# Course Description

This course is the third in a series of three field experiences school counselor trainees will perform all tasks and duties ascribed to school counselors as determined by the American School Counselor Association (ASCA) National Model under the supervision of an experienced professional school counselor and a university supervisor. Students seeking certification in school counseling must complete a minimum of 210 clock hours. Students are also enrolled in a group supervision seminar that meets weekly. Students needing more than 15 weeks to complete the practicum experience should contact the school counseling program director.

Pre-Requisite: CNS 608

# University Learning Outcomes (ULO)

* **ULO1**:Knowledge of Human Cultures and the Physical and Natural World
* **ULO2**: Intellectual and Practical Skills
* **ULO3**: Personal and Social Responsibility
* **ULO4**: Integrative and Applied Learning
* **ULO5**: Immersed in the Critical Concerns of the Sisters of Mercy of the Americas

# Program Learning Outcomes (PLO)

* **PLO1:** Establish a counseling identity. (ULO1, 3, 4, 5)
* **PLO2:** Exhibit a strong consistent counseling disposition. (ULO1, 3, 4, 5)
* **PLO3:** Demonstrate proficiency in counseling knowledge and skills as outlined in the 2016 CACREP Standards as applicable to each student concentration area. (ULO1, 2, 3, 4, 5)
* **PLO4:** Demonstrate a multicultural sensitivity, knowledge and competency. (ULO1, 3, 5)
* **PLO5:** Implement the ethical guidelines of the American Counseling Association and its divisions in all counseling practice. (ULO2, 3, 4)
* **PLO6:** Use evidence-based intervention and assessment techniques. (ULO2,4)
* **PLO7:** Articulate the necessity of counseling advocacy and engage in advocacy activities with regard to the Mercy tradition. (ULO5)
* **PLO8:** Engage in life-long learning. (ULO1, 2, 3, 4)

# Course Learning Outcomes (CLO)

* **CLO1**: Synthesize knowledge of the ASCA competencies in the areas of foundation management and accountability. (PLO3, 5)
* **CLO2**: Evaluate the role of reflective practices for professional school counselors. (PLO1, 2, 4, 6)
* **CLO3**: Apply appropriate strategies in addressing school-based needs. (PLO1, 3, 4, 5, 6)
* **CLO4**: Analyze the role of professional school counselors as leaders, advocates, and change agents. (PLO1, 2, 7, 8)
* **CLO5**: Explain the requirements for becoming and practicing as a certified school counselor in compliance with Pennsylvania Department of Education (PDE) regulations. (PLO3, 5)

# Student Expectations

Students are expected to:

* Ask probing and insightful questions related to course content.
* Make meaningful and relevant connections and application to their own learning process.
* Be productive and contributing members of class discussions.

# Required Course Materials

Access to the following texts used in previous courses (EDU525 and EDU608, respectively):

American School Counselor Association. (2012). *ASCA National Model: A framework for school counseling programs* (3rd ed.). Alexandria, VA: Author.

ISBN: 978 1 929 28932 5

Pennsylvania School Counselors Association. (2011). *The Pennsylvania Companion Guide to the ASCA National Model: A Framework for School Counseling Programs*. Harrisburg, PA: Author.

**Equipment Needed**:

* Webcam/microphone and phone
* A scanner or smartphone with scanner app, such as GeniusScan

# Suggested Point Values

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Point Value** | **Due** |
| **Week 1** |  |  |
| Discussion: Code of Professional Practice and Conduct for Educators | 10 |  |
| Time Log | 10 |  |
| Group Supervision Contract | 10 |  |
| Group Supervision: Week 1 Consultation and Peer Supervision | 10 |  |
| Week 1: Peer Support Learning Circle | 10 |  |
| Portfolio Development | 50 |  |
| **Week 2** |  |  |
| Time Log | 10 |  |
| Group Supervision: Week 2 Consultation and Peer Supervision | 10 |  |
| Week 2: Peer Support Learning Circle | 10 |  |
| Week 2 Journal Entry | 10 |  |
| Internship Goals & Action Plan | 10 |  |
| **Week 3** |  |  |
| Assignment: Classroom Guidance  4 guidance sessions required (40 points for all) | 40 |  |
| Discussion: 3-2-1 PDE SAS Feedback | 10 |  |
| Case Study Presentation Sign-up | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 3 Consultation and Peer Supervision | 10 |  |
| Week 3: Peer Support Learning Circle | 10 |  |
| **Week 4** |  |  |
| Assignment: Small Group Counseling Programs  Two 5–6 week groups required (40 points for all) | 40 |  |
| Discussion: Mission & Vision | 10 |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | 100 |  |
| Time Log | 10 |  |
| Group Supervision: Week 4 Consultation and Peer Supervision | 10 |  |
| Week 4: Peer Support Learning Circle | 10 |  |
| Assessment and Development of a School Profile | 10 |  |
| **Week 5** |  |  |
| Discussion: Developing a Philosophy of School Counseling | 10 |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 5 Consultation and Peer Supervision | 10 |  |
| Week 5: Peer Support Learning Circle | 10 |  |
| **Week 6** |  |  |
| Discussion: School Counseling Office Space | 10 |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 6 Consultation and Peer Supervision | 10 |  |
| Week 6: Peer Support Learning Circle | 10 |  |
| **Week 7** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 7 Consultation and Peer Supervision | 10 |  |
| Week 7: Peer Support Learning Circle | 10 |  |
| Public Relations | 10 |  |
| **Week 8** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 8 Consultation and Peer Supervision | 10 |  |
| Week 8: Peer Support Learning Circle | 10 |  |
| **Week 9** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 9 Consultation and Peer Supervision | 10 |  |
| Week 9: Peer Support Learning Circle | 10 |  |
| **Week 10** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 10 Consultation and Peer Supervision | 10 |  |
| Week 10: Peer Support Learning Circle | 10 |  |
| **Week 11** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 11 Consultation and Peer Supervision | 10 |  |
| Week 11: Peer Support Learning Circle | 10 |  |
| **Week 12** |  |  |
| Discussion: School Counselors as Leaders, Advocates and Change Agents | 10 |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 12 Consultation and Peer Supervision | 10 |  |
| Week 12: Peer Support Learning Circle | 10 |  |
| **Week 13** |  |  |
| Discussion: Finding a School Counseling Job | 10 |  |
| Discussion: Interview Questions | 10 |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 13 Consultation and Peer Supervision | 10 |  |
| Week 13: Peer Support Learning | 10 |  |
| **Week 14** |  |  |
| Time Log | 10 |  |
| Individual Supervision Session | 60 |  |
| Week 14: Peer Support Learning | 10 |  |
| Essential Parts of a Resume | 10 |  |
| **Week 15** |  |  |
| Discussion: Case Study Presentation (50 pts for each presentation; 100 pts total) | N/A |  |
| Time Log | 10 |  |
| Group Supervision: Week 15 Consultation and Peer Supervision | 10 |  |
| Field Experience Activities | 10 |  |
| Week 15: Peer Support Learning Circle | 10 |  |
| School Counseling Internship Experience Reflection | 60 |  |
| School Counselor Self-Evaluation | 60 |  |
| Internship II Site/Site Supervisor Evaluations (Site Supervisor and University Supervisor) | N/A |  |
| **Total Points** | **1000** |  |

# Course Schedule

|  |  |  |
| --- | --- | --- |
| **Week** | **Start** | **End** |
| One | <insert start date> | <insert end date> |
| Two |  |  |
| Three |  |  |
| Four |  |  |
| Five |  |  |
| Six |  |  |
| Seven |  |  |
| Eight |  |  |
| Nine |  |  |
| Ten |  |  |
| Eleven |  |  |
| Twelve |  |  |
| Thirteen |  |  |
| Fourteen |  |  |
| Fifteen |  |  |

# Weekly Learning Modules

|  |  |  |
| --- | --- | --- |
| **Week One: Professionalism and Ethics** | | |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Analyze and compare the Code of Professional Practice with the employee handbook. | CLO1 CLO2 | |
| * 1. Determine ethical concerns that may arise in a school setting. | CLO1, CLO2 | |
| * 1. Assess proficiency in applying school counselor competencies. | CLO1, CLO2, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2, CLO3 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Tutorials**  During this course, you will be asked to use and participate in various technologies to complete activities and assignments.  **Review** the tutorials available on Blackboard as needed.  **Click** the **Student Resources** button from the menu on the left to access the tutorials. | N/A | N/A |
| **Weekly Participation and Discussion**  The purpose of the weekly discussions is to provide you with a way to synthesize the concepts presented in this course. Each week, you will respond to the discussion questions with a substantive post of 200-to 250-words that addresses all the prompts for the question by 11:59 p.m. EST of the listed due date. By the conclusion of each week, Sunday at 11:59 p.m. EST, you will make at least one substantive comment of 100-to 150-words to three of your classmates’ posts for each assigned discussion question. Your comments must further the discussion by following the RISE Model for meaningful feedback. It is recommended that you check in periodically throughout the week to ensure that you are meeting the participation requirement.  **Review** the RISE Model for Peer Feedback. |  |  |
| **Course Introductions**  **Post** an introductory paragraph about yourself to the Course Introductions discussion forum that informs the class of the following:   * Your background * Your decision-making process to enter the school counseling profession * Your internship site (name, location, grade levels, etc.) * What you are most excited about and what you are most anxious about   **Respond** briefly to your classmates’ posts. | N/A | Discussion = **1 hour** |
| **Field Placement Preparation**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours.  **Read** the Field Experience instructions in the **Field Experience Activities folder** on Blackboard. | 1.4, 1.5 | N/A |
| **Week 1 Readings**  **Read** each of the following:   * American School Counselor Association. (2010). *Ethical standards for school counselors*. * Moyer, M., & Sullivan, J. (2008). Student risk-taking behaviors: When do school counselors break confidentiality? *ASCA Professional School Counseling*, *11*(4), 236–245. * Moyer, M. S., Sullivan, J. R., & Growcock, D. (2012). When is it ethical to inform administrators about student risk-taking behaviors? *ASCA Professional School Counseling*, *15*(3), 98–109. * Bodenhorn, N. (2006). Exploratory study of common and challenging ethical dilemmas experienced by professional school counselors. *ASCA Professional School Counseling*, *10*(2), 195–202. * Kress, V. E. W., Drouhard, N., & Costin, A. (2006) Students who self-injure: School counseling ethical and legal implications. *ASCA Professional School Counseling*, *10*(2), 203–209. * Stone, C. B., & Zirkel, P. A. (2010). School counselor advocacy: When law and ethics may collide. *ASCA Professional School Counseling*, *13*(4), 244–247. * Lazovsky, R. (2008). Maintaining confidentiality with minors: Dilemmas of school counselors. *ASCA Professional School Counseling*, *11*(5), 335–346. | WEEK1 |  |
| **Videos**  **Watch** the video on school counseling and guiding principles from negligence cases [1:08:22min.] from the American School Counselor Association on YouTube at <https://youtu.be/SzdJuHIfA6A>.  **Note*.*** This presentation is also accessible through the webinar archives on the ASCA website.Additionally, the Microsoft® PowerPoint® presentation from this webinar is also available. | WEEK1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Code of Professional Practice and Conduct for Educators**  **Locate** the employee handbook for your placement site, and review the professional standards guidelines.  **Respond** to the following in the Code of Professional Practice and Conduct for Educators discussion forum by Thursday:   * How are the guidelines outlined in the handbook similar to the Code of Professional Practice? * In what ways are they different?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 1.1, 1.2 | Discussion = **1 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 1.6 |  |
| **Group Supervision Contract**  You will attend weekly group supervisions or seminar sessions via Adobe Connect as scheduled by your university supervisor.  Prior to attending the sessions, **complete** and **submit** the Supervision Contract.  Note. Your instructor will describe to you the exact method of live meeting via announcement.  **Prepare** to discuss the relevant materials each week.  Note. If you will be unable to attend a session, contact your instructor as soon as possible. | N/A |  |
| **Group Supervision: Week 1 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 1.3 | Group Session = **1.5 hour** |
| **Week 1: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site. You will be asked to share your progress, reflect on each other’s progress, and provide critical feedback.  **Discuss** the following within the group forum:   * Tell the group about your site (grade level, location etc.) When do you begin? * What are your concerns and hopes for your site? * How will you manage your time?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **Portfolio Development**  For this course, you are required to develop a portfolio to showcase your professional development and growth in the field of counseling.  **Review** the “School Counseling Program: Portfolio Website Guidelines”.  **Continue** adding content and artifacts to your portfolio, according to the examples provided in the guidelines.  **Submit** a link to your portfolio to the Portfolio Development discussion forum by Friday.  **Provide** constructive feedback on three of your classmates’ portfolios by Sunday. | 1.3 | Portfolio = **.5 hour** |

# Faculty Notes

**Evaluations:** Evaluations are collected at the end of the semester by the University Supervisor. The University Supervisor will communicate directly with your site. The University Supervisor will send evaluations to you in the middle of the semester and at the end of the course. She will send you two evaluations at the end of the semester, a Site Supervisor Evaluation and the supervisor’s evaluation of the student.

**Field Experience**

If you have any questions about field experience or placements for your students, or if your students have any questions, please direct them to Carol Etlen at [etlen.c@gmercyu.edu](mailto:etlen.c@gmercyu.edu).

If you have any questions about the requirements of the course and the program, please contact George Colton at colton.g@gmercyu.edu The assignments for the field experience call upon students to use their time in the classroom to reflect upon and answer broad questions regarding counseling. Look at the samples for the Field Experience reflections for more information about how to grade these. It is expected that students will have a wide variety of experiences and approaches to these assignments.

**Peer Support Learning Circles**

* Set up teams of three to four students.
* Assign the group discussion forums.
* Post an announcement identifying the teams by Monday.

**Wiki Assignment: Case Presentation Sign Up**: This wiki assignment can be created by opening the attached document and copying and pasting the table into the Wiki.

**Group Supervision: Week One Consultation and Peer Supervision –** Whether you use a resource like Skype, WebEx, or Adobe Connect, announce to students how they will be expected to meet synchronously. Do not record group supervision sessions due to confidentiality issues.

**Site Experience Checklist:** Make sure all students are aware that they should check off the activities on the Site Experience Checklist as they complete them. These activities document their eligibility for a school counseling certificate.

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| Week Two: School Counseling in Pennsylvania |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Explain the importance of providing services aligned to Pennsylvania code. | CLO1, CLO2 | |
| * 1. Develop personal goals for the internship experience. | CLO1, CLO2 | |
| * 1. Assess proficiency in applying school counselor competencies. | CLO1, CLO2, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 2.4, 2.5 |  |
| **Week 2 Readings**  **Read** each of the following:  *The Pennsylvania Companion Guide to the ASCA National Model*   * Ch. 1: School Counseling Within the Commonwealth of Pennsylvania   *Pennsylvania Code*   * Ch. 12: Students and Student Services at <http://www.pacode.com/secure/data/022/chapter12/chap12toc.html> * Ch. 339: Vocational Education at <http://www.pacode.com/secure/data/022/chapter339/chap339toc.html>   Report of Governor's Commission on College and Career Success:     * Pennsylvania Department of Education. (2006). *Governor’s Commission on College and Career Success: Commonwealth of Pennsylvania*.   **Review** the PDE School Counselor Competencies located on pp.11–18 and Appendix A of *The Framework for Elementary and Secondary School Counselor Preparation Program Guidelines*. | WEEK2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 2.6 |  |
| **Group Supervision: Week 2 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 2.3 | Group Session = **1.5 hours** |
| **Week 2: Peer Support Learning Circle**  You will be assigned to peer support learning circle of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **Week 2 Journal Entry**  **Write** a 350- to 500-word journal entry answering the following by Sunday:   * Why is it important for Pennsylvania school counselors to be aware of the Pennsylvania Code, initiatives, and programs that should strongly influence their role? * Which initiatives or programs do you believe are most important? Why? | 2.1 | Journal = **.5 hour** |
| **Internship Goals & Action Plan**  **Reflect** on the goals you developed for your practicum experience and your progress on meeting those goals.  **Complete** the following in the Internship Action Plan:   * Develop two to three goals for your internship that are specific, measurable, attainable, relevant, time-bound, and related to the ASCA competencies in the areas of Foundations and Delivery Systems. * Develop an action plan in collaboration with your supervisor for meeting these goals in your internship.   You will revisit the learning goals at the end of the course and evaluate whether you met them.  **Submit** the completed Internship Action Plan document as an attachment to Blackboard.  **Note.** For assistance on goal development and action planning, review the following resources:   * “Personal Goal Setting” section of the Mind Tools website, located at <https://www.mindtools.com/page6.html?route=article/page6.htm> * “Action Plans” section of the Mind Tools website, located at <https://www.mindtools.com/pages/article/newHTE_04.htm> | 2.2 | Paper =**.5 hour** |

# Faculty Notes

**Peer Support Learning Circles**

* Be sure to set up teams of three to four students before the start of this week.
* Assign the group discussion forums. You should already have made an announcement in Week 1 identifying the teams.

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| Week Three: School Counseling in Pennsylvania |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Explain the value of the Pennsylvania Department of Education Standards Aligned System website as a resource for professional school counselors. | CLO1, CLO2, CLO5 | |
| * 1. Assess proficiency in applying school counselor competencies. | CLO1, CLO2, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 3.3, 3.4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Assignment: Classroom Guidance**  **Design** and **implement** a minimum of 4 guidance lesson plansthat you will teach at your site.  **Ensure** the guidance lesson plans you create address identified needs in the school.  *Note*. Make sure to follow the instructions in the Field Experience Activities and Assignments document found on Blackboard for this activity as your lesson plans will be graded based on these instructions.  Once you have the lesson plans designed and approved, please offer them at your site. You must complete a minimum of 4 guidance lessons during this course. It is recommended you have at least two classroom guidance sessions by Week 10, at least three by Week 13, and the last one by Week 15. | 3.1 |  |
| **Discussion: 3-2-1 PDE SAS Feedback**  Explore the website [PDESAS.org](http://www.pdesas.org/).  **Post** the following in the 3-2-1 PDE SAS Feedback discussion forum by Thursday:   * Three instances of new knowledge that you learned from the website. * Two ways that school counselors can use the SAS site * One item you still have a question about   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 3.1 | Discussion = **1 hour** |
| **Case Study Presentation Sign-up**  Case studies will be presented during your weekly Group Supervision Sessions during **Weeks 5 – 13** and **Week 15**.  **Summarize** the case presentation using the Case Study Presentation Form. You will present **two case studies** (i.e. two separate clients) within the weeks you sign up. Do not use actual student names in your assignment.  **Sign-up** for the weeks you plan to present by using the Case Study Presentation Sign-up wiki. Do not create a new wiki thread, **post to the existing thread with** your name to the appropriate week you want to present. | COURSE |  |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 3.5 |  |
| **Group Supervision: Week 3 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 3.2 | Group Session = **1.5 hours** |
| **Week 3: Peer Support Learning Circle**  You will be assigned to a peer support learning circles of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

# Faculty Notes

**Assignment: Classroom Guidance**

Due to the requirements of Assignment: Classroom Guidance, you must manually enter the required points in Blackboard following the Suggested Point Scale in this FIG. Do this for all the assignment submissions related to the classroom guidance.

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| --- | --- | --- |
| Week Four: ASCA Foundation |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Explain the importance of providing services according to the ASCA Foundation. | CLO1, CLO2 | |
| * 1. Identify the program focus elements of the ASCA Foundation. | CLO1, CLO2 | |
| * 1. Assess proficiency in applying school counselor competencies. | CLO1, CLO2, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 4.4, 4.5 |  |
| **Week 4 Readings**  **Read** each of the following:  *The Pennsylvania Companion Guide to the ASCA National Model*   * Ch. 3: Foundation   *ASCA National Model*   * II. Foundation | WEEK4 |  |
| **Videos**  **Watch** the following:   * “Webinar: **ASCA National Model: Unpacking the Components – Vision, Mission and Calendar**” [56:42] on the American School Counselor Association website   + Log in to the ASCA website ([www.schoolcounselor.org](http://www.schoolcounselor.org)).   + Select **School Counselors & Members**.   + Select **Professional Development**.   + Select **Webinar Archive**.   + Click the **download** link under the “**ASCA National Model: Unpacking the Components – Vision, Mission and Calendar” section.** | WEEK4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Assignment: Small Group Counseling Programs**  **Design** a minimum of two small group counseling programs one of which you will implement at your site.  **Make** sure these group programs address identified needs in the school.  Make sure to follow the instructions in the Field Experience Activities and Assignments document found on Blackboard for this activity as your small group counseling program will be graded based on these instructions.  Once you have the small groups counseling plans designed and approved please offer them at your site. You must complete, at a minimum, 2 small group counseling groups during this course. You should have at least one of the groups complete by week 10 with the other group complete (if you chose only to complete two) by week 15. | 4.1 |  |
| **Discussion: Mission & Vision**  **Ask** your site supervisor to share the mission, belief statements, and philosophy created for the school counseling program. If your site’s program has not developed these items, find another site program to review.  **Provide** a copy of the mission, belief statements, and philosophy, and **respond** to the following question in the Mission & Vision forum by Thursday:   * What are some themes that stand out in these documents?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 4.1, 4.2 | Discussion = **1 hour** |
| **Discussion: Case Study Presentation**  *If next week is your time to present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form. Do not use actual student names in your assignment.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session.  *For all students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion the following week. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | COURSE | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 4.6 |  |
| **Group Supervision: Week 4 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 4.3 | Group Session = **1.5 hour** |
| **Week 4: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **Assessment and Development of a School Profile**    You can assess a school site to help understand the needs of the individual students and the student body. School profiles provide a backdrop of the school and are based on accessible, existing data. Information revealed from a school profile may include gaps in achievement, attainment, funding and opportunities, and certain student groups that may be isolated and not receiving the full range of services from the school. These profiles provide the data for school counselors-in-training and school counselors to act in terms of better defining their school counseling program and the services offered.  Some baseline data help to determine potential areas of discrimination and could include:   * Percent of students enrolled in the free or reduced lunch program * Percent of students who have passed or failed state standardized tests * Percent of students who scored at or above the national averages on the ACT and SAT * Percent of students who are homeless * Percent of students enrolled in the special education program * Percent of students enrolled in the gifted education program * Percent of students who are bilingual and enrolled in the English for Speakers of Other Languages (ESOL) program * School’s daily and weekly attendance rate * School’s daily and weekly suspension rate * School’s daily and weekly behavior referrals rate   **Use** the template provided to construct a school profile of your field experience site, reviewing school data including demographic information, mission statements, achievement data, attendance data, behavior referrals and interviews with an administrator, a school counselor, a teacher, a parent, and a student.  **Write** a narrative description of your site based on the school profile data.  **Post** your assignment as an attachment to the Assessment and Development of a School Profile discussion forum by **Thursday**.  **Respond** with constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by **Sunday**. | 4.1, 4.2 | Discussion and Paper = **1 hour** |

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| Week Five: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Develop a philosophy of school counseling. | CLO1, CLO2, CLO4 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 5.4, 5.5 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Developing a Philosophy of School Counseling**  **Develop** your personal and professional philosophy of school counseling.  **Use** the following questions to guide this activity.   * What is the school counselor’s role in general and with regard to advocacy and collaboration? * Who are the stakeholders with whom the school counselor works? * How does the school counselor contribute to data collection and assessment? * How can the school counselor serve as a leader of the school counseling program with respect to administrators and teachers? * How are students different as a result of school counseling?   **Post** your philosophy of school counseling to the Developing a Philosophy of School Counseling discussion forum by Thursday.  **Respond** with constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 5.2 | Discussion = **1 hour** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 5.3 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 5.6 |  |
| **Group Supervision: Week 5 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 5.1 | Group Session = **1.5 hours** |
| **Week 5: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Six: Managing Your School Counseling Program |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Identify the elements of the ASCA National Model Management System. | CLO1 | |
| * 1. Assess proficiency in applying school counselor competencies. | CLO1, CLO2, CLO3 | |
| * 1. Explain the importance of an appropriate school counseling office location. | CLO3 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 6.5, 6.6 |  |
| **Week 6 Readings**  **Read** each of the following:  *The Pennsylvania Companion Guide to the ASCA National Model*   * Ch. 5: The Management System   *ASCA National Model*   * III. The Management System | WEEK6 |  |
| **Videos**  **Watch** the following:   * “Webinar: **ASCA National Model - Management**” [53:32] on the American School Counselor Association website   + Log in to the ASCA website at ([www.schoolcounselor.org](http://www.schoolcounselor.org)).   + Select **School Counselors & Members**.   + Select **Professional Development**.   + Select **Webinar Archive**.   + Click the **Download** link under the “Webinar: **ASCA National Model - Management**” bullet. | WEEK6 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: School Counseling Office Space**  Tour the school building to which you are assigned, and pay attention to space arrangements such as the administrator’s office location in relation to the school counselors’ offices.  **Locate** a building map, and indicate the location of the counselor’s office, main office, and administrator’s office.  **Sketch** a picture of the school counselor’s office, including the available office facilities and furniture locations.  **Write** a description of your first impression of the school counselor’s office and location. Include your assessment of how inviting the space is for students, and provide your rationale. Also include any suggestions for improvements would you make.  **Consider** the following questions:   * Are the offices labeled “school counseling” or something similar? * Is there enough room to conduct individual and group counseling? * Are the office decor and furniture arrangement inviting? * Is the office in a private place for counseling to occur? * Do the walls and space allow for voices to be overheard? * Is there an appropriate place for students and others to wait outside the office? * Will students be greeted by someone at a front desk or a sign directing them to the location of a school counselor? * Is there clerical assistance available and accessible to the school counselors? * Is there adequate space for books, electronic equipment, and other materials? * Is there computer space available that can be accessed privately? * Is there a printer or fax located in an area where the printed material can remain confidential? Does the equipment need to be shared with other personnel? * Is there a common area with bulletin board space available for advertising counseling events or college or career information? * Is the counselor’s desk situated in a position that serves as a barrier between the counselor and counselee?   **Post** the building map, the school counselor’s office sketch, and office description to the School Counseling Office Space discussion forum by Thursday.  **Provide** feedback, and compare your sketch and office description to your peers’. Discuss an ideal or alternate office arrangement with three of your classmates’ posts by Sunday. | 6.3 | Discussion = **1 hour** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 6.4 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 6.7 |  |
| **Group Supervision: Week 6 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 6.2 | Group Session = **1.5 hour** |
| **Week 6: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Seven: Accountability |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Explain the importance of providing services according to the ASCA National Model Program Accountability. | CLO1 | |
| * 1. Identify the elements of the ASCA National Model Program Accountability. | CLO1 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2, CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 7.5, 7.6 |  |
| **Week 7 Readings**  **Read** the following:  *The Pennsylvania Companion Guide to the ASCA National Model*   * Ch. 6: Program Accountability   *ASCA National Model*   * IV. Accountability | WEEK7 |  |
| **Webinar Video**  **Watch** the “Webinar: **ASCA National Model - Accountability**” [56:41] on the American School Counselor Association website.   * + Log in to the ASCA website at <http://www.schoolcounselor.org>.   + Select **School Counselors & Members**.   + Select **Professional Development**.   + Select **Webinar Archive**.   + Click the **download** link under the **ASCA National Model - Accountability** section. | WEEK7 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Case Study Presentation**  Based on the week you signed up, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 7.4 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 7.7 |  |
| **Group Supervision: Week 7 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 7.1 | Group Session = **1.5 hours** |
| **Week 7: Peer Support Learning Circle**  You will be assigned to peer support learning circles of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **Public Relations**  **Ask** your supervising counselor to share examples of public relations strategies that have been used at your school site. In collaboration with your site supervisor, review the services provided by the school counselor.  **Create** a school counseling bi-fold brochure using Microsoft® Word® or any online tool of your choice that would allow you to print the brochure and share it with parents, teachers, and other stakeholders.  **Share** your brochure on the Public Relations discussion forum by Thursday.  **Respond** with constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 7.2, 7.3 | Discussion = **1 hour** |

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| Week Eight: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies | CLO1, CLO2, CLO3 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 8.3, 8.4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 8.2 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 8.5 |  |
| **Group Supervision: Week 8 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 8.1 | Group Session = **1.5 hours** |
| **Week 8: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Nine: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 9.3, 9.4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form located on Blackboard.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 9.2 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 9.5 |  |
| **Group Supervision: Week 9 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 9.1 | Group Session = **1.5 hours** |
| **Week 9: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

# Faculty Notes

**Field Experience**

Remind students to ensure they complete each task listed in the Site Experience Checklist found in the Field Experience Activities folder in Blackboard.

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| Week Ten: Evaluating Data and Determining Results |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 10.3, 10.4 |  |
| **Week 10 Readings**  **Read** the following:   * Analyzing Qualitative Data * Analyzing Quantitative Data from <http://toolkit.pellinstitute.org/evaluation-guide/analyze/analyze-quantitative-data/>   Additional resource when conducting results analysis:   * <http://www.ezanalyze.com/features.htm> | WEEK10 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 10.2 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 10.5 |  |
| **Group Supervision: Week 10 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 10.1 | Group Session = **1.5 hours** |
| **Week 10: Peer Support Learning Circle**  You will be assigned to peer support learning circles of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Eleven: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 11.3, 11.4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 11.2 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 11.5 |  |
| **Group Supervision: Week 11 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 11.1 | Group Session = **1.5 hours** |
| **Week 11: Peer Support Learning Circle**  You will be assigned to peer support learning circles of three or four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Twelve: Counselors as Leaders |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Analyze the school counselor’s role as a leader, advocate, and change agent. | CLO4 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is of 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 12.4, 12.5 |  |
| **Week 12 Readings**  **Read** the following:   * “Building-Level Leadership” * “Strategic Planning: The School Counselors’ Toolkit for Accountability” | WEEK12 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| Discussion: School Counselors as Leaders, Advocates and Change Agents **Respond** to the following in the School Counselors as Leaders, Advocates, and Change Agents discussion forum by Thursday:   * How can conducting action research enhance a school counselor’s ability to serve as an educational leader, student advocate, and change agent?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 12.2 | Discussion = **1 hour** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form located on Blackboard.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:* You do not have to post a response in this forum, however, review the case study to participate in the Group Supervision discussion. Reflect upon the presenter’s discussion question, and conduct any needed research to better understand the presented issue. | 12.3 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 12.6 |  |
| **Group Supervision: Week 12 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 12.1 | Group Session = **1.5 hours** |
| **Week 12: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Thirteen: Interviews and Job Search |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Determine effective methods to obtain a counseling position. | CLO5 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Design guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Implement guidance and small group lessons that align to academic standards. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Field Placement**  Each week, students should keep a log of their field placement hours. Although each week may have slight variations in the actual number of hours completed, a good average to keep in mind for each week is 14 hours. | COURSE |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. | 13.4, 13.5 |  |
| **The Certification Process**  **Review** the steps necessary to apply for certification from PDE at  <http://www.education.pa.gov/teachers%20-%20administrators/certifications/pages/default.aspx#tab-1>.  **Explore** the following topics:   * Certification requirements * Certification testing * Application for a certificate * Teacher Information Management System (TIMS) public website * Getting Started with TIMS at <https://www.mypdeapps.pa.gov/siteminderagent/forms/login.fcc?TYPE=33554433&REALMOID=06-35084476-a714-4c93-8da5-3f7e353efb0e&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-HEPg%2f7E02qVAHfhAf0KHHnD1%2bZqzwGnnGbQpSZ8e34sL9NNPRjj7QaqHsn3GeVaU&TARGET=-SM-https%3a%2f%2fwww%2emypdeapps%2epa%2egov%2fLogin%2fwfLogin%2easpx> | 13.2 |  |
| **Responding to Interview Questions**  **Read** “School Counselor Interview Tips” at <http://www.schcounselor.com/2010/12/school-counselor-interview-tips.html>.  **Read** “10 Tips for Landing a School Counseling Job” at  <http://www.thehelpfulcounselor.com/10-tips-for-landing-a-school-counseling-job/>.  **Review** “Possible Interview Questions for School Counselors” at  <https://www.schoolcounselor.org/administrators/interviewing-school-counselors>. | 13.2 |  |
| **Finding a School Counseling Job**  **Review** “Finding a School Counseling Job” at <http://www.schoolcounselingbyheart.com/2012/02/22/finding-a-school-counseling-job/> | 13.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Discussion: Finding a School Counseling Job**  **Respond** to the following in the Finding a School Counseling Job discussion forum by Thursday:   * How will you proceed with the search for a school counseling position? * What are the most challenging aspects of the search process for you? * What supports will you use to assist you through the process? * What steps will you take to apply for certification?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 13.2 | Discussion = **1 hour** |
| **Discussion: Interview Questions**  **Respond** to the following questions as though you were participating in a school counseling interview   * What type of school counseling activities would you institute to help close the achievement gap at our school? * How would you use data in a school counseling program? * How do you see the word "leader" fitting in to your role as a school counselor? * How do school counselors advocate for students differently than other school staff?   **Post** your response in the Interview Questions discussion forum by Thursday.  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | 13.2 | Discussion = **1 hour** |
| **Discussion: Case Study Presentation**  Based on the week you signed up for, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *If Next Week is Your Time to Present:*  **Select** a client you are working with during your field experience.  **Create** a case study on your client using the Case Study Presentation Form located on Blackboard.  **Note*.*** Do not include any information that could personally identify your chosen client.  **Post** your completed Case Study Presentation Form within the Case Study Presentation discussion forum *before* you are scheduled to present in the Group Supervision Session. Within the subject line, state whether this is Case Study 1 or 2.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 13.3 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 13.6 |  |
| **Group Supervision: Week 13 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 13.1 | Group Session = **1.5 hours** |
| **Week 13: Peer Support Learning**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |

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| Week Fourteen: Resumes and Applications |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3 | |
| * 1. Determine the required materials to apply for school counseling positions. | CLO5 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | ***Alignment*** | ***AIE*** |
| **Pennsylvania (PA) Standard Application**  Many districts require submission of the PA Standard Application for Teaching as part of the application process.  **Read** the PA Standard Application Frequently Asked Questions document, located at <http://www.education.pa.gov/Teachers%20-%20Administrators/Pages/Finding-a-Teach-Position.aspx#tab-1>  **Scroll** down to read the commonly asked questions. | 14.2 |  |
| **Pennsylvania Regional Education Applicant Placement (PA REAP) Application**  The PA REAP application is a free service designed to help people find employment in schools and districts and to help employers search for qualified educators, administrators, and staff.  **Consider** completing a PA REAP application if you are applying for a school counseling position in Pennsylvania.  **Locate** the application at <https://www.pareap.net/index.php>. | 14.2 |  |
| **Field Experience Activities**  **Continue** completing the activities according to the instructions in the Field Experience Activities folder. |  |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 14.3 |  |
| **Individual Supervision Session**  **Attend** the individual supervision or seminar session, as scheduled by your university supervisor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 14.1 | Individual Session = **.5 hour** |
| **Week 14: Peer Support Learning**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **Essential Parts of a Resume**  **Review** Gywnedd Mercy’s career development resume, cover letter, references, and portfolio resources at <https://www.gmercyu.edu/student-life/campus-resources/career-development/students-alumni>.   * Scroll to Documents. * Click **Resume and Cover Letter, Reference Sheet**.   **Review** and update your resume, and have a colleague, friend, mentor, or family member review your resume to provide feedback.  **Post** your updated resume to your electronic portfolio. | 14.2 | Paper = **1 hour** |

# Faculty Notes

**Field Experience**

Remind students to ensure they complete each task listed in the Site Experience Checklist found in the Field Experience Activities folder in Blackboard.

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| Week Fifteen: School Counseling Internship Reflection |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling proficiencies. | CLO1, CLO2, CLO3 | |
| * 1. Evaluate the completion of your internship goals for meeting ASCA competencies. | CLO1 | |
| * 1. Evaluate your school counseling internship experience. | CLO2 | |
| * 1. Evaluate a case study to form a profile and treatment plan. | CLO1, CLO3 | |
| * 1. Identify direct and indirect student services. | CLO1, CLO2 CLO3, CLO4, CLO5 | |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | ***Alignment*** | ***AIE*** |
| **Important Note About the Evaluations**   * **Site Supervisor Evaluation** - You are not responsible for collecting your site supervisor evaluation at the end of the course. The University supervisor will communicate and collect evaluations from your site. The University supervisor is not the same as your course instructor. Your instructor will let you know the name of the University Supervisor. * **Student Evaluation of Internship Site** – Complete the evaluation of your site located in the internship handbook or the student portal. |  |  |
| **Discussion: Case Study Presentation**  Based on the week you signed up, you will present your case study during the weekly Group Supervision Sessions in **Weeks 5 – 13** and **Week 15**.  *If Your Week to Present:*  The Case Study Presentation Form should already be posted to the Case Study Presentation discussion forum to give time for others to review the case study and prepare to participate in the discussion.  **Prepare** a 15-minute review of your client, and lead a discussion for the Group Supervision Session. Do not use actual student names in your assignment.  *For All Students:*  You do not have to post a response in this forum, however, **review** the case study to participate in the Group Supervision discussion. **Reflect** upon the presenter’s discussion question, and conductany needed research to better understand the presented issue. | 15.4 | Case Study = **.5 hour** |
| **Time Log**  The time log can be found in the Field Experience Activities folder on Blackboard.  **Complete** your time log and analysis each week. Submissions require the site supervisor signature.  **Note*.*** You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cell phone application, such as GeniusScan. | 15.5 |  |
| **Group Supervision: Week 15 Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your assignment.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 15.1 | Group Session = **1.5 hours** |
| **Field Experience Activities**  **Submit** the required deliverable for each activity required in the **Field Experience**. |  |  |
| **Week 15: Peer Support Learning Circle**  You will be assigned to a peer support learning circle of three to four members as you complete the work at your internship site.  **Discuss** the following within the group forum:   * What is going on at your site? * Share information that you think would be helpful to the group. Do not use any identifying information for students you might be working with at your site. * Seek feedback from the group regarding challenging situations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts by Sunday. | VARIES | Group Discussion = **1 hour** |
| **School Counseling Internship Experience Reflection**  **Reflect** on the internship learning goals you set in Week 2.  **Review** the PDE School Counselor Competencies located on p.11–18 and Appendix A of *The Framework for Elementary and Secondary School Counselor Preparation Program Guidelines*.  **Write** a 350- to 500-word journal entry in the School Counseling Internship Experience Reflection journal that answers the following:   * Which learning goals did you achieve? Which ones do you still need to work on? Why? * Which school counseling competencies were strong for you? * What areas presented challenges? * How will you address your unmet learning goals and the identified challenge areas? | 15.2 | Journal = **.5 hours** |
| **School Counselor Self-Evaluation**  **Reflect** on your experiences in Practicum, Internship I, and Internship II.  **Review** and complete the PDE School Counselor Evaluation Rubric by highlighting the appropriate rating box for each domain and competency.  **Write** a 750- to 1,000-word essay in which you assess your abilities based on the PDE School Counselor Evaluation Rubric results. Provide specific evidence to support your self-rating.  **Identify** three to four areas that you will focus on for skill development.  **Create** a personal professional development plan to address those areas.  **Submit** your self-evaluation to Blackboard by Sunday. | 15.3 | Paper = **.5 hours** |

# Faculty Notes

**Field Experience**

Remind students to ensure they complete each task listed in the Site Experience Checklist found in the Field Experience Activities folder in Blackboard.

# Breakdown of Academic Instructional Equivalencies

|  |  |
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|  | **AIE Hours** |
| **Week 1** |  |
| Required | 5 |
| Supplemental | 1 |
| **Week 2** |  |
| Required | 3.5 |
| Supplemental |  |
| **Week 3** |  |
| Required | 3.5 |
| Supplemental |  |
| **Week 4** |  |
| Required | 5 |
| Supplemental |  |
| **Week 5** |  |
| Required | 4 |
| Supplemental |  |
| **Week 6** |  |
| Required | 4 |
| Supplemental |  |
| **Week 7** |  |
| Required | 4 |
| Supplemental |  |
| **Week 8** |  |
| Required | 3 |
| Supplemental |  |
| **Week 9** |  |
| Required | 3 |
| Supplemental |  |
| **Week 10** |  |
| Required | 3 |
| Supplemental |  |
| **Week 11** |  |
| Required | 3 |
| Supplemental |  |
| **Week 12** |  |
| Required | 4 |
| Supplemental |  |
| **Week 13** |  |
| Required | 5 |
| Supplemental |  |
| **Week 14** |  |
| Required | 2.5 |
| Supplemental |  |
| **Week 15** |  |
| Required | 4 |
| Supplemental |  |
|  |  |
| **Total Required Hours** | 56.5 |
| **Total Supplemental Hours** | 1 |
| **Total Hours** | 57.5 |