Course Description:

To develop an understanding of the principles, methods & tools of assessment for use in a variety of situations. Students will take, administer, score & interpret a variety of assessments, tests and inventories. SOSC 510 is part of a series of three classes that qualify successful completers to be certified as a National Career Development Association Career Development Facilitator. The other two classes are SOSC 511 (Principles of Career Guidance), and SOSC 560 (Career and Life Planning Seminar). The three classes may be taken in any order. Distance students must have 24 hours of real-time contact with the classes as they are being presented. The 24 hour requirement can be divided among the three classes.

Course Objectives. At the end of the course students will

1. Understand how to develop an assessment program as part of a comprehensive career guidance system.
2. Demonstrate proper procedures for test selection, administration, scoring & interpretation of career assessments.
3. Understand statistical concepts sufficiently to evaluate tests and assessments for use in career guidance.
4. Use statistics correctly in the interpretation of assessment results.
5. Know and apply ethical standards for testing and assessment.
6. Understand and be able to interpret a variety of tests including those measuring vocational maturity, personality, values, interests, aptitude and ability.
7. Be aware of assessment legislation, issues and practices relevant to specific populations.
8. Be able to use computerized assessment and information delivery systems.

Information about textbooks and other sources.

One of the assessments that we will be using this semester is the Strengths Finder 2.0 by Tom Rath, created by Gallop. Please purchase this assessment from an online bookstore. I got my copy at Amazon. Your order will contain a short book with an access code that you can use to take the Strengths Finder. The code can only be used once. You will have to
purchase the book new because if you purchase a used copy the code will no longer be usable.

There is no textbook for this class. Most of them are too costly and do not cover necessary and current information. Instead, I will be providing you with links to online information, and will share additional information in class and on our homepage.

Some of the assessments we will be working with are at a web site called Vocopher. You will need to register to use this site. To do so, please go to: http://www.vocopher.com/register.cfm The code is CSUC12. Type it in and follow the instructions to register. Additional information about this site can be found under the “Information About Assignments” link.

We will also be using some assessments that are provided free by Truity. You will also need to register at this site. Additional information about this site can be found under the “Information About Assignments” link.

Course Requirements

**One Midterm and one Final**. 50 points each.

**Report on an assessment.** There are hundreds of inventories, tests and assessments available for professional use. We will be practicing with about ten of them. To broaden your horizons and to introduce you to additional resources, I am asking each one of you to give a presentation about one of the many tools that are available. Local people will present the information to class. Distance people will post the information on the discussion board. You select the due date for this assignment. 50 points

**Assessment Review and Interpretation.** This semester we will be working with a variety of assessments. Some of them are on paper and will be given to you to use. You will also be given links to some online inventories. With the exception of the Strengths Finder 2.0, the Social Science Department has kindly agreed to pay for the rest of the assessments that you will be using this semester.

This assignment is in two parts. First, during the semester, we will be taking most of the tests in class or online. Once you take a test, we will review it in class. You can use the information that I share, and Internet sources to write a comprehensive evaluation of each assessment. After you take each test, you will also need to write an interpretation of the results. We will also be discussing this in class. If you take good notes, you will be able
to complete a good part of this assignment during class. This is a huge project so don’t even consider waiting till the week before it is due to start it. Its value is 200 points. It is due May 3. Additional information about this assignment can be found under the Information about Assignments Link.

**Attend Class.** An important feature of this class is attendance because we will be taking assessments in class and we will be discussing them during class. The information we discuss will be useful for completing your Assessment Review and Interpretation project. It is also important to attend because your colleagues will be sharing information about various assessments with you. You will need this information for the final and to put in your Assessment Review and Interpretation portfolio. Since attendance is a key to success in SOSC 510; I will be taking roll. You can miss 4 classes. After that you will lose one point for each class missed. Distance people, I understand that many of you cannot attend the class as it is being presented. You can watch the classes on the archives if it is better for your schedule. Please watch each class within one week of when it is presented.

Computer Internet access is needed to access additional sources. On-campus students may use computers in the library. Portal access is necessary.

Changes to this document may be made during the course of the class, to accommodate for what seems to work best for students, teacher and online technology.

Occasionally, I will give a local student with extenuating circumstances permission to view the class online as a distance student. As a rule, local students can only attend online if they have an emergency or are sick. Otherwise, it is too easy to stay home and view the class online. An emergency is not an assignment or test that is due in another class! Organize your time!! If you cannot attend in person, please contact me as soon as possible. After you watch the class, email me a short summary of what you viewed.

*Graduate Students,* in line with Graduate School requirements, must complete additional work for graduate credit in 500 level courses. Graduate students must contact the instructor within the first 2 weeks to discuss the additional requirements.

**DOCUMENTED DISABILITIES** – I am happy to provide reasonable accommodation to anyone with a documented disability. Please contact me to discuss your needs.