

School of Health & Social Sciences

CPC 680: Counselling Research Capstone
[Cohort Number/Descriptor]

5 Credits

Effective Date (01/01/2022)

Course Dates: MM/DD/YYYY – MM/DD/YYYY

Faculty & Contact Information

Primary Faculty: [Name, Highest Degree, & Registration]
Email: [CityU Email Address]

Secondary Faculty: [Name, Highest Degree, & Registration]
Email: [CityU Email Address]

*Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of APA resources.*

Territorial Acknowledgement & Statement of Inclusion

We acknowledge that many of the staff, faculty and students in the Master of Counselling Program at City University in Canada live, work and study on the traditional territory of the [List Specific Nations] First Nations in [Campus Location].

CityU honours human diversity in all its forms and is committed to the principle of universal human dignity. We further acknowledge that our learning community is greatly enriched through the voices and perspectives of staff, faculty, and students from all intersections of society including LGBTQ+, BIPOC and diversely-abled communities.

Course Description

This course builds on the students overall academic work and introduces the steps of producing a major scholarly document. It is designed to support students in demonstrating familiarity with theories, issues, and problems in counselling psychology research. The final scholarly research document will create the opportunity for the student to critically examine their philosophy of counselling, explore their sense of self as a therapist, research and critique a pertinent counselling issue or topic in depth, and propose and describe critical aspects of a research methodology appropriate for further research in this area. The course outcome is a research project (of 45+ pages that includes all aspects of the design, execution and analysis of research using accepted methodology).

Consideration of Social Justice Issues

City University in Canada is committed to social justice, access, and inclusion. Throughout their studies in the Master of Counselling Program, students are invited to reflect on a range of social justice questions as follows:

- How has your privilege shaped the focus and development of your research question?
- How has your understanding of anti-oppressive research evolved over the course of your studies?
- What is your emerging understanding of ethical research in the context of social justice?

Course Resources

Efrat Efron, S. E., & Ravid, R. (2018). *Writing the literature review: A practical guide*. Guilford. ISBN: 9781462536894. **Required.**

Course Outcomes

In this course, students...

- Apply the classic five-part structure of scientific and scholarly documents to the student's research
- Articulate a scholarly argument and provide precise descriptions of methods and procedures
- Assemble a complete document based on an introduction, literature review, method section, results summary, and discussion
- Collaborate with an advisor in the progressive refinement of topics, questions, scholarly arguments, outlines and drafts, and dissemination

Additional Information

Core concepts/knowledge/skills.

- Researchable questions, including the relevance of clinical projects
- The rights and protections granted to research participants
- The structure of logical, scholarly arguments
- The use of highly structured and referenced writing to convey professional and scientific information

Grading Scale

The grades earned for the course will be calculated using City University of Seattle's decimal grading system, found in the current University Catalog (<https://www.cityu.edu/catalog/>).

Scale	100.00 – 92.00	91.99-82.00	81.99 – 75.00	74.99 – 0.00
Decimal Grade Equivalent	4.0 – 3.7	3.6 – 2.7	2.6 – 2.0	1.9 - 0.0
	Exceeds Standard	At Standard	Approaching Standard	Below Standard

Grading rubrics with details on how each assignment will be graded are located under Assignments and/or in My Grades in the online course menu. Students should review the rubric for each assignment prior to completing their work in order to understand how it will be assessed.

Course Assignments and Grading

The grades earned for the course will be derived using CityU's decimal grading system, based on the following:

Overview of Required Assignments	% of Final Grade
Research Prospectus	10%
Final Research Paper	40%
Dissemination	10%
Instructor Determined Assignment	40%
Total	100%

Course Assignment Details

Research Prospectus

Scientific and scholarly writing are usually based on a five-part structure: an introduction, a literature review, a methods section, a report of results and a concluding discussion. The research prospectus is intended to provide an introduction to this structure. The focus of the assignment is on identifying a research problem, and a specific research question or questions.

This document begins with identifying the area in which the student wants to do research and by specifying a question or questions to be investigated. With the exception of the research question, which must be very specific, each part of this assignment can be general. Further instruction on the detailed framework of the prospectus will be provided by the instructor/s.

Grading Criteria	Grade Points
Organization and Coherence	10 Points
Evidence and Support	20 Points
Analysis and use of Course Concepts	20 Points
Professional Ethics	20 Points
Cultural Competence	20 Points
APA	10 Points
Total	100 Points

Final Research Paper

The final paper should demonstrate a mastery of the scholarly and professional literature pertinent to the question. Length will vary depending on the topic, the method, and the outcomes achieved. The APA formatted final research paper will be 45+ pages at minimum, based on the following structure:

1. Introduction: State the research problem, justification, question(s), and researcher's position;
2. Literature review: Specify the scope of the literature review and identify recent key primary research articles, classic references, and seminal references;
3. Methodology: As part of the methodological analysis, address the following: a) highlight similar/dissimilar findings across the articles; b) research paradigms evidenced across the studies; c) roles of researchers, d) participants (sampling, recruitment and selection processes), e) data collection processes, f) data analysis procedures, g), recommendations, h) limitations, and i) role of the researcher.
4. Findings: Provide a comprehensive discussion of the clinical significance of the topic under review.
5. Ethical Considerations: Discuss both clinical and methodological ethical issues pertinent to the topic under review.
6. Application to Clinical Practice: describe how addressing this question contributes to reflexivity, scientific knowledge, clinical knowledge, and the well-being of society (eg. personal reflection, social context, etc).
7. Conclusion and Future Research: Present conclusions and offer recommendations for areas of further research.

Grading Criteria	Grade Points
Organization and Coherence	10 Points
Evidence and Support	20 Points
Analysis and use of Course Concepts	20 Points
Professional Ethics	20 Points
Cultural Competence	20 Points
APA	10 Points
Total	100 Points

Dissemination

Disseminating findings is an essential part of the research process. Students are supported in learning to effectively communicate their research findings to the public. Students will negotiate a final dissemination process with their advisor in the form of a poster, webinar, or alternate modality.

Grading Criteria	Grade Points
Organization and Coherence	10 Points
Evidence and Support	20 Points
Analysis and use of Course Concepts	20 Points
Professional Ethics	20 Points
Cultural Competence	20 Points
Oral Presentation	10 Points
Total	100 Points

Instructor Determined Assignment

Students will complete an Instructor Determined Assignment integrating their understanding of course concepts through critical reflection and effective application to counselling settings.

Grading Criteria	Grade Points
Organization and Coherence	10 Points
Evidence and Support	20 Points
Analysis and use of Course Concepts	20 Points
Professional Ethics	20 Points
Cultural Competence	20 Points
APA	10 Points
Total	100 Points

Course Policies

Late Assignments

Graduate students are expected to submit all assignments by the due dates stated in the syllabus. A late assignment is one that is submitted after the due date and time or after any extension has expired.

If circumstances prevent a student from meeting the due date, students should contact the instructor and request an extension at least 48 hours prior to the date the assignment is due. Emergency situations will be considered on a case-by-case basis. Being busy, pressured with outside work, or having competing academic commitments are not usually considered valid reasons to receive extensions.

A student who receives an extension in advance of the due date and abides by the agreement with the instructor is not subject to late penalties. The guideline for late penalties is a deduction of one point per day from the overall grade for the first 10 days and 5 points per day after 10 days. Instructors may vary these guidelines in response to the specific conditions and requirements of each course. In the absence of an alternative announced by the Instructor the default policy is the general guideline cited above. Assignments may be re-written only with the express consent of the Instructor and under exceptional circumstances.

Participation

All MC courses encourage active engagement in discussion, dialogue, role plays and similar exercises in order to receive the maximum educational benefits. Participation includes constructive criticism and the negotiation of different perspectives and ideas. Recognizing that there are many forms of participation a range of forms and styles are welcomed. Active engagement means being attentive. Similarly, it is recognized that there are situations in which learning to hold one's counselor to not participate verbally are valuable learning experiences.

Consistent attendance and a willingness to be actively involved in classroom discussions, small group activities, and at times classroom presentations or role plays assists in creating a vibrant learning community.

Many MC courses include a participation component and, in some cases, assignments specify that participation will be graded. In such cases the criteria for participation will be made known along with the requirements for grade achievement.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

University Policies

Students are responsible for understanding and adhering to all of CityU's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Non-Discrimination & Prohibition of Sexual Harassment

City University of Seattle, its staff and its faculty are deeply committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as for the educational opportunities it provides. CityU will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. Any student who has experienced discrimination based on the above criteria is encouraged to report this to the University. Students may report an experience of discrimination to their course instructor. If they do not feel safe reporting to their instructor, students may report an experience of discrimination directly to the university Provost or the Vice President of Student Affairs.

CityU adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by CityU policy. CityU also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

CityU has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested

by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and attend class regularly. Regular class attendance/contact is important in achieving learning outcomes in the course and correlates in many cases with participation. As such it may be a valid consideration in determining the final grade. At the beginning of each course, the instructor will inform students of the relevance of class attendance/contact to the final grade.

Attendance in this class is vital to learning the required course material and demonstrates professionalism and respect for fellow students and the instructor. All students are required to attend every class for the full duration of the class. Arriving late or leaving early will constitute an unexcused absence. It is expected that students who will not be attending or who will be arriving late notify the instructor before class starts.

Excused absences are limited to ILLNESS OR EMERGENCY. Absences related to illness may require verification from a medical doctor. All other absences will be considered unexcused.

In the event of inclement weather, students will be notified by a CityU representative and / or faculty of site closures. As student and faculty safety is a priority, students who feel that driving conditions are unsafe will be permitted an excused absence without penalty. Students are responsible for notifying the instructor before class starts that they will not be attending class due to inclement weather.

Students with more than 2 unexcused absences will be directed to meet with the local Program Director to discuss continued participation in the course. 3% of students' overall course grade will be deducted for each unexcused absence.

A complete copy of CityU's policy can be found in the University Catalog under *Student Rights and Responsibilities* on the page titled *Attendance*.

Final Assignment Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

Support Services

Disability Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.

Master of Counselling's Professional Code (2.0)

In addition to City University's general student code of conduct located in the Registrar's City U Calendar, counselling students are further expected to conduct themselves in a manner that is consistent with the core values of the profession they are entering. Students will be encouraged to adopt the following behaviours and are accountable to their peers, faculty, and CityU to sincerely undertake the development of these hallmarks of maturity:

1. Respect the dignity of classmates, faculty, and administrators without prejudice in all forms of behaviour and communication in matters of race, religion, skin colour, ethnicity, gender, orientation, physical presentation, age, ancestry or birthplace. This includes, but is not limited to, standing up against and/or reporting behaviours such as bullying, scapegoating, gossip, slander etc.
2. Maintain a positive approach to managing course-related, administrative, or relationship challenges in line with the core values of the profession. This includes, but is not limited to, directly approaching specific individuals regarding concerns of note and attempting to collaborate and independently problem-solve prior to involving faculty or administrators in the matter. Students who feel unable to independently resolve the issue should seek the support of cohort representatives, faculty, or staff.
3. Demonstrate exemplary personal conduct consistent with the values of the profession including integrity, accountability, reflexivity, generosity, compassion, inclusiveness, honesty, courage, maturity, thoughtfulness, good judgment, patience, and fairness. Demonstrate a commitment to modelling the standards and ethics of the counselling profession in all aspects of personal conduct in both the university and community at large.
4. Access City University's campuses or resources ONLY with approval from an authorized representative of the university.
5. Recognize that students with formal academic accommodations are expected to meet the same academic standards as their peers with the help of additional supports and reasonable, penalty free extensions.
6. Recognize that consistent face-to-face and online class attendance is a basic, non-negotiable requirement of the program and that the program's attendance policies will be enforced without exception. Students who are absent for any reason are required to make up all instructional hours and assignments at the discretion of the instructor.
7. Ensure that all requests for assignment extensions (with and without accommodations) are submitted to faculty a minimum of 48 hours in advance of the assignment due date. Extensions may not be granted after assignment due dates have passed.
8. Respect and behave in accordance with the appropriate professional boundaries inherent in faculty, administrative, and evaluative roles.
9. As an ambassador for the City University program, conduct themselves in a manner that strengthens the reputation of the profession, one's peers, and the program.
10. Actively develop and practice the core counselling skills of attunement, presence, and empathy in all program-related interpersonal interactions.
11. Respond to feedback from faculty and administrators in ways that facilitate personal growth, preserve our collaborative learning environment, and reflect the standards of the counselling profession.
12. Balance enthusiastic contributions to classroom discussion with ensuring there is sufficient space for all voices to be heard. This involves actively staying aware of the dynamics of class discussions and actively encouraging everyone's participation.
13. Commit to active course participation that contributes to one's own and others learning.
14. Embrace both positive and challenging academic learning opportunities and consider how these experiences can be applied in the service of personal and professional growth.