

**SPSY 544: Assessment 1 Lab**  
**Practical Skills in Psychoeducational Assessment**  
**Fall Semester, 2018**

**GENERAL COURSE INFORMATION**

**Instructor:** Kate Jaspers, Ph.D., NCSP  
**Class Day and Time:** Section 1: Wednesday 1:00pm-2:00pm  
Section 2: Wednesday 2:00pm-3:00pm  
Section 3: Wednesday 3:00pm-4:00pm  
**Class Location:** Wednesday Sections: Rogers 417  
Thursday Sections: Rogers 218  
**Office Location:** Rogers 426  
**Office Hours:** Mondays 11:00 am-1:00 pm; by appointment  
**Phone:** 503-768-6119  
**Email (preferred):** jaspers@lclark.edu

**Credit:** 1 semester

Students should be concurrently enrolled in SPSY 542 or SPSY 545.

**Required Text:** None

**Course Description:**

This course is a 1-credit lab course designed to be taken in conjunction with SPSY 542 or SPSY 545. SPSY 542 or 545 focuses on cognitive and academic measures. This course is designed to prepare students to (a) understand and learn the process of assessment. The course format stresses the formative evaluation of student progress toward a criterion of competence. Students are expected to master the administration, scoring, and basic interpretation of specific cognitive and achievement measures to a high level of mastery. Additional training and experience will be necessary, however, to further develop and refine skills and to apply them to diverse individuals in a variety of settings. *Students demonstrating initial competence following this course will be ready for further training in individual intellectual assessment in supervised practicum experiences, but not for unsupervised/independent practice.*

**Course Goals and Objectives:**

1. Demonstrate initial competence in the standardization administration, scoring, interpretation, and reporting of the WJ-IV COG, WISC-V, and WJ-IV ACH.
2. Recognize measurement principles for selecting, using, and interpreting assessment tools.
3. Become familiar with ethical and legal standards and responsibilities in regard to test materials.
4. Exhibit interpersonal relationship skills including the ability to develop rapport with an examinee and communicate in a sensitive manner when providing feedback.

**GRADING COMPONENTS AND SCALE**

Skills checks = 25 points each  
Panel attendance, participation, and question generation = 25 points

Skills Checks: Each student must achieve mastery of the 3 major tests taught in this course and SPSY 542 or SPSY 545 (WJ-IV-COG, WISC-V, and WJ-IV-ACH). To facilitate mastery, each student will participate in a skills check for each of the three assessments. The skills check will involve an abbreviated one-on-one practice administration with the course instructor acting as an examinee. Focus of the skills check will be on finding appropriate start points, establishing basals and ceilings, and following directions verbatim. On the week of a skills check, each student will sign up for a 10-minute session, in lieu of the regular class session. Sign ups will occur 2 weeks prior to each skills check week.

Participation & Preparation: Please be present, arrive on time, read and review assigned subtests prior to class, bring proper test materials (test kit, clipboard, stopwatch), remain on task and engaged, practice test administration in class, and participate in class discussion and asking questions. If there are concerns with a student's participation and preparation, the instructor will first warn the student. If difficulties continue, the instructor may implement a grade reduction.

Panel: On **Wednesday December 5th, from 1:00-4:00pm** we will be hosting a panel of school psychologists to talk about assessment practices in schools. Prior to attending the panel, you are to work with a small group to develop a set of 10 questions to ask the panel members. These questions are due to the course instructor via email by **November 22nd**. You are expected to (and will be graded on) submit questions by the expected date, arrive on time, attend the full panel, and remain on task and engaged. If you are unable to attend, you must inform the instructor by October 1st via email and an alternative assignment will be given.

### **Course grading scale**

95-100% = A    90-94% = A-    87-89% = B+    84-86% = B    80-83% = B-  
77-79% = C+    74-76% = C    70-73% = C-    ≤69% = F

### **ATTENDANCE**

SPSY Departmental Attendance Policy: Class attendance is expected and required. Any missed class time will be made up by completing extra assignments designed by the instructor. Missing more than ten percent of class time may result in failure to complete the class. This would be 4.5 hours of a 45 hour class (3 credits), 3.0 hours for a 30 hour class (2 credits) or 1.5 hours for a 15 hour class (1 credit.) In case of extreme hardship and also at the discretion of the instructor, a grade of incomplete may be given for an assignment or the entire course. In such cases, the work to be submitted in order to remove the incomplete must be documented appropriately and stated deadlines met. Students are expected to be on time to class and tardiness may be seen as an absence that requires make-up work.

### **ADDITIONAL REQUIREMENTS/EXPECTATIONS**

Each student must have the following: Clipboard and Stopwatch (cannot beep). Students are to bring their clipboard, stopwatch, and appropriate test kit to each class.

Professional Conduct and Academic Integrity Policy: All Lewis & Clark students are responsible for knowing the standards of professional conduct and academic integrity. Please refer to the Lewis & Clark graduate catalog for the Standards of Professional Conduct and Academic Integrity Policy.

Disability Services: If you have a disability that may impact your academic performance, you may request accommodations by submitting documentation to the Student Support Services Office in the Albany Quadrangle (503-768-7192). After you have submitted documentation and filled out paperwork there for the current semester requesting accommodations, staff in that office will notify me of the accommodations for which you are eligible.

Incomplete: Incomplete (I/INC) grades may be given when circumstances beyond the control of the student prevent him/her from completing the course on time. It is the responsibility of the instructor, in consultation with the student, to decide whether the student has a legitimate reason for not completing the work on time. When assigning a grade of incomplete, the instructor will communicate to the student the work required to resolve the incomplete, and assign a deadline within a maximum of one year by which the work must be complete. If the incomplete is not resolved by the deadline, it will become a permanent incomplete (PI). Students must resolve all incomplete grades in courses required for their program before registering for SPSY 582 Internship in School Psychology.

Cell Phones and Laptops: Please silence your phone and put it away. Please refrain from checking or sending texts/email during class time. If laptops or tablets are used in class, internet functions must be turned off. Laptops/tablets can be used for note-taking purposes only. Abuse of this privilege will result in loss of privileges for all students for the remainder of the semester.

Food: No food or drink (other than water in a closed container) is to be out while test kits are out during class time.

Test Kits: You will be sharing test kits with students enrolled in the course under considerable time pressure, so please make sure that you make any test kits accessible to classmates who will also be administering them. **If you check out a kit for the test we are discussing in class (see class outline), please bring it to class.** The test kit check in and check out schedule is as follows:

DATE	TIME	COHORT	ACTION	TEST
9/4	12-12:45	1st year	check out	WJ Cog
9/4	4:30-5:15	2nd year	check out	WISC-V
10/3	2-4:00	1st year	check out	WJ ACH
10/16	12:00-1:00	1st year	check in	WJ Cog
10/16	4:30-5:15	2nd year	check out	WJ Cog
10/23	2:00-4:00	2nd year	check in	WISC-V
10/24	2:00-4:00	1st year	check out	WISC-V
11/14	2:00-4:00	1st year	check in	WJ ACH
11/15	2:00-4:00	2nd year	check out	WJ ACH
12/6	2:00-4:00	2nd year	check in	WJ-COG
12/12	2:00-4:00	1st year	check in	WISC-V
12/13	2:00-4:00	2nd year	check in	WJ ACH

Any other test kit check ins or check outs outside of the previously described times are to be set by **completing the School Psychology Test Kit Request form** ([https://docs.google.com/forms/d/e/1FAIpQLSfnJ-HeazlISLxUNOqqeQ5HoSDWmB8uOtx16-SpaCYXHkmPCw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfnJ-HeazlISLxUNOqqeQ5HoSDWmB8uOtx16-SpaCYXHkmPCw/viewform?usp=sf_link)). Using this form, you will make an appointment to pick up test kits between 2 and 4 pm, Monday through Friday (additional times may be available, but please do your best to work within this window of time as a courtesy to our staff). Check ins and check outs will be conducted with Rachel Greben. Please use the Google form for requests, but feel free to contact Rachel for changes in schedule, etc ([gradloaner@lclark.edu](mailto:gradloaner@lclark.edu); 503-768-6013). During test kit check in appointments, the contents of each kit will be inventoried, using the list of components included in the test kit. **Each member of the group will be financially responsible for all missing components**, and all test kits must be returned in their entirety prior to receiving a grade for the course. Please plan sufficient time for your check-in and out appointments to complete the full check-in and check-out process. An essential aspect of professional courtesy is to return or pass on a kit in perfect condition, ready to be used by the next person.

This is a very rigorous course which requires a lot of outside work. Any concerns that arise regarding the inability to meet course and time demands should be discussed with the professor immediately when these arise.

**COURSE OUTLINE:** This outline is designed to be our schedule for the Fall semester. It is our primary planning document and is usually followed without modification. If there is a change needed, it will be announced in class.

**1st-year cohort; Wednesdays; Sections 1, 2, & 3**

<b>DATE</b>	<b>TOPIC(S)</b>	<b>ASSIGNMENT</b>
Week 1 9/5	<i>Administration of the WJ-IV-COG (tests 1-4)</i>	Manual & easel sections related to assigned subtests
Week 2 9/12	<i>Administration of the WJ-IV-COG (tests 5-10)</i>	Manual & easel sections related to assigned subtests
Week 3 9/19	<i>Administration of the WJ-IV-COG (11-14,17)</i> Sign up for skills check	Manual & easel sections related to assigned subtests
Week 4 9/26	<i>Administration and Scoring issues for Protocol #1</i> <i>Administration of the WJ-IV-COG (15,16,18)</i>	Manual & easel sections related to assigned subtests
Week 5 10/3	<b>WJ-IV-COG Skills Check</b>	<b>WJ-IV-COG Skills Check</b>
Week 6 10/10	<i>Administration of the WJ-IV-ACH (1-8)</i> Sign up for skills check	Manual & easel sections related to assigned subtests
Week 7 10/17	<i>Administration of the WJ-IV-ACH (9-17)</i>	Manual & easel sections related to assigned subtests
Week 8 10/24	<b>WJ-IV-ACH Skills Check</b>	<b>WJ-IV-ACH Skills Check</b>
Week 9 10/31	<i>Administration of the WISC-V (subtests 1-5)</i>	Manual sections related to assigned subtests
Week 10 11/7	<i>Administration of the WISC-V (tests 6-10)</i>	Manual sections related to assigned subtests
Week 11 11/14	<i>Administration and scoring issues for Protocol #1</i> <i>Administration of the WISC-V (11-21)</i> Sign up for skills check	Manual sections related to assigned subtests
Week 12 11/21	<i>Holiday - Thanksgiving</i>	<b>Panel Questions Due</b>
Week 13 11/28	<b>WISC-V Skills Check</b>	<b>WISC-V Skills Check</b>
Week 14 12/5	Assessment Panel - 1:00-4:00 pm in South Chapel	
Week 15 12/12	No class	