

5732 Foundations of Counseling

CATALOG DESCRIPTION: An exploration of the history and philosophy of counseling, including marriage and family therapy along with professional roles, organizations, credentialing and licensing, accreditation standards and practices, and relationships with other human service providers. Technological competence, computer literacy, and APA writing standards are emphasized. Includes an overview of major counseling theories. Must be taken in the first year of Master of Arts in Counseling course work.

**Syllabus best printed with color printer*

Instructor:

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1000 Cherry Road
Memphis, TN 38117

Semester: Fall 2010 (8/17 – 12/7)

Format: Blended (On-campus/online)

Day(s) Class Meets: Tuesdays

Time Class Meets: 1:00 P.M. – 3:45 P.M.

Office Location: Ijams Administration Building, Room 226

Office Hours: Mon: 1 - 5 p.m./Thurs: 8 - 11 a.m. (by appointment)

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STUDENTS WITH DISABILITIES: It is the policy of Harding University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation should inform the instructor at the beginning of the course. Students with disabilities are also encouraged to contact Dr. Steve McLeod, Associate Dean, at (901) 761-1353.

LIBRARY RESOURCES: Information concerning library resources for students is available the HUGSR Web site (www.hugsr.edu). Under the “Library” tab, you will find a link and instructions for searching the HUGSR online catalog (Quest). There are also instructions for using the following databases available through the library: OCLC FirstSearch, EBSCOhost, Infotrac, PsycINFO, and Religious and Theological Abstracts. Contact the library for passwords to these databases. The research guides distributed in 5770-Research in Counseling are available on site as well. These annotated bibliographies list basic tools you will find helpful in your research.

ACADEMIC INTEGRITY: Harding University’s Three Principles of Integrity:

1. **Honesty:** Using only authorized collaboration, information, and study aids for assignments and testing. Being completely truthful in all academic endeavors.
2. **Authenticity:** Presenting only ideas and creative expressions that are unique, unless properly cited according to University guidelines. Submitting the work of another constitutes plagiarism.
3. **Accountability:** Holding ourselves to the highest ethical standards, and not allowing academic dishonesty in others to go unchallenged.

I. COURSE DESCRIPTION

This course provides a foundational framework for professional counseling and marriage/family therapy as professions. Students will become acquainted with insight-oriented and action-oriented approaches, varied counseling applications including group counseling, marital and family counseling, career counseling, addictions counseling, and psychopharmacology, and counseling culturally-diverse clients. Students will also explore ethical and legal issues. During the course, students will become familiar with licensure and credentialing organizations and requirements, as well as counseling professional organizations. Students will develop be challenged to improve their technological and writing skill, specifically in APA writing. Instructional methods include lectures, class discussion of readings, library research (printed and electronic), group projects, and experiential learning.

II. COURSE OBJECTIVES & CRITICAL COMPETENCIES

(CACREP 2009 Standards can be found at: <http://67.199.126.156/doc/2009%20Standards.pdf>)

As a result of taking this course, students should be able to:

1. Demonstrate an understanding of all of the following aspects of professional functioning, by: (Fulfills CACREP common core curricular experiences 2009 Standards Section II G.1)
 - a. identifying and discussing the history and philosophy of the counseling profession (as measured by successful completion of examinations and IFC paper);
 - b. identifying professional roles, functions, and relationships with other human service providers, including strategies for interagency/interorganization collaboration and communications (as measured by successful completion of examinations);
 - c. assessing counselors' roles and responsibilities as members of an interdisciplinary emergency management response team during a local, regional, or national crisis, disaster or other trauma-causing event identifying professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases (as measured by successful completion of examinations);
 - d. discussing self-care strategies appropriate to the counselor role (as measured by successful completion of examinations and book review);
 - e. identifying counseling supervision models, practices, and processes (as measured by successful completion of examinations and literature review on supervision model);
 - f. exploring professional organizations, including membership benefits, activities, services to members, and current issues (as measured by successful completion of examinations);
 - g. exploring professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues (as measured by successful completion of examinations and completion of mock TN applications for licensure);
 - h. discussing the role and process of the professional counselor advocating on behalf of the profession (as measured by successful completion of examinations);
 - i. discussing the advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients (as measured by successful completion of examinations and integration statement papers); and
 - j. discussing the ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (as measured by successful completion of examinations).

III. USE OF TECHNOLOGY

This course is supported via **SKYPE** (free download from www.skype.com) and **Moodle** (available at <http://elearning.harding.edu/>) to facilitate synchronous class participation with off-campus students. Assignments in this course offer opportunities for students to demonstrate proficiency in the use of technology in the following ways:

- Use of library and electronic databases to do research
- Use of online technology for submissions
- Exploration of the Internet to identify resources (e.g. dialogue groups, professional organizations, professional writings).
- Use of technology platforms for live-chats such as Moodle (text chat) and SKYPE (live text, audio, and visual chat)

Equipment Requirements: Internet access using a graphical web browser such as FireFox 2.0 or higher, Netscape Navigator 4.0 or higher, or Microsoft Internet Explorer 4.01 or higher.

This course is designed to be completed in a blended face-to-face/online format. The minimum competencies include the use of standard course processes (homework and evaluation) and include the following technological competencies: email, Internet resources, dialogue via SKYPE, and use of Moodle. You may be asked to participate in asynchronous and, synchronous discussion and feedback forums, submit written assignments via attached document files, and utilize electronic databases as well as hard-copy resources for research papers. Moodle can be accessed at <http://elearning.harding.edu/>. If you have problems gaining access to the Moodle system, contact technical support for students by calling (501) 279-4545. You will need your HUGSR username and your password to log into Harding Pipeline. These are the same credentials you use to register for classes via Pipeline.

Harding University gives each student an email address that also utilizes your user name. For example, your instructor's email addresses is jkenned1@harding.edu. Many students use other email addresses as their preferred address. You can set your Harding G-mail account to forward messages to an alternative email address if you want; however, **it is your responsibility to check your Harding email account regularly because this is the official Harding email address to which all Harding-related email will be sent.**

IV. METHOD OF EVALUATING STUDENT PERFORMANCE

A. Course Requirements

1. Attendance, preparation, and participation

Students are expected to attend all scheduled classes for which they are enrolled. **Your professor should be notified in advance regarding any absence or missed deadline for an assignment.** In your professional practice as a counselor, you will need to notify your clients and employer should you need to reschedule appointments or meetings. The expectation is that you will regularly meet the deadlines listed in the syllabus as adult learners and responsible counseling professionals. A reduction in points per assignment will be made even with permission for late submission; however,

a lack of prior notification for missed classes or assignments will increase the point reduction significantly.

Students are to have read the assigned readings prior to the beginning of class per the course schedule. You will be asked to evaluate your preparation for each class period at the beginning of class to help determine the participation portion of your grade. *Use the following link to access the reading evaluation form for this course: <https://www.surveymonkey.com/s/L5NYP7M>.* *If you are unable to access the link, make copies of the form on page 11 of this syllabus for your evaluation. A total of 50 points can be earned in this area.*

Evaluation of your level of participation this semester will be based on the following criteria:

Level of Participation Rubric	Level
<ul style="list-style-type: none"> • Demonstrates good preparation: knows readings well, has thought through implications of readings. • Offers interpretations and analysis of materials (not just recalling of facts). • Interacts with other students; able to hear other views, and respond professionally 	A-level
<ul style="list-style-type: none"> • Demonstrates adequate participation (reading sheets included): knows basic reading facts, but does not show evidence of higher order skills (Bloom’s taxonomy) 	B-level
<ul style="list-style-type: none"> • Present, but not involved in discussions. 	C-level

2. Integration of Faith and Counseling Paper-First Draft

Students will be required to develop a brief initial integration of spirituality/faith and counseling paper/statement. This **two-page maximum** double-spaced paper should be a Microsoft word document, one-inch margins, and typed in a 12 pt. Times New Roman font. The header should contain only your name, date, and the title Integration of Faith and Counseling 1. *The paper is worth 50 points and is due via the Moodle assignments link before noon, September 14, 2010.* *****Late submissions on this assignment will at best receive half of the allotted points.**

This two-page paper should be your best attempt to make sense of how you approach counseling and your faith. The document should look at how the two influence and relate to one another. Do you use a specific approach or technique because of your faith and why? How is what you do as a counselor related to your faith and vice versa? It is a reflective piece that should demonstrate and explain why you do what you do. I will not view either version as your final and last position since as we grow, our understanding or manner of presenting our positions may change. This is not an evangelical piece but a piece for self-reflection. I do not expect or want a biblical exposition or declaration of faith, I am assuming this. I want you to tell me how you integrate the two (Christianity & Counseling) in your mind and in practice. There may be a discrepancy between the two, which is fine as well. I just want you to make an effort to begin to process this (if you have not already), or to bring further clarify to your thoughts (if you have already done this before). **No examples will be provided** – this is your personal struggle and therefore it will be your personal struggle to put it concisely into words. As noted, you will have the opportunity to post your second version later in the semester.

3. Midterm exam

The midterm exam will consist of questions in multiple choice, T/F, and short answer, fill-in-the-blank, and essay format. The exam will cover material read or discussed since the beginning of the semester. *The midterm exam is worth 100 points and will be given during class October 19, 2010.*

4. Literature Review of Supervision Topic

A literature review is a paper in which the author examines research studies on a certain topic. Students will introduce readers to the importance of the topic, and proceed to summarize and synthesize the research before stating a conclusion. One of the main purposes of the literature review is to present published research in a manner that easily allows the reader to identify the relationship between the studies and the benefit of research in the topic.

As part of this course, you will prepare a literature review using (NoodleBib software online) that demonstrates your competency in researching, reviewing, and synthesizing current literature on counseling supervision. Your paper will review **six current articles** (research studies published since 2000) on supervision, and the **body** of the paper should be **four pages or less**. This paper must follow APA 6th edition style and format, and it should have a cover page, abstract, body, and references. Students will submit copies (preferably electronic copies if available) of the eight research studies reviewed along with the literature review. You and two other people must proofread your paper. More detail on this instruction will be provided during the first class meeting. *The grading rubric for the assignment is included on page 13 of the syllabus. The paper is worth 175 points and is due via the Moodle assignments link before noon, November 22, 2010.*

5. Integration of Faith and Counseling Paper-Revised Version

This assignment is the second version of course requirement IV.A.2 above (see for instructions). Students will be required to **revise** their initial integration of spirituality/faith and counseling paper/statement. **Do not submit the same paper twice**. This version should reflect an integration of what you have learned this semester with your faith and counseling orientation. This **two-page maximum** double-spaced paper should be a Microsoft word document, one-inch margins, and typed in a 12 pt. Times New Roman font. The header should contain only your name, date, and the title Integration of Faith and Counseling 2 *The paper is worth 50 points and is due via the Moodle assignments link before noon, November 30, 2010.*

****Late submissions will receive no more than half of the allotted points.*

6. APA Mastery Test (80%)/ Workbook exercises

Students will be required to pass a mastery test on APA writing with a minimum score of 80%. You will need to read the first two chapters of the APA Student's Workbook and Training Guide, complete all of the exercises in Chapter 4 of the guide (Chapter 3 exercises are recommended, but not required for this course) and schedule an appointment according to the schedule below with Ana Randolph, counseling department graduate assistant to take your mastery test. She can be reached via email at arandol1@harding.edu. You have **four** opportunities to pass the mastery test. Should you fail to pass the test after **three** attempts, you will need to schedule a conference with me to

discuss options for further tutoring in APA writing style. ***This assignment is worth 75 points and must be completed no later than 4:00 p.m., Friday, September 24, 2010.***

The four versions of the APA Mastery Test will be administered as follows:

- **Test 1 - Week of Aug. 30 - Sept. 3**
- **Test 2 - Week of Sept. 6 - 10**
- **Test 3 - Week of Sept. 13 - 17**
- **Test 4 - Week of Sept. 20 - 24**

7. Final exam

The final assessment will consist of questions in multiple choice, T/F, and short answer, fill-in-the-blank, and essay format. The exam will cover material read or discussed since the midterm and will include some comprehensive questions to assess students' grasp of the course content and implications. ***The final exam is worth 100 points and will be given during class December 7, 2010.***

B. Grading

1. Scale

<u>Grade</u>	<u>Percentage of points needed</u>
A	at least 90 – 100
B	at least 80 – 89
C	at least 70 – 79
D	at least 60 – 69
F	less than 60

2. Overview Criteria for Grading

1. Attendance/Participation		50 points
2. Integration Paper-Draft	(9/14 via Moodle by noon)	50 points
3. Midterm Assessment	(10/19 in class)	100 points
4. Literature Review	(11/22 via Moodle by noon)	175 points
5. Integration Paper-Final	(11/30 via Moodle by noon)	50 points
6. APA Mastery Test	(no later than 4pm, 9/21)	75 points
7. Final exam	(12/7 in class)	100 points

Total points available for course	600 points
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V. NATURE OF COUNSELOR EDUCATION AND TRAINING

Becoming a professional counselor and/or marriage and family therapist requires a lot of hard work and self-examination. Although you will enjoy personal and professional growth opportunities through readings, assignments, projects, experiential activities, and practicum/internship experiences, you may also expect that some of your training may possibly invoke strong negative

emotional reactions. You may experience a heightened awareness of past and/or present emotionally-charged issues. You are encouraged to make faculty and staff members aware of strong personal reactions related to course materials, assignments, and experiences. Also, as part of your ongoing development in the counseling profession, you may be asked to seek professional counseling for any issues affecting your personal and/or professional development. Should you experience extreme reactions to your training experiences, you should consult with your departmental advisor to discuss appropriate courses of action. These may include entering personal therapy, deferring taking the course, or withdrawal from the program.

VI. CONFIDENTIALITY

Counselors recognize that trust is a cornerstone of the counseling relationship. The ACA Code of Ethics (section B) and the AAMFT Code of Ethics (Principle 2) specify that counselors must respect their client's right to privacy and avoid illegal or unwarranted disclosures of confidential information. This includes anything that might readily identify a client to others who are not authorized to have this information. Counselors must make every effort to ensure that a client's privacy and confidentiality are maintained by supervisees, students, clerical assistants, and volunteers. Therefore, privacy and confidentiality are requirements regarding the sharing of either a student's or a client's personal information and the sharing of any identifying information should be avoided during class discussions, presentations, and in journals or other course assignments. Any breach of confidentiality will result in disciplinary action.

VII. TEXTS/MATERIALS

Textbooks are available through our book services on campus. You can order them by email (bdavid@hugsr.edu), phone (901-432-7735 or 800-366-7481), or fax (901-761-1358).

*****Be sure to purchase the correct required editions if you purchase elsewhere.**

A. Required Texts/Readings:

American Psychological Association. (October, 2009). *Publication manual of the American Psychological Association* (6th ed). Washington, DC: American

Psychological Association.

*****Must use 6th edition. Be sure to get the October version!**

Paperback (\$28.95) ISBN: 1-4338-0561-8

Hardcover (\$39.95) ISBN: 1-4338-0559-6

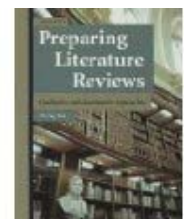
Spiral (\$36.95) ISBN: 1-4338-0562-6



American Psychological Association. (July 2009). *Mastering APA Style: Students workbook and student's training guide* (for APA 6th ed). Washington, DC: American Psychological Association. ISBN-13: 978-1433805578



Nassar-McMillan, S. C., & Niles, S. G. (2011). *Developing your identity as a professional counselor: Standards, setting, and specialties*. Belmont, CA: Brooks/Cole. ISBN: 978-0-618-47492-9



Pan, M. L. (2008). *Preparing literature reviews: Qualitative and quantitative approaches* (3rd ed). Glendale, CA: Pyczak. ISBN: 1-884585-76-0

Rules Governing Marital and Family Therapists – Chapter 0450-2 (Tennessee) -
<http://www.state.tn.us/sos/rules/0450/0450-02.pdf>

Rules Governing Professional Counselors – Chapter 0450-1 (Tennessee) -
<http://www.state.tn.us/sos/rules/0450/0450-01.pdf>

B. Bibliography (recommended for further reading):

Bloom, M. (1975). *The paradox of helping*. New York NY: Wiley Press.

Boy, A. V., & Pine, G.J. (1982) *Client-centered counseling: a renewal*. Needham Heights, MA: Allyn & Bacon.

Buber, M. (1970). *I and thou*. Continuum Intl Pub Group.

Bugental, J. F. T. (1990). *Intimate journeys: stories from life changing therapy*. San Francisco: Jossey-Bass.

Bugental, J. F. T. (1991). Lessons clients teach therapists. *Journal of Humanistic Psychology*, 31, 28-32.

Burton, A., & Associates (Eds.), (1972). *Twelve Therapists: How they live and actualize themselves*. San Francisco: Jossey-Bass.

Combs, A. V., Avila, D. L., & Purkey, W. W. (1971). *Helping relationships*. Needham Heights, MA: Allyn & Bacon.

Corey, G., Corey, M. S., & Callahan, P. (1988). *Issues and ethics in the helping professions*. Pacific Grove, CA: Brooks/Cole.

Decker, R.J. (1988). *Effective psychotherapy: the silent dialogue*. New York: Hemisphere.

Edwards, T. (1980). *Spiritual friend*. Mahwah, NJ: Paulist Press.

Edwards, T. (2001). *Spiritual director, spiritual companion: Guide to tending the soul*. Mahwah, NJ: Paulist Press.

Guy, J. D. (1987). *The personal life of the psychotherapist*. New York: Wiley.

Herlihy, B., & Corey, G. (1992). *Dual relationships in counseling*. Alexandria VA: American Counseling Association.

Hobson, R. F. (1985). *Forms of feeling: the heart of psychotherapy*. London: Tavistock/Rutledge.

Jourard, S. M. (1971). *The transparent self*. New York: Van Nostrand Reinhold.

Kellerman, J. (1992). *Private eyes*. New York: Bantam.

- Kottler, J. A., & Shepard, D. S. (2008). *Introduction to Counseling: Voices from the Field* (6th ed.). Belmont, CA: Brooks/Cole. ISBN: 978-0-495-09209-4
- Maslach, C. (1982). *Burnout: The cost of caring*. Englewood Cliffs, NJ: Prentice-Hall.
- Maslow, A. (1968). *Toward a psychology of being*. New York: Van Nostrand Reinhold.
- May, G. (1992). *Care of mind care of spirit: A psychiatrist explores spiritual direction*. New York: HarperCollins.
- May, R. (1983). *The discovery of being*. New York: W.W.Norton.
- Moore, T. (1994). *Care of the soul: A guide to cultivating depth and sacredness in everyday life*. New York: HarperCollins.
- Nouwen, H. (1994). *The wounded healer*. New York: Bantam.
- Peck, M. S. (1978). *The road less traveled*. New York: Simon & Schuster.
- Pines, A. M., Aronsen, E., & Kafrey, D. (1981). *Burnout*. New York: Free Press.
- Pope, K. S., & Bouhoutsos, J. C. (1986). *Sexual intimacy between therapists and patients*. New York: Prager.
- Roskelley, C. W. (2008). *On the road to becoming a successful marriage and family therapist*. Saint Peters, MO: Femme Osage Publishing.
- Schon, D. A. (1983). *The reflective practitioner*. New York: Basic Books.
- Weiner, M. F. (1982). *The psychotherapeutic impasse*. New York: Free Press.
- Wilber, K. (1983). *Eye to eye*. Garden City, NY: Anchor Books.
- Yalom, I. D. (1989). *Love's executioner and other tales of psychotherapy*. New York: Basic Books.

VIII. COURSE SCHEDULE *(subject to modification)*

Date	Topics/Assignments Due	Nassar-McMillan Readings	Pan Readings	Tasks/Other Readings
Aug 17 (1)	<u>I. Research & Writing</u> Graduate Research & Writing <i>Review of syllabus</i>	None	Ch. 1-8	Library Tour/ Ch. 1 APA Workbook
Aug 24 (2)	APA Style/Literature Reviews	None	Ch. 9-14	Noodlebib/ Ch. 2 APA Workbook
Aug 31 (3)	<u>II. Foundations of Counseling</u> Theoretical & Historical Foundations <i>Review of syllabus</i>	Ch. 1, 2		APA Test 1
Sept 7 (4)	Counselor's Roles & Functions/Counselor as a Person	Ch. 3, 15		APA Test 2
Sept 14 (5)	Ethical & Legal Standards/Research in Counseling <i>Sept. 14th - IFC Paper 1 due by noon via Moodle</i>	Ch. 4, 7		APA Test 3
Sept 21 (6)	Counseling Diverse Clients/Professional Identity	Ch. 5, 16		APA Test 4
Sept 28 (7)	Using Assessment in Counseling	Ch. 6		
Oct 5 (8)	No classes- Study Week			
Oct 12 (9)	Professional Counseling Settings	Ch. 8, 9, 10		
Oct 19 (10)	Midterm exam			
Oct 26 (11)	<u>III. The Nuts-n-Bolts</u> Specialization in Counseling	Ch. 11, 12, 13, 14		
Nov 2 (12)	Technology in Counseling/Grief & Crisis Counseling	Ch. 17		Download Therascribe 5.0 demo
Nov 9 (13)	The Supervision Experience			TBA
Nov 16 (14)	Stress, Burnout, and Self-care <i>Nov 22nd - Lit review due noon via Moodle</i>			TBA
Nov 23 (15)	No classes- Thanksgiving Break			
Nov 30 (16)	TN licensure process for LMFT & LPC-MHSP <i>In class completion of TN licensure applications</i> <i>Nov 30th - IFC Paper 2 due by noon via Moodle</i>			Download/read TN LPC & LMFT Rules
Dec 7 (17)	Final exam			

Name _____ Date _____

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Use this form only if you cannot access the online link below:
<https://www.surveymonkey.com/s/L5NYP7M>

Self-evaluation of **required** text readings. Evaluate your effort in completing the required assignments of each text. Use the following number scale and **circle** the appropriate number below that most closely describes your reading. **Please turn in full-size page (do not cut).**

Nassar-McMillan & Niles: *Developing your identity as a professional counselor*

- 5. I read this thoroughly with appropriate time for reflection and understanding.
- 4. I read this well but without time for reflection.
- 3. I read this in its entirety, but hurriedly to get it done.
- 2. I read/skimmed to pick up the high points of this reading assignment.
- 1. I looked over this material before class discussion.
- 0. I didn't read this . . .

** Estimated minutes spent on this reading assignment: _____ Number of pages read: _____

Pan: *Preparing literature reviews*

- 5. I read this thoroughly with appropriate time for reflection and understanding.
- 4. I read this well but without time for reflection.
- 3. I read this in its entirety, but hurriedly to get it done.
- 2. I read/skimmed to pick up the high points of this reading assignment.
- 1. I looked over this material before class discussion.
- 0. I didn't read this . . .

** Estimated minutes spent on this reading assignment: _____ Number of pages read: _____

Reading: _____ **Author(s):** _____
(for articles on reserve in library)

- 5. I read this thoroughly with appropriate time for reflection and understanding.
- 4. I read this well but without time for reflection.
- 3. I read this in its entirety, but hurriedly to get it done.
- 2. I read/skimmed to pick up the high points of this reading assignment.
- 1. I looked over this material before class discussion.
- 0. I didn't read this . . .

** Estimated minutes spent on this reading assignment: _____ Number of pages read: _____

Grading Rubric	The A paper	The B paper	The C paper	The D Paper	The F paper
Ideas	Excels in responding to assignment. Interesting, demonstrates sophistication of thought. Central idea/thesis clearly communicated, worth developing; limited enough to be manageable. Paper recognizes some complexity of its thesis; may acknowledge its contradictions, qualifications, or limits and follow out their logical implications. Understands and critically evaluates its sources, appropriately limits and defines terms.	A solid paper, responding appropriately to assignment. Clearly states a thesis/central idea, but may have minor lapses in development. Begins to acknowledge the complexity of the central idea and the possibility of other points of view. Shows careful reading of sources, but may not evaluate them critically. Attempts to define terms, not always successful.	Adequate but weaker and less effective, possible responding less well to assignment. Presents central idea in general terms, often depending on platitudes or clichés. Usually does not acknowledge other views. Shows basic comprehension of sources, perhaps with lapses in understanding. If it defines terms, often depends on dictionary definitions.	Does not have a clear central idea or does not respond appropriately to the assignment. Thesis may be too vague or obvious to be developed effectively. Paper may misunderstand sources.	Does not respond to the assignment, lacks a thesis or central idea, and may neglect to use sources where necessary.
Organization/Coherence	Uses a logical structure appropriate to the paper's subject, purpose, audience, thesis, and disciplinary field. Sophisticated transitional sentences often develop one idea from the previous one or identify their logical relations. It guides the reader through the chain of reasoning or progression of ideas.	Shows a logical progression of ideas and uses fairly sophisticated transitional devices; e.g., may move from least to more important idea. Some logical links may be faulty, but each paragraph clearly relates to the paper's central idea.	May list ideas or arrange them randomly rather than using any evident logical structure. May use transitions, but they are likely to be sequential (first, second, third) rather than logic based. While each paragraph may relate to central idea, logic is not always clear. Paragraphs have topic sentences but may be overly general, and arrangement of sentences within paragraphs may lack coherence.	May have random organization, lacking internal paragraph coherence and using few or inappropriate transitions. Paragraphs may lack topic sentences or main ideas, or may be too general or too specific to be effective. Paragraphs may not all relate to paper's thesis.	No appreciable organization; lacks transitions and coherence.
Support	Uses evidence appropriately and effectively, providing sufficient evidence and explanation to convince.	Begins to offer reasons to support its points, perhaps using varied kinds of evidence. Begins to interpret the evidence and explain connections between evidence and main ideas. Its examples bear some relevance.	Often uses generalizations to support points. May use examples, but they may be obvious or not relevant. Often depends on unsupported opinion or personal experience, or assumes that evidence speaks for itself and needs no application to the point being discussed. Often has lapses in logic.	Depends on clichés or overgeneralizations for support, or offers little evidence of any kind. May be personal narrative rather than essay, or summary rather than analysis.	Uses irrelevant details or lacks supporting evidence entirely. May be unduly brief.
Style	Chooses words for their precise meaning and uses an appropriate level of specificity. Sentence style fits paper's audience and purpose. Sentences are varied, yet clearly structured and carefully focused, not long and rambling.	Generally uses words accurately and effectively, but may sometimes be too general. Sentences generally clear, well-structured, and focused, though some may be awkward or ineffective.	Uses relatively vague and general words, may use some inappropriate language. Sentence structure generally correct, but sentences may be wordy, unfocused, repetitive, or confusing.	May be too vague and abstract, or very personal and specific. Usually contains several awkward or ungrammatical sentences; sentence structure is simple or monotonous.	Usually contains many awkward sentences, misuses words, employs inappropriate language.
Mechanics	Almost entirely free of spelling, punctuation, and grammatical errors.	May contain a few errors, which may annoy the reader but not impede understanding.	Usually contains several mechanical errors, which may temporarily confuse the reader but not impede the overall understanding.	Usually contains either many mechanical errors or a few important errors that block the reader's understanding and ability to see connections between thoughts.	Usually contains so many mechanical errors that it is impossible for the reader to follow the thinking from sentence to sentence.

Further information on APA format can be obtained from the following websites:

<http://www.wisc.edu/writing/Handbook/DocAPAHeadings.html>

<http://www.psywww.com>

<http://www.bedfordstmartins.com/online/index.html>

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.dianahacker.com>