


# COUN 995 Dissertation in Counselor Education and Supervision-NewCrs-2016-08-23

- The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. \*

## Form Information

 The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

**First Step:** ONLY change the text in the [brackets] so it looks like this: **CRIM 101 Intro to Criminology-NewCrs-2015-08-10**

- If DUAL LISTED list BOTH courses in the page title***

**Second Step:** Click “SAVE” on bottom right

- DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS***
- Please be sure to remove the Brackets while renaming the page***

**Third Step:** Make sure the word ***DRAFT*** is in yellow at the top of the proposal

**Fourth Step:** Click on “**EDIT CONTENTS**.” (not EDIT) and start completing the template. When exiting or when done, click “**SAVE**” on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

*\*Indicates a required field*

<b>Proposer*</b>	Kim Desmond, Ph.D.	<b>Proposer Email*</b>	kdesmond@iup.edu
<b>Contact Person*</b>	Kim Desmond, Ph.D.	<b>Contact Email*</b>	kdesmond@iup.edu
<b>Proposing Department/Unit*</b>	Counseling	<b>Contact Phone*</b>	724-357-2306

<b>(A) Course Prefix*</b>	See the Registrar's List of Unavailable Course Numbers at <a href="http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323">http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323</a> COUN
<b>(B) Course Number*</b>	<i>If Dual Listed, enter both course numbers</i> 995
<b>(C) Course Title*</b>	Dissertation in Counselor Education and Supervision
<b>(D) Course Level*</b>	graduate-level
<b>(E) Cross Listed*</b>	<i>Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed = Course has more than one prefix such as GEOG/RGPL 233</i> NO If YES, with:
<b>(F) Variable Credit*</b>	NO If YES, enter the number of credits:
<b>(G) Variable Title*</b>	NO If YES, enter the title(s):

<b>(H) Number of Credits*</b>	<p>Class Hours:</p> <p>Lab Hours:</p> <p>Credits:6</p>
<b>(I) Repeatable Course*</b>	<p>YES</p> <p>If YES, please complete the following:</p> <p style="text-align: center;">Number of Credits that May be Repeated: 6</p> <p style="text-align: center;">Maximum Number of Credits Allowed to be Repeated: 12</p>
<b>(J) Prerequisite(s)</b>	<p>COUN: 860,870,880,890,900,910,920,930,940,950,960</p>
<b>(K) Co-requisite(s)</b>	<p><i>This means that another course must be taken in the same semester as the proposed course</i></p> <p>None</p>
<b>(L) Additional Information</b>	<p><i>Check all that apply. Note: Additional documentation will be required</i></p> <p><i>* Teacher Education: Please complete the Teacher Education section of this form (below)</i></p> <p><i>* Liberal Studies: Please complete the Liberal Studies section of this form (below)</i></p> <p><i>* Distance Education: Please complete the Distance Education section of this form (below)</i></p>
<b>(M) Recommended Class Size</b>	<p>NO</p> <p>Number (Enter Zero if No):</p> <p>If YES: (Check one of the following reasons and provide a narrative explanation)</p> <p>Explain (required):</p>
<b>(N) Catalog Description*</b>	<p><i>Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.</i></p> <p>Provides an opportunity for students to successfully propose, complete, defend, and submit the dissertation. Students must demonstrate doctoral level scholarship in counselor education and supervision by conducting a research investigation in the principal field of study and making an original contribution to knowledge in the field.</p>

<p><b>(O) Student Learning Outcomes*</b></p>	<p><i>These should be measurable, appropriate to the course level, and phrased in terms of <u>student achievement</u>, not instructional or content outcomes</i></p> <p><i>If dual listed, indicate additional learning objectives for the higher level course.</i></p> <p>Students will:</p> <ol style="list-style-type: none"> <li>1. Complete the dissertation using Indiana University of Pennsylvania's current Thesis and Dissertation Manual as a guide.</li> <li>2. Choose a dissertation chairperson and a committee.</li> <li>3. Complete a statement of the research problem and the objectives of the investigation and present to dissertation committee for approval</li> <li>4. Conduct a review of the literature;</li> <li>5. Identify research methods used in sufficient detail to allow other investigators to replicate or evaluate the investigation and its outcomes;</li> <li>6. Describe research findings and their relation to findings obtained by other investigators;</li> <li>7. Identify conclusions to be drawn from the research results obtained; and</li> <li>8. Delineate an objective and critical evaluation of the entire investigation, with references.</li> </ol> <p>Submit the dissertation electronically</p>
<p><b>(P) Brief Course Outline*</b></p> <p>For Each Outcome Describe</p> <p>How the Outcome Will Be Achieved</p>	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or</i></p> <p><i>direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p> <p>Topic 1: Selecting a Dissertation Committee</p> <p>Topic 2: Research Topic Approval Form</p> <p>Topic 3: IRB Approval</p> <p>Topic 4: Conducting Research</p> <p>Topic 5: Data Analysis</p> <p>Topic 6: Writing-up Research</p> <p>Topic 7: Scheduling the Final Defense</p> <p>Topic 8: Review and Final Submission</p>

<p style="text-align: center;"><b>Rationale for Proposal</b></p>	
<p><b>(Q) Why is this Course Being Proposed?*</b></p>	<p>This course is part of the curriculum for the proposed Ph.D. in Counselor Education and Supervision program.</p>
<p><b>(R) University Senate Summary of Rationale</b></p>	<p><i>Please enter a single paragraph summary/rationale of changes or proposal for University Senate.</i></p> <p>This course is part of the curriculum for the proposed Ph.D. in Counselor Education and Supervision program.</p>
<p><b>(S) How Does it Fit into the Departmental Curriculum?*</b></p>	<p><i>Check all that apply</i></p> <p>Core Requirement Major Requirement</p> <p>If Other, please explain:</p>

<p><b>(T) Is a Similar Class Offered in Other Departments?*</b></p>	<p>NO</p> <p>Please Provide Comment:</p>				
<p><b>(U) Does it Serve the College/University Above and Beyond the Role it Serves in the Department?*</b></p>	<p>NO</p> <p>Please Provide Comment:</p>				
<p><b>(V) Who is the Target Audience for the Course?*</b></p>	<p>Course Designed for Majors</p> <p>If Other, please explain:</p>				
<p><b>(W) Implications for Other Departments*</b></p>	<p>A. What are the implications for other departments? (For Example: overlap of content with other disciplines, requirements for other programs)</p> <p>This course is discipline specific and designed to help meet accreditation requirements. There is no overlap with other departments.</p> <p>B. How have you addressed this with other department(s) involved? What was the outcome of that attempt?</p>				
<p><b>(X) Attach Supporting Documents for Implications, if Necessary</b></p>	<table border="1"> <thead> <tr> <th data-bbox="574 1255 711 1297">File</th> <th data-bbox="711 1255 821 1297">Modified</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="574 1297 821 1339"><hr/></td> </tr> </tbody> </table>	File	Modified	<hr/>	
File	Modified				
<hr/>					
<p><b>(Y) Are the Resources Adequate?*</b></p>	<p><i>(i.e. faculty, space, equipment, laboratory supplies, library materials, travel funds, etc.)</i></p> <p>YES</p> <p>Please Provide Comment:</p>				

## Distance Education Section

*- Complete this section only if adding Distance Education to a New or Existing Course*

<p><b>If Completing this Section, Check the Box to the Right:</b></p>	
<p><b>Course Prefix/Number</b></p>	

<b>Course Title</b>	
<b>Type of Proposal</b>	<i>See CBA, Art. 42.D.1 for Definition</i>
<b>Brief Course Outline</b>	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>
<b>Rationale for Proposal (Required Questions from CBA)</b>	
<b>How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?</b>	
<b>For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.</b>	
<b>How will the instructor-student and student-student interaction take place? (if applicable)</b>	
<b>How will student achievement be evaluated?</b>	
<b>How will academic honesty for tests and assignments be addressed?</b>	

## Liberal Studies Section

*- Complete this section only for a new Liberal Studies course or Liberal Studies course revision*

<b>If Completing this Section, Check the Box to the Right:</b>	<input type="checkbox"/>
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<b>Liberal Studies Course Designations (Check all that apply)</b>	
<b>Learning Skills:</b>	
<b>Knowledge Area:</b>	

<b>Liberal Studies Elective</b>	<i>Please mark the designation(s) that apply - must meet at least one</i>
<b>Expected Undergraduate Student Learning Outcomes (EUSLOs)</b>	<i>Describe how each Student Learning Outcome in the course enables students to become Informed Learners, Empowered Learners and/or Responsible Learners See <a href="http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694">http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694</a></i>
<b>Description of the Required Content for this Category</b>	<i>Narrative on how the course will address the Selected Category Content</i>
<b>All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading. Please answer the following questions.</b>	
<b>Liberal Studies courses must include the perspectives and contributions of ethnic and racial minorities and of women whenever appropriate to the subject matter. Please explain how this course will meet this criterion.</b>	
<b>Liberal Studies courses require the reading and use by students of at least one non-textbook work of fiction or non-fiction or a collection of related articles. Please describe how your course will meet this criterion.</b>	

### Teacher Education Section

*- Complete this section only for a new Teacher Education course or Teacher Education course revision*

<b>If Completing this Section, Check the Box to the Right:</b>	
<b>Course Designations:</b>	
<b>Key Assessments</b>	

	<p>For both new and revised courses, please attach (see the program education coordinator):</p> <ul style="list-style-type: none"> <li>• The Overall Program Assessment Matrix</li> <li>• The Key Assessment Guidelines</li> <li>• The Key Assessment Rubric</li> </ul> <p style="text-align: center;"><b>File      Modified</b></p> <hr/> <p>No files shared here yet.</p> <ul style="list-style-type: none"> <li>• Drag and drop to upload or <a href="#">browse for files</a> </li> </ul>
<b>Narrative Description of the Required Content</b>	<i>How the proposal relates to the Education Major</i>

<b>For Deans Review</b>
Are Resources Available/Sufficient for this Course?
Is the Proposal Congruent with the College Mission?
Has the Proposer Attempted to Resolve Potential Conflicts with Other Academic Units?
Comments:

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.  
Please submit an ihelp if you have any questions <http://ihelp.iup.edu>