



# DOANE UNIVERSITY

## SYLLABUS

### COU 602: Theories of Counseling

#### Course Content

**Course Number:** COU 602

**Course Title:** Theories of Counseling

**Course Dates:** Spring 2021

**Credit Hours:** 3 Credits

**Instructor:** Courtney R. East, PhD, NCC

**Office Phone:** 402-467-9025

**Office Email:** Courtney.east@doane.edu

**Office Hours:** By Appointment

**Classroom\*:** Zoom (link sent to student email)

**Meeting Times:** Mondays, 6:00 pm – 10:30 pm

*\*NOTE: In response to COVID-19, this course will utilize a synchronous remote learning modality via Zoom. Please use the link and/or Meeting ID provided in your student email to log into the class meeting each week.*

#### Course Description

This course examines classic and contemporary theories and models of counseling. The theories provide a foundation for conceptualizing client presentation and selecting appropriate interventions. Students develop a personal model of counseling which is consistent with current professional research and practice. Emphasis is placed on understanding the therapeutic factors that contribute to the effectiveness of counseling. The course addresses help-seeking behaviors of clients and ethical and culturally relevant counseling interventions. The course explores the impact of technology on the counseling profession and provides students with the opportunity to actively practice counseling skills. **Prerequisite: COU 601.**

#### Student Learning Objectives:

1. Students will demonstrate knowledge of cultural factors relevant to clinical mental health counseling. (2016 CACREP Std: 5.C.2.j)
2. Students will learn and demonstrate knowledge of theories and models related to clinical mental health counseling and develop a personal model of counseling. (2016 CACREP Std: 2.F.5.a; 2.F.5.n; 5.C.1.b)
3. Students will learn and demonstrate knowledge of etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders. (2016 CACREP Std: 5.C.2.b)
4. Students will learn and demonstrate knowledge of techniques and interventions for prevention and treatment of a broad range of mental health issues. (2016 CACREP Std: 5.C.3.b)
5. Students will learn and demonstrate knowledge of developmentally relevant counseling treatment or intervention plans. (2016 CACREP Std: 2.F.5.h)

#### 2016 CACREP Standards Addressed in this Course

SLO	2016 Standard	Topic Coverage	Instructional Methods	Assessment
2	2.F.5.a theories and models of counseling	Weeks 2-8  Addressed in this course via Chapters 4-13	Lecture; Experiential activity; Class Discussion; Case study	Quiz 2-8  Theory Demonstration (Part 1 &2)  Final Theory Paper
2	2.F.5.n processes for aiding students in developing a personal model of counseling	Weeks 1-8  Addressed in this course via Chapters 2, 4-13	Lecture; Experiential activities; Class Discussion	Theory Demonstration (Part 1 &2)  Final Theory Paper
2	5.C.1.b theories and models related to clinical mental health counseling	Weeks 2-8  Addressed in this course via Chapters 4-13	Lecture; Experiential activity; Videos; Case study Class Discussion	Quiz 2-8  Theory Demonstration  Final Theory Paper
3	5.C.2.b etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders	Weeks 2-8  Partially addressed in this course via Chapters 4-13	Lecture; Experiential activity; Videos; Class Discussion	Theory Demonstration (Part 2)  Final Theory Paper
4	5.C.3.b techniques and interventions for prevention and treatment of a broad range of mental health issues	Weeks 2-8  Partially addressed in this course via Chapters 4-13	Lecture; Experiential activity; Videos; Class Discussion	Quiz 2-8  Theory Demonstration (Part 1 &2)  Final Theory Paper
1	5.C.2.j cultural factors relevant to clinical mental health counseling	Week 1 (primary coverage) Weeks 2-8 (supplemental coverage)  Partially addressed in this course via Chapters 2, 4-13	Lecture; Experiential activity; Class Discussion	Theory Demonstration (Part 1 & 2)  Final Theory Paper

**REQUIRED TEXTS:**

Corey, G. (2010). *Theory and practice of counseling and psychotherapy* (10<sup>th</sup> ed.). Pacific Grove, CA: Brooks & Cole. ISBN:978-1-305-26372-7

Supplemental chapter readings from the following text will be provided on Canvas:

Corey, G. (2012) *Case approach to counseling and psychotherapy* (8<sup>th</sup> ed.). Pacific Grove, CA: Brooks & Cole. ISBN: 978-1-111-84176-8

**Recommended Resource:**

American Psychological Association (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: American Psychological Association.

**Measurement of Outcomes**

**Assignments (Direct):** Pop-Culture Demonstration of Theory; Final Theory Paper; Online Weekly Quizzes

**Instructor Evaluations (Indirect):** In-class participation, PPEs

**Key Performance Indicator (KPI):** This course assesses the KPI for the core area of CLINICAL MENTAL HEALTH COUNSELING-*SPECIALTY AREA*.

**Identified KPI:** Students will understand and practice application of theories and models related to clinical mental health counseling

**KPI Measurement Tool:** Final Theory Paper (see assignment details below)

**Instructional Methods**

This class will include direct lecture, class discussion, multimedia use (e.g. videos), various in-class experiential activities, and case studies.

**Suggestions for Getting the Most out of this Course**

1. Read the content of this syllabus and ask any questions you may have about anything included. The sooner you clarify a question the more successful you can be with completing the requirements of this course.
2. Complete all reading assignments prior to class meeting times. The reading assignments for this class will include information that will be discussed and applied during in class meetings. Therefore, the better acquainted you are with the content the more you will get out of the activities/discussions planned for each class. Additionally, there will be reading quizzes for each assigned reading that will be reflected in your final grade.
3. Ask questions! The content in this class is, more than likely, going to be completely new to you and everyone else. Ask questions about anything that you aren't sure about or are confused by (you won't be the only one wondering).
4. Participate, participate, participate! This class is designed to include discussion. The more that you are involved the more you will get out of the class. I believe that we learn best from reflecting on the learning of others, therefore listen to what your classmates are saying/asking, apply that to your own understanding, and then offer that thought to the class to ponder on too.
5. Be willing to take a risk. Volunteer to role-play in class, this is a time in a safe place to apply and work with the different theories and techniques that we discuss in class. You want to practice now, not when you have your first family sitting across from you!

## Course Requirements

### 1. Participation

*On-going | 9 points total*

*(1 pt) Ideal/Full Participation*

- Integrating class readings into participation: Often cites from readings; uses readings to support points; often articulates fit of readings with the topic at hand; and
- Interaction in classroom discussions: Always a willing participant; responds frequently to questions; routinely volunteers point of view; and
- Interaction in classroom learning activities: Always a willing participant; acts appropriately during all role plays, etc.; responds frequently to questions; routinely volunteers point of view

*(0.5 pts) Reactive participation*

- Supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation

*(0.25 pts) Passive participation*

- Present, awake, alert, attentive, but not actively involved

*(0 pts) Uninvolved or disruptive participation*

- Electronic engagement unrelated to class
- Psychologically absent, present but not attentive, sleeping, and/or irrelevant contributions that inhibit the progress of the discussion

### 2. Weekly Quizzes

*Canvas | 8 x 5 points each; 40 points total*

Students will be assessed on knowledge of content material from the text and any supplemental readings prior to class each week. Each online quiz will consist of multiple choice questions, short-answer reflections, and/or short-answer skill/application questions. Quizzes will open at 6am following each class meeting and are **due by 5:00pm** the following week before the start of class time. No late or partial credit will be given to Online Weekly Quizzes.

### 3. Demonstration of Theory

*LiveText; In-Class Activity | 27 points*

For each theory that is discussed in class, one student will provide a supplemental demonstration of that theory. Students will be assigned a theory on the first night of class. Each student must base their theory demonstration, client conceptualization, and applied activity on an assigned fictional, pop-culture figure that will be provided by the instructor. The demonstration *should not cover what is in the text, but rather supplement with new and/or additional information*. This is your time to bring the theory to life and be creative! Demonstrations, including the activity,

should be approximately 30-45 minutes long. More information and rubrics will be discussed in class. ***Rubric available on LiveText.***

Each demonstration should include:

### **PART 1: Knowledge of Theory**

- *Study Guide*

This should include: main theorists; key concepts, assumptions/beliefs; the general role of the counselor; multicultural considerations; and, limitations. All resources used must be referenced on the handout. This should be developed as a resource to peers and will not be included in the verbal demonstration itself.

**Study Guides must be submitted via LiveText or emailed to the instructor at least 24 hours in advance for review.**

- *Current Research/Literature.*

Students should think both critically and skeptically about the theory. The current research/literature *MUST be based on the Counseling field*; however, it may be supportive, questioning, or a combination of both. Minimum of TWO (2) scholarly works from the Counseling field, of which does not include the textbook used in class. One of these articles must explicitly reference the theoretical application to a specific topic or client population. Any outside and supplemental materials above and beyond this requirement are welcomed (e.g. magazine articles, website articles, TED Talks, other media). Students will present these two articles to the class.

### **PART 2: Application of Theory**

- *Theoretical Conceptualization of a Pop-Culture Figure.*

Students should present a written, brief conceptualization of the assigned figure using the assigned theory. This conceptualization should focus on addressing the figure's presenting concerns or issues and be supported by the etiology, language, and overall assumptions/belief systems of the given theory. Students should include a video clip of the Pop Culture Figure that highlights aspects of the character that are critical to understanding the presenting concerns (behaviors, attitudes, beliefs, thoughts, etc.). Students may use *The Case of Ruth* (provided as a resource in Canvas) as a guide.

- *Applied Activity.*

This is the time to bring the theory to life and show the class how one might actually use this theory in practice. This activity should be developed as an appropriate intervention for use with the assigned Pop Culture Figure in either an individual or group setting. Students may choose to do a role-play for which theory-specific interventions are demonstrated, or students may choose to demonstrate an activity or concrete intervention with the class as a whole.

- *Engaged Class Discussion.*

Students should use their case conceptualization, applied activity, and articles to engage peers in a meaningful and thoughtful discussion regarding the theory. Students are encouraged to prepare questions or points of discussion for the class ahead of time.

[2016 CACREP Standards Met: 2.F.3.h; 2.F.5.a; 2.F.5.f; 2.F.5.g; 2.F.5.h; 2.F.5.n; CACREP 5.C.1.b; 5.C.2.b; 5.C.2.j; 5.C.3.b]

#### 4. **Personal Theory Paper: Understanding Myself as a Counselor (Singh, 2010)**

***LiveText | 24 points***

*Due to LiveText by the final night of the term.*

The purpose of this paper is to reflect on the reasons you have decided to undertake the challenge of becoming a counselor, in addition to applying theoretical constructs to your understanding of yourself. All of us, whether or not we are aware or choose to acknowledge this, wrestle with emotions, behaviors, beliefs/cognitions, and/or relationships that pose challenges for us. As counselors, we need to have a good understanding of how these challenges manifest. In this paper, you should spend some time developing your reasons for wanting to become a counselor with the aim of better understanding your driving theoretical philosophy. ***Rubric available on LiveText.***

The paper should be conceptualized into three sections:

##### ***I. Motivation***

The first section, which should be approximately two (2) pages, should provide some depth about your motivations for entering the field. Here you should demonstrate significant understanding and reflection, and explore the reasons that undergird your decision to embark in a counseling training program. As opposed to merely listing reasons why you want to become a therapist, you should explore the reasons with insight and forethought (e.g., stating that you want to help people, while commendable, is not the aim of this section. Exploring what helping means to you, how you have been impacted by help in your life, explaining what you mean by “helping behavior,” what you need to recognize as a helper, etc., is more fitting with this section of the paper).

*[2016 CACREP Standard: 2.F.5.f]*

##### ***II. Struggles***

In the next section, which should also be about two-three (2-3) pages, you should choose one or more issues with which you struggle and provide evidence that you understand this/these theoretically from a minimum of two (2) theories. In order for your paper to be the best it can be, you should choose something that is especially pertinent and meaningful for you. For example, suppose you have tried for years to quit smoking cigarettes. You should explain how this issue has been a challenge in your life (e.g., concerns from friends and family, health risks, cost factors), and then explore it from several theories (e.g., psychodynamic, behavioral, feminist,). What would each theory state about the origin of this problem and how might each understand its development and maintenance? Lastly, how would each theory recommend you combat this problem? You may use any theories covered in the text. (See me if you want to include theories not covered in the text).

*[2016 CACREP Standards: 2.F.3.h; 2.F.5.a; 2.F.5.g; 2.F.5.h; 5.C.1.b; 5.C.2.b; 5.C.2.j; 5.C.3.b]*

### III. *Insight*

Your last section should be a concluding section and should be about one-two (1-2) pages in length. Address what you have learned by writing your paper, what conclusions you draw about which theory seems to best explain your issue and why, and what the process of writing the paper was like for you (e.g., what feelings emerged, what you realized, any struggles you faced).

*[2016 CACREP Standard: 2.F.5.n]*

Your paper should not exceed 12 pages, including the cover page and references. Your paper should fully conform to the standards of the Publications Manual of the American Psychological Association (6th ed.). *\*Assessment of this assignment serves as the primary outcomes measurement tool for the KPI identified above.*

### 5. Critical Learning Analysis (CLA)

*LiveText | Pass/Fail*

Students are required to complete and submit a CLA for this course to LiveText by the end of the term. This assignment must be submitted in order to receive a final grade for the course.

## Evaluation Criteria

### Grading

The final grade will be based on the following criteria:

Attendance and Participation	1 pt each x 9 weeks	9 points
Online Weekly Quizzes	5 pts each x 8 Quizzes	40 points
Pop-Culture Demonstration of Theory	-	27 points
Personal Theory Paper	-	24 points
Critical Learning Analysis: COU 602	-	Pass/Fail
<b>Total Points</b>	-	<b>100 Points</b>

### Grading Scale

<b>A+</b>	100-97	<b>B+</b>	89.9-87	<b>C+</b>	79.9-77	<b>D+</b>	69.9-67	<b>F</b>	Below 60
<b>A</b>	96.9-93	<b>B</b>	86.9-83	<b>C</b>	76.9-73	<b>D</b>	66.9-63		
<b>A-</b>	92.9-90	<b>B-</b>	82.9-80	<b>C-</b>	72.9-70	<b>D-</b>	62.9-60		

## Expectations

- Classroom Behavior:** Students are expected to act as graduate students. This means that you are to be open to assessing and evaluating all student comments as well as being open to having your own comments assessed and evaluated. Graduate learning is an on-going collaborative process. Therefore, students should be respectful and open to all others in the classroom. Additionally, graduate students are expected to be prepared and on-time for class. Students should additionally be professional at all times. Being professional includes being on time, being respectful, being prepared, being attentive, being open to learning, etc.
- Late Assignments:** Students will receive a **5% deduction per day** for all late assignments, excluding Online Weekly Quizzes. **No late/partial credit will be provided for Weekly Quizzes**. The instructor will not be available to help with technological issues the day of class. Any in-class assignment (i.e. Theory Demonstrations) must be completed on the day that you have chosen. Due to the time frame given for each class, moving activities would become overly difficult and affect the learning of other students. Therefore, in-class activities must be completed on the day chosen by the student. Should an unforeseen issue arise (i.e., illness, family death, etc.) changes will be determined on a case-by-case basis. Students should contact the instructor in a timely manner.
- Use of Technology:** Students are asked to behave in a manner that reflects the overall attitude and professionalism expected by graduate students, therefore students should use their own discretion on the use of technology. Any use of computers or phones should be for classroom use only. Should you need to make a call/text please leave the classroom as talking or texting could distract others from learning. Be respectful to the instructor and other students in your use of technology in the classroom.
- Plagiarism:** Any work that you turn in during this class must be your own work. Any use of others' work (i.e., research papers, journal articles, etc.) must be cited using APA format. Students who do not cite work and do not give ownership of others work will, at minimum, be given a zero for that assignment. Failure of the course, academic program remediation, and/or dismissal from the MAC program are also potential consequences for plagiarism.
- Email:** Students should expect to communicate with the instructor through the official Doane University email system. This includes me communicating with you at your given Doane University email and you emailing with me at my official Doane University email (given on the first page).

<b>Tentative Course Schedule</b>
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<b>Week/ Date</b>	<b>Topic</b>	<b>Instructional Methods</b>	<b>Reading Assignment</b>	<b>Assignment Due</b>
1	<ul style="list-style-type: none"> <li>● Syllabus Review</li> <li>● Forming your Theoretical Foundation</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Experiential Activities	<i>Theory &amp; Practice Textbook</i> <b>Ch. 1 – 3</b>  <i>Case Approach</i> Ch. 1 (Reading provided in Canvas)	<ul style="list-style-type: none"> <li>● <b>Week 1 Quiz (Due Wednesday of Week 1)</b></li> </ul>



	<ul style="list-style-type: none"> <li>• Cultural Relevance</li> <li>• Ethical Considerations</li> </ul>			
2	<ul style="list-style-type: none"> <li>• Psychoanalytic</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 4</b>	<ul style="list-style-type: none"> <li>• <b>Week 2 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
3	<ul style="list-style-type: none"> <li>• Adlerian</li> <li>• Existential</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 5 &amp; 6</b>	<ul style="list-style-type: none"> <li>• <b>Week 3 Quiz</b></li> <li><i>* Theory Demo</i></li> </ul>
4	<ul style="list-style-type: none"> <li>• Person-Centered</li> <li>• Gestalt</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 7 &amp; 8</b>	<ul style="list-style-type: none"> <li>• <b>Week 4 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
5	<ul style="list-style-type: none"> <li>• Behavioral Therapies</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 9</b>	<ul style="list-style-type: none"> <li>• <b>Week 5 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
6	<ul style="list-style-type: none"> <li>• Cognitive Therapies</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 10</b>	<ul style="list-style-type: none"> <li>• <b>Week 6 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
7	<ul style="list-style-type: none"> <li>• Choice Theory/ Reality Therapy</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 11</b>	<ul style="list-style-type: none"> <li>• <b>Week 7 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
8	<ul style="list-style-type: none"> <li>• Feminist</li> <li>• Postmodern Approaches</li> </ul>	Direct Lecture; Assigned Readings; Group Discussion; Videos; Experiential Activities	<b>Ch. 12 &amp; 13</b>	<ul style="list-style-type: none"> <li>• <b>Week 8 Quiz</b></li> <li><i>*Theory Demo</i></li> </ul>
9	<ul style="list-style-type: none"> <li>• Final Class Discussion</li> <li>• Course Evaluations</li> </ul>	Group Discussion; Experiential Activities	No Readings	<ul style="list-style-type: none"> <li>• <b>Personal Theory Paper Due</b></li> <li>• <b>Submit CLA</b></li> </ul>

**Course Declarations**

**LiveText/Canvas:** LiveText and Canvas will be utilized to collect various artifacts that can represent the student’s body of work. For example, signature artifacts are major assessments of knowledge, skill, and practice that are grounded in CACREP and best practice standards and are associated with various assessment rubrics and are integrated in LiveText. The online portfolio is maintained in the student’s

personal file on the LiveText website. There may be a number of artifacts that are appropriate for inclusion—see the instructor for details.

**Questions, Concerns, Grievances:** Feel free to schedule an appointment to talk with the instructor if you have follow-up issues to discuss, if you feel there is a problem or misunderstanding, or if you have a question or complaint. In addition, you may contact the MAC Program Director regarding any concerns. Formal grievance procedures are outlined in the Doane MAC Student Handbook.

### **Non-Discrimination Policy**

Applicants for admission and employment or professional agreements with the University are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

### **Title IX Policy Statement**

It is the policy of Doane University not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Director of Human Resources, Doane University, 1014 Boswell Avenue, Crete, NE 68333 or to the *Director of the Office for Civil Rights*, Department of Health, Education, and Welfare, Washington, D.C., 20202.

### **Title IX Mandatory Reporting**

At Doane, all university employees, including faculty, are considered “Mandatory Reporters.” A “Mandatory Reporter” is required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator and, thus, cannot guarantee confidentiality. This means that if you tell a mandatory reporter about an incident of sexual harassment, sexual assault, domestic violence, dating violence, stalking and/or other forms of prohibited discrimination, he/she will have to share the information with the University’s Title IX Coordinator. Sharing of this information does not mean that you are officially reporting the incident. This process is in place to ensure you have access to and are able to receive the support and resources you need. Please learn additional information (including confidential resources) at [doane.edu/cape-project](http://doane.edu/cape-project)

### **Academic Integrity**

Fundamental to our mission, our core values, and our reputation, Doane University adheres to high academic standards. Students of Doane University are expected to conduct themselves in a manner reflecting personal and professional integrity. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the University. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them. Additional details on the Academic Integrity policy for violating academic integrity are published in the undergraduate and graduate catalogs.

### **Accommodations**

The Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act (ADA) provide that "no otherwise qualified disabled individual in the United States shall, solely on the basis of

disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs be accessible to the disabled, but it does not require that every building or part of a building be accessible. Thus, it may be necessary to reschedule classes to accessible classrooms or to take other steps to open one of the programs to students with mobility impairments.

Any student who thinks they may need an accommodation based upon the impact of a disability should contact the Office of Disability Services (<https://www.doane.edu/disability-services>) to coordinate reasonable accommodations as soon as possible.

### **Military Friendliness Academic Policy**

Veterans and active duty military personnel with military obligations are encouraged to communicate to the faculty about these obligations. These communications need to occur within the first two weeks of a course, or as soon as military obligations are identified, and the student needs to provide relevant documentation to the faculty. If necessary, once the student has self-disclosed and provided proper documentation to the faculty, reasonable arrangements will be implemented to help the student complete their academic coursework. More details on the policy are available in the university catalog.

### **Catalogs and Calendars**

Doane catalogs, calendars, and student handbooks are available at this website: <https://www.doane.edu/schedules-catalogs-handbooks-and-calendars>

### **Doane Library**

Doane's Library provides both on- and off-campus access to databases, e-books, and full text articles published in peer-reviewed academic and professional journals. Access the library at the following link: <https://www.doane.edu/library>. Contact a librarian for assistance by phone (402-826-8287) or by email([library@doane.edu](mailto:library@doane.edu)).

### **Changes in Syllabus**

The instructor and Doane University reserve the right to make changes as necessary to this course syllabus. All students will be notified of any changes.

**Doane University**  
**Master of Arts in Counseling Program**

**Statement of Understanding: COU 602 Syllabus**

I, \_\_\_\_\_, have fully read and understand the syllabus for COU 602: Theories of Counseling taught by Dr. East during the \_\_\_\_\_ term. By signing this form, I acknowledge that the following statements are true:

- I understand that I have access to the current version of the syllabus both electronically and paper (via request to Dr. East) at all times during the term.
- I acknowledge that Dr. East has verbally discussed the syllabus in class and has offered time both during and outside of class to address any questions or concerns.
- I understand each of the course assignments, requirements, due dates, and consequences.
- I understand that I may email, call, or schedule a meeting with Dr. East during MAC office hours to discuss the syllabus. I know that I may find contact information on the syllabus.
- I understand that it is my responsibility to reach out to Dr. East or my Academic Advisor if I do not understand any of the requirements or expectations in this course.

Student Signature

Date