

# Techniques of Group Counseling

## COUN-5600

SU 2022 Section BG 3 Credits 05/30/2022 to 07/29/2022 Modified 04/29/2022

### Meeting Times

Term Dates: May 30, 2022 - July 29, 2022

<i>WEDNESDAY</i>					-
COUN 5600	BG	Techniques of Group Counseling	Dr. K. Duffy	6:00 pm - 10:00 pm	BTEC D-107

### Contact Information

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### Description

This course examines and defines theoretical and experiential understandings of group theory and types of groups; group purposes, practices, development, methods, related ethics, and dynamics; and facilitative counseling skills in a multicultural society. This course involves student participation in a direct experience as a group member in a small group activity, approved by the program, for a minimum of ten clock hours over the course of one academic term. Self-growth experiential activities are associated with this course content.

Content Areas: group techniques, social and cultural, helping relationships, professional practice

### Outcomes

<u>2016/2009 CACREP Standards*</u>	<u>Corresponding assessments</u>
Identify the principles of group dynamics, including group process components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work (2009 CACREP 11.G.6.a)	Exams
Identify theoretical foundations of group counseling and group work (2016 CACREP II.F.6.a)	Exams

Identify dynamics associated with group process and development. (2016 CACREP II.F.6.b)	Exams
Identify and demonstrate therapeutic factors and how they contribute to group effectiveness. (2016 CACREP II.F.6.c)	Exams, Group leadership activity
Identify approaches to group formation, including recruiting, screening, and selecting members. (2016 CACREP II.F.6.e)	Exams, Group proposal
Describe group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods of evaluation and effectiveness including group approaches in crisis situations. (2009 CACREP II.G.6.d)	Exams
Describe types of groups and other considerations that affect conducting groups in varied settings (2016 CACREP II.F.6.f)	Exams, Group proposal
Describe a variety of models and theories relating to group counseling including commonalities, distinguishing characteristics, and pertinent research and literature. (2009 CACREP II.G.6.c)	Exams
Label group leadership or facilitation styles and approaches, including characteristics of various types of group leaders and leadership styles. (2009 CACREP II.G.6.b)	Exams
Identify characteristics and functions of effective group leaders (2016 CACREP II.F.6.d)	
Participate in direct experiences in which students participate as group members in a small group activity, approved by the for a minimum of 10 clock hours over the course of one academic term. (2009 CACREP II.G.6.g; 2016 CACREP II.F.6.h)	PSE, Group participation & facilitation
Apply principles of group dynamics, including group process components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work. (2009 CACREP II.G.6.a)	Group experience, proposal paper
Use group leadership or facilitation styles and approaches, including characteristics of various types of group leaders and leadership styles (2009 CACREP II.G.6.b)	Group leadership experience
Demonstrate the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations (2009 CACREP CMHC.F.3)	Group leadership experience, proposal paper

Describe and demonstrate ethical and culturally relevant strategies for designing and facilitating groups (2016 CACREP II.F.6.g)	PSE, Exams, Group leadership experience
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\*2016 CACREP standards apply to the Clinical Mental Health Counseling emphasis at the following campuses: Columbia, Charleston, Myrtle Beach, and online.

\*\*2009 CACREP standards apply only to the Clinical Mental Health Counseling track at the Webster Groves campus.

*While the program is neither accredited nor currently actively preparing for accreditation at other campuses, students at other campuses and/or enrolled in other tracks are still held to these standards as these represent best practices in the field of counselor education.*

## Materials

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### Group Counseling Strategies and Skills

**Author:** Jacobs, E. E., Schimmel, C. J., Masson, R. L., & Harvill, R. L.

**Publisher:** Cengage

**Edition:** 8

### Tevera Field Placement and Assessment Management Program

Access to Tevera is provided through registration in COUN 0200.

### ACA Code of Ethics

Download from <http://www.counseling.org>

### The Theory and Practice of Group Psychotherapy

**Author:** Yalom, I.D.

**Publisher:** Basic Books

**Edition:** any

**Optional**

Recommended but not required

## Deliverables

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### Preparation, Participation and Professionalism in Reading Discussions

Students are expected to have read and be prepared to discuss in detail the readings during the lecture portion of each class in addition to the Large Group Experience portion of each week. Students will receive a weekly participation grade that reflects attendance including tardiness or leaving early, professionalism in dialogue, participation, and preparation for class.

### Large Group Experience in Class

Students will participate in a large group experience where the emphasis will be on engaging with and understanding group processes and dynamics (rather than on psychotherapeutic group). Students will be assigned to co-lead and lead the group. Students will be awarded points on their participation each week in group.

When leading/facilitating the group, each facilitator is to have prepared a written plan for that week's group facilitation. The plan will delineate goals for the group for that session. Be sure to show the plan to the instructor before class begins.

After the group session has ended, each student member of the group and the faculty will provide feedback to the facilitator(s).

### Attendance of Additional Group Experiences Outside of Class

Students must attend a group experience of their choice outside of class. The group and location shall be approved by the instructor prior to the student attending. The group has to be psycho-educational or counseling in nature, and has to have a professional facilitator (i.e., no AA type groups unless a professional facilitator is in place). Students should be sure to state at the beginning of the group that they are a counseling student attending to observe and to ask permission of the group to attend. The student has to attend for a minimum of one 60-minute session. If sessions are less than 60 minutes, students must attend the number of sessions equivalent with completing 60 minutes total.

Students will write a two-page paper in APA style regarding their experience in the group.

## Group Proposal

The group proposal should pertain to a population with which you would like to work or one that you now work with or one day implement. Include at least one narrative paragraph for each of the following proposal components which should also be used as APA 7, Level One Headings:

- Type of Group and Setting
- Group Participants
- Rationale for Group
- Screening and Selection Procedures
- Cultural and Ethical Issues
- Theoretical Approach
- Statement of Group Goals
- Description of Planned Group Sessions (include a theme for each planned session and potential techniques you might use in each of the A minimum of eight sessions is expected)

Proposal should be written in APA 7, Student Style format to include Title page, References page, 12 pt font - Times New Roman, double spaced, with appropriate citations and referencing.

Plagiarism and Self-Plagiarism will not be tolerated. This should be a group that you develop based on your knowledge and interests. Plagiarism will be dealt with according to University policy.

## Exams: Midterm and Final

Each Exam will consist of 30 to 50 questions comprised of any combination of Multiple Choice, Matching, Short Answer, and True/False question formats.

## TEVERA REPORT: Professional Skills Evaluation (PSE)

Initiated and completed by the student and reviewed with student by the course instructor.

## ✓ Evaluation

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### Criteria

Type	Weight	Topic	Notes
Preparation, Participation and Professionalism	100 points		
Large Group (in-class) Experience	50 points		
Outside Group Experience and Attendance	50 points		
Group Proposal	100 points		
Midterm (1) and Final (1) Exams	50 points each = 100 points total		
PSE	50 points		

### Breakdown

Grade	Range	Notes
A	94-100	
A-	90-93	
B+	87-89	
B	84-86	
B-	80-83	
C	70-79	
F	69 or less	

## Schedule

When	Topic	Notes
Week 1	Introduction & Orientation to the Course	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Intro to group leadership/facilitation</li> <li>• Small group activity: Discuss group selection</li> <li>• Initiation to being a group member</li> </ul>
Week 2	Stages, Types, and Purposes of Groups	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>• Jacobs et al., Chapters 1, 2, 3 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>• Research outside groups and bring back information to share <ul style="list-style-type: none"> <li>◦ <i>Submit in writing (one page) the following for next week: Outside group attendance: title, location, date, time, and name and professional license/certification type of facilitator.</i></li> </ul> </li> </ul>
Week 3	Planning, Beginning Stages, and Basic Skills	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>• Jacobs et al., Chapters 4, 5, and 6, and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>• Large group session - student facilitation.</li> <li>• <b>Due today:</b> Information about your outside groups attendance: title, location, date, time, and name and professional license/certification type of facilitator.</li> </ul>
Week 4	Focus, Cutting Off, Drawing Out, & Rounds and Dyads	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>• Jacobs et al., Chapters 7, 8, and 9 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>• Large Group Student Facilitation Session</li> </ul>

When	Topic	Notes
Week 5	Midterm Exam and Large Group	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>Jacobs et al., Chapters 10 &amp; 11 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li><b>Midterm Exam today covering chapters 1-9</b></li> <li>Large Group Student Facilitation Session</li> </ul>
Week 6	Middle Stage, Theories, Problem Situations	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>Jacobs et al., Chapters 12, 13, and 16 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>Large Group Student Facilitation Session</li> </ul>
Week 7	Counseling in a Group; Closing	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>Jacobs et al., Chapters 14 &amp; 15 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>Large Group Student Facilitation Session</li> </ul>
Week 8	Special Populations and Issues	<p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>Jacobs et al., Chapters 17 &amp; 18 and prepare written questions and comments for class discussion</li> </ul> <p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>Large Group Student Facilitation Session</li> <li><b>Due today:</b> Group Proposal</li> </ul>
Week 9	Final Exam and PSE Appointments	<p><b>Activities and Assignments:</b></p> <ul style="list-style-type: none"> <li>Large Group Student Facilitation Session</li> <li><b>Due today:</b> <ul style="list-style-type: none"> <li>Outside Group Experiences Paper</li> </ul> </li> </ul> <p><b>Final Exam Covering Chapters 10-18</b></p> <p><b>PSE Appointments as Scheduled</b></p>

## \* Course Policies

### Course Attendance

The University reserves the right to drop a student who does not attend the first class. Any absence or tardiness in this accelerated program will result in a significant loss of learning. Students are expected to attend all class sessions of every course. One unexcused absence in this course may result in dropping the student one full letter grade with a second unexcused absence requiring that the student withdraw from the class. If it is too late to withdraw, the final grade will be an automatic F. Students are expected to write at a graduate level and come to class on time, having completed the reading assignments so they are prepared to ask questions and participate in all activities. Students coming to class late or leaving class early will be considered 'absent' for that class session unless approved in advance by the instructor.

### Participation

Participation is required in all counseling courses. Being prepared to participate in class is equivalent to being prepared to participate in counseling sessions with your clients. Students are expected to come to class having already read the assigned material and completed the assignments. Students are expected to be active participants in the learning process, exhibiting attention, professionalism, and respect during discussions and other classroom activities. These are key behaviors for

counselors; ensure you are evidencing them in class.

Additionally, counselors are often required to lead group counseling, educate large groups on various topics, present in court, and perform public presentations of various types. Students who have difficulty speaking out loud in class, making presentations to the class, and participating in class discussions regularly should seek guidance from their advisor about these concerns.

Students are subject to appropriate academic penalty for incomplete or unacceptable work, or for excessive or unexcused absences (see Course Attendance section for this). See the Grading section on individual course syllabi for further information.

## Use of Personal Electronic Devices

Turn off all cell phones during class unless otherwise advised by the instructor. Absolutely no: texting, taking of calls, emailing, unauthorized web activity, or social media use during class. If you have a potential emergency brewing during class time and need to be available by cell (sick child, dying relative, suicidal client) you are required to notify instructor at the beginning of class and take any call outside of class. More than one of these events will require a personal meeting with the instructor scheduled for non-class time.

## Expectations for Writing Competency

Writing competency is important in graduate school. As a graduate student and counselor in training, you have a responsibility to the profession and those you will be representing/serving to write professionally. Take this task seriously and consult the Academic Resource Center or enroll in a writing course if you are told you need assistance on writing assignments. The grade penalty will be heavy for lack of simple proofing of grammar, spelling, and APA formatting on all assignments. Please consult the rubric in the syllabus for specific grading impact.

## Subjective Aspect of Grading

The grading of this course includes a subjective component to it based upon the professional experience and expertise of the instructor. The Counseling faculty recognize that counseling skills, counselor effectiveness, and professionalism cannot be assessed in the same manner as academic performance in typical university coursework. Students completing this course should demonstrate marked progress toward the course objectives as noted above as well as be able to write coherently about counseling theories and techniques. Your final grade in this course will reflect not only your academic performance but also your counseling and interpersonal skill development as evaluated by the instructor. It is possible to excel academically and receive a less than satisfactory final grade. Thus, all grades will reflect a combination of objective and subjective assessment.

## Self-Awareness, Safety of Disclosure, Appropriate Interpersonal Skills and ACA Code of Ethics:

This course is taught in a manner that provides a safe, welcoming and inclusive environment for students of all racial, ethnic, gender identities and variances, sexual orientations, economic classes, ages, ability statuses, and religions. Students are encouraged to use language and communication that is respectful and culturally appropriate.

In the interaction between class members, self-disclosure and personal examination will occur. All interactions fall under the same umbrella of confidentiality as do client/counselor relationships, i.e., **what is discussed in the class stays in the class and is not discussed with other students outside of the course or friends.** Maintaining confidentiality is the primary ethical principle of counselors and violations are serious.

We will be learning from each other in addition to the text throughout the semester. Therefore, it is important that everyone feels safe, comfortable, and free to discuss and elaborate on their thoughts around their developing knowledge and skills. In class, it is important for each of us to be respectful of one another's positions; relating to others in an empathic manner occurs in class just as with clients. You are encouraged to make your feelings and thoughts known, yet, to do so in a "counselor manner", i.e., respecting the position of listener while giving voice to your thoughts and using your budding counselor attending skills. This is an opportunity for you to practice and evidence your basic skills of empathy, warmth, genuineness, and congruence by communicating in a manner consistent with a good counselor. The building of trusting alliances with your classmates is as important as doing so with your clients. Therefore, you will be practicing some of the same skills when participating in class as in counseling sessions with your clients one day.

Further, openness to supervision and instruction by the faculty (or site supervisor) is an important element of counselor development. Openness to supervision is defined as: accepting supervision—both individual and in class; recognizing your own

personal strengths, weaknesses, biases, needs, and beliefs; sensing personal and professional impact on —both positive and negative; accepting and applying feedback from instructor; being proactive in seeking out needed experiences, feedback, etc.; and accepting feedback in a non-defensive manner with a professional attitude.

Students who do not evidence openness to supervision and or appropriate interpersonal skills are subject to remediation by the Counseling Advisory Committee at the campus. See the student handbook and or catalog for further detail.

#### *ACA Code of Ethics (2014)*

*Counselors [Counselors-in-training] have a responsibility to read, understand, and follow the ACA Code of Ethics and adhere to applicable laws and regulations (see C.1.). Students and supervisees have a responsibility to understand and follow the ACA Code of Ethics. Students and supervisees have the same obligation to clients as those required of professional counselors (see F.5.a.).*

## Institutional Policies

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### Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

#### Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)

#### Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>)

### Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>)

#### *Graduate*

<https://webster.edu/catalog/current/graduate-catalog/academic-policies.html#gradingsystem>  
(<https://webster.edu/catalog/current/graduate-catalog/academic-policies.html#gradingsystem>)

#### Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that they understand and follow the policies.

#### Grade Appeals



Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

## Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The university's Academic Honesty Policy is published in academic catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>)

As a part of the university commitment to academic excellence, the Reeg Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

<https://websteru.sharepoint.com/sites/AcademicIntegrityAtWebster>  
(<https://websteru.sharepoint.com/sites/AcademicIntegrityAtWebster>)

## Statement of Ethics

Webster University strives to be a center of academic excellence. The university makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>)

## Important Academic Resources

### Academic Accommodations and Support

At Webster University, we understand that all students learn differently and may have specific, often differing, learning needs. Some examples are doing rather than watching, being active instead of sitting still and taking frequent breaks. For others, the professor needs to speak louder, give more clear instructions, and be understanding with health issues. Regardless of what makes learning easier for you, our goal is to provide the most accessible learning environment possible for each student. If there are any specific needs you'd like to make your instructors personally aware of, including any academic accommodations, please reach out to them directly.

Webster University supports students in several ways. Students with academic/learning, health, physical, and psychological disabilities and students who have accessibility concerns can reach out to Webster's Academic ADA Coordinator at [disability@webster.edu](mailto:disability@webster.edu). You can also reach out if you have any questions relating to accessibility.

Online resources through WorldClassRoom (Canvas) have a variety of accessibility tools, provided through a program called Ally, for both students and faculty. Ally is free and already incorporated into WorldClassRoom. It helps students who have visibility and attention challenges; who need easier access to course materials from mobile phones, tablets, electronic readers, etc.; or who need or prefer file types different from the format uploaded by the instructor. You can find more information about Ally at <https://webster.edu/online/ally.php> (<https://webster.edu/online/ally.php>).

Life circumstances can make focusing on education, or anything else, difficult. For this reason, several additional resources and services are available to students at no cost:

1. Reeg Academic Resource Center (<https://websteru.sharepoint.com/sites/ReegARC> (<https://websteru.sharepoint.com/sites/ReegARC>))
  - Academic Counseling: [academiccounseling@webster.edu](mailto:academiccounseling@webster.edu)
  - Assistive Technology: [atacr@webster.edu](mailto:atacr@webster.edu)
  - Disability Accommodations: [disability@webster.edu](mailto:disability@webster.edu)
  - Testing Center: [arc@webster.edu](mailto:arc@webster.edu)
  - Tutoring: [tutoring@webster.edu](mailto:tutoring@webster.edu)
  - Writing services: [writing@webster.edu](mailto:writing@webster.edu)
2. Counseling and Life Development (<https://www.webster.edu/student-counseling.php> (<https://www.webster.edu/student-counseling.php>)): 314-968-7030 or [counselingld@webster.edu](mailto:counselingld@webster.edu) (these contact methods are non-confidential, but appointments are confidential)

Lastly, circumstances change. If, at any point throughout your education, you find that something is making learning difficult for you, please reach out to your instructor directly and/or to Webster's ADA team. It is never too late to ask for accommodations. We entirely support you and want you to have the best and most accessible education possible.

### Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <https://www.webster.edu/success/index.php> (<https://www.webster.edu/success/index.php>).

### University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the university's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu/>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

## Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>)

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/>  
(<http://www.webster.edu/academics/academic-calendar/>)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>)

## Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>)

### Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<https://webster.edu/titleix/policy.php> (<https://webster.edu/titleix/policy.php>)

## Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<https://websteru.sharepoint.com/sites/InstitutionalReviewBoard> (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwebsteru.sharepoint.com%2Fsites%2FInstitutionalReviewBoard&data=04%7C01%7Celvirm31%40webster.edu%7C3cc448f960d5427acdad08d997d92f31%7Cf57ccca6fb064b328226baf224ff198d%7C0%7C0%7C637707781316471159%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=YaeRiduWQUA9NOzcmOw4wbrKu46RKKNNPd3dokHblcY%3D&reserved=0>)

## Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

## Important Technology Information

### Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are

expected to activate their Connections account and regularly check incoming university emails. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll-free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<https://www.webster.edu/technology/index.php> (<https://www.webster.edu/technology/index.php>)

### WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, hold class activities, communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>)

### Webster Alerts

Webster Alerts is the university's preferred emergency mass notification service, available free to current students, faculty, and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail, and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit (sign with your university-provided email and password:

<https://www.getrave.com/login/webster> (<https://www.getrave.com/login/webster>)

## Campus Information

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