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<table>
<thead>
<tr>
<th>DATE OF STUDENT CONTACT</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please contact the Graduate Dean if unable to reach student)</td>
</tr>
</tbody>
</table>

REASON FOR CONCERN:

- [ ] Attempt to use unauthorized materials/information on an exam or assignment
- [ ] Falsification or invention of data related to:
  - [ ] practicum experience
  - [ ] research or laboratory findings
  - [ ] bibliographic reference
- [ ] Representation of another’s work as the student’s own without proper citation
  - [ ] using another person’s actual words
  - [ ] appropriating another person’s ideas, theories, images or designs
  - [ ] borrowing facts, statistics or illustrative materials
- [ ] Theft or monopolization of course materials/information/equipment
- [ ] Other

DESCRIPTION OF ACTION TAKEN:

- [ ] warning
- [ ] zero or failing grade for assignment
- [ ] zero or failing grade for course
- [ ] lower assignment grade
- [ ] lower course grade
- [ ] no action taken—charges proved unfounded
- [ ] redo assignment
- [ ] referral for consultation with Dept faculty

ADDITIONAL COMMENTS

(Additional referrals will result in consultation with the School Dean and possible revision of actions taken.)
Instructor:
Phone:
Email:

**MISSION**
Mount Mary University, an urban Catholic university for women sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from sensitivity to moral values and Christian principles. Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking critically and creatively. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

**VISION**
Mount Mary University is recognized as a diverse learning community that works in partnership with local, national and global organizations to educate women to transform the world.

**COURSE DESCRIPTION**

**COURSE OBJECTIVES**

<table>
<thead>
<tr>
<th>Course Learning Objectives</th>
<th>2009 CACREP Standard Fulfilled</th>
<th>Assessment Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document an expanded awareness of the role their own cultural identities and biases play, and the manner in which these factors influence behavior and worldview, as well as counseling, leadership, supervision, research &amp; education.</td>
<td>II. G.2.b, G.2.e, G.2.f, CMHC Knowledge E.2</td>
<td>Multicultural Timeline &amp; Genogram Rubric</td>
</tr>
<tr>
<td>Apply models of identity development to themselves and others culturally different from themselves.</td>
<td>II. G.2.b, G.2.c, G.2.e, G.2.f, CMHC Knowledge E.2</td>
<td>Cultural Identity Paper Rubric</td>
</tr>
</tbody>
</table>

II. G.2.a - g; CMHC Knowledge E.1 - E.6; CMHC Skills F.1-F.3

Cultural Identity Paper Rubric

Group Presentation Rubric
TEACHING METHODOLOGY
To provide the student with a variety of learning experiences, the following methods of instruction are used: lecture with & without audiovisual support (Power Point); class/small group discussions; educational video; cultural immersion; skills demonstrations; student presentations; library research using on-line databases (e.g. ERIC, PSYCHINFO, etc); internet resources.

REQUIRED TEXT:

FINAL COURSE GRADE

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>91-94.99</td>
<td>AB</td>
</tr>
<tr>
<td>87-90.99</td>
<td>B</td>
</tr>
<tr>
<td>83-86.99</td>
<td>BC</td>
</tr>
<tr>
<td>79-82</td>
<td>C</td>
</tr>
<tr>
<td>75-78.99</td>
<td>CD</td>
</tr>
<tr>
<td>70-74.99</td>
<td>D</td>
</tr>
<tr>
<td>69.99 or Below</td>
<td>F</td>
</tr>
</tbody>
</table>

COURSE ASSIGNMENTS
All work must follow APA format guidelines (e.g. running head, 1” margins, 12 pt. font, internal citations) unless otherwise specified. Information about APA style may be found at www.apa.org or www.wisc.edu/writing/Handbook/DocAPA.html or the sixth edition of the APA style manual.

IMPORTANT NOTES REGARDING THE CLASS
All students will demonstrate behavior that is consistent with the Ethical Standards forwarded by the American Psychological Association (APA) and the American Counseling Association (ACA).

Late Policy: All work must be completed for a passing grade. A printed copy of the assigned work must be turned in during class on due date, unless otherwise specified. Work not received on the due date during class will result in a score reduction of 10% for each day the assignment is late. Requests for extensions must be submitted at least 24 hours before the due date and will be considered, but are not guaranteed.

Attendance Policy: Students are expected to attend every class. Participation in class discussions and exercises are required. Students who have 2 absences may have their final grade reduced by a half of a letter grade. Those with 3 absences may have their final grade reduced by one letter grade. Those with more than 3 absences will have their final grade reduced by two letter grades. Students who miss 15+ minutes of class 2 or more times may be charged one additional absence.

Professional Conduct: It is the expectation of the instructor and the Counseling Program that all students conduct themselves in a professional manner. When inappropriate behavior is displayed (i.e., cell phone use during class, arriving late to class or from breaks, talking while another person is speaking, disrespect toward another individual in the class, microassaults, etc.), this will be address with the student to promote professionalism. Issues that are not remediated immediately by the students will result in a Student Improvement Plan.

Accessibility Statement
Mount Mary University complies with Section 504 of the Rehabilitation Act of 1973 which stipulates that the University will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations; please see me or Marci Ocker, Coordinator of Accessibility Services so that such accommodations may be arranged. Marci can be reached at 414-930-3368. Her email is ockerm@mtmary.edu. The Accessibility Services Coordinator’s office is located in the Student Success Center on the first floor of Haggerty Library, room 124.

Academic Honesty and Integrity Statement
Mount Mary University is an academic community dedicated to the intellectual and social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the University. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another’s ideas as one’s own, or to enhance one’s grade through dishonest means violate the integrity of both the student and University.

Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust.

A faculty member has the right and authority to deal with academic dishonesty in his or her classroom; however, a student who commits multiple violations against academic integrity shall be subject to administrative disciplinary action as described in the Academic Honesty and Integrity Policy and Procedures. Students taking CON courses will be given a zero for the assignment on which any type of plagiarism that occurs.

Copies of the full Academic Honesty and Integrity Policy and Procedures are available through the office of the Dean for Academic Affairs. The policy and procedures are included in the Mount Mary University Undergraduate and Graduate Bulletins online.

**TENTATIVE SCHEDULE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC/ASSIGNMENTS DUE</th>
<th>READINGS</th>
</tr>
</thead>
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