

Department of Curriculum & Instruction

College of Education

PARTNERS for the
FUTURE



Spring
2016

Revised September 2014

EDCO 5243: Guidance Services in Schools

Instructor Information: <http://www.uta.edu/faculty/mlcrow/current.html>

Instructor:	Mary Lynn Crow, PhD	Phone:	817-272-3339 (no answering service available)
Office:	Trimble Hall 4A (basement)	Mailbox	19777
Email:	mlcrow@uta.edu (method of communication) *See page 9 for University email policy		

Instructor Web Site: [http:// www.uta.edu/faculty/mlcrow/](http://www.uta.edu/faculty/mlcrow/)
Course Web Site: [http:// www.uta.edu/faculty/mlcrow/](http://www.uta.edu/faculty/mlcrow/)

Course Information:

Course Title:	Guidance Services in Schools
Course Number:	EDCO 5243
Semester:	Spring
Course Location and Time:	Mondays, 5:30 to 7:20 PM, Room 101 Trimble Hall

Course Learning Outcomes:

The student will be able to:

- Describe the current activities and duties of school counselors.
- Describe and explain the ASCA National Standards for Students (2004) and the ASCA National Model: A Framework for School Counseling Programs (2005).
- Research, plan, and create guidance projects which can be implemented immediately in schools.
- Create an Ideal Counseling Program for your future implementation.
- List professional journals that deal with guidance and counseling.
- Define terms listed in text glossary.

Textbook

Required

American School Counselor Association, ASCA National Model: A Framework for School Counseling Programs, 3E, (2012)

Optional books for additional reading:

1. Stone, C. B. & Dahir, C. A. (2011). *School Counselor Accountability: A Measure of Student Success*, 3E. Merrill. Soft Cover.
2. Parsons, R. D. & Kahn, W. J. (2005). *The School Counselor as Consultant, An Integrated Model for School-Based Consultation*, Thompson, Soft Cover.
3. Dougherty, A. M. (2009). *Psychological Consultation and Collaboration in School and Community Settings*. 5E. Brooks/Cole, Cengage Learning.
4. Thompson, Rosemary A. (2012) *Professional School Counseling, Best Practices for Working in the Schools*, 3 E, Routledge, paper back
5. Dollarhide, C. T. and Saginak, K. A. (2012) *Comprehensive School Counseling Programs, k-12 Delivery Systems in Action*, 2E, Merrill Counseling Series.
6. Hardin, L.K.C., and Yeh, C. (2008) *Handbook of School Counseling*. Routledge, paper back.

Note: all of these books are also available in Dr. Crow's office for your office use.

Course Requirements:

I. Three Course Projects = 60 points.

Below are listed a number of projects from which you must choose 3 to accomplish this semester. Each will requires that you read material from your textbook as well as research and other information from the professional journals and other current books. You may also use information gained from your interviews with school counselors if it is appropriate. Each project must be written up, APA style, and must be accompanied with a list of references from which the materials have been drawn. Be sure to use footnotes when you are citing the work of others, whether the citations are direct (their own words) or indirect (putting their ideas into your words.)

Assume that you are writing the kind of paper that will allow you or a colleague to immediately implement the project in a school. Be sure to indicate the level for which you are writing (Elementary, Middle, or High School), if that is a factor. Note the class calendar for the dates each project is due. Copies of your projects should be made available to other students. Each Project will be worth 20 pts. for 60pts total. Each project should be about 3-5 typed pages in length.

Design a program to build community partnerships including area universities.

Design a parent program.

List books, posters, pamphlets, furniture, etc.(including sources and costs) to include in your guidance area/room.

Design a college preparation program (include the College Board).

Design a career preparation program.

Design a crisis management/intervention process for your school.

Design a suicide postvention process. (See Kerr, M.M, 2009)

Design a plan to document accountability with your guidance and counseling program (also see *School Counselor Accountability* by Stone and Dahir, 3E, Merrell).

Design an advocacy and public relations program for your school.

Put together an annotated collection of published curriculum programs that could be used in your program. Ex: ICPS, PATHS, TRIBES TLC, etc.

Design a classroom visitation (Educational Guidance) plan for topics like Bullying Prevention, Conflict Resolution, Diversity Issues, Sexual Harassment, Anger Management, Problem Solving, Study Skills, etc. for your academic Level.

Create an annotated master list of area support agencies and referral sources. (include contact information)

Design a drop-out prevention program (for Middle or High School).

Design a suicide prevention or awareness program.

Design a Substance Abuse/ Addiction Awareness Program.

Design a Sexual Health and Safety Awareness Program.

Design a developmental guidance program for an Elementary School.

Design a plan for your role as a consultant as opposed to a provider of direct services (Use Parsons and Kahn, 2005, and Daugherty, 5E. 2009 as primary resources).

Compile a bibliography of all relevant research studies in the counseling journals for the past 5 of 6 years on guidance services (not on counseling). Write an overview of findings. (This can be limited to particular services if approved by Dr Crow.)

Design a special services program for your school to target a special population: G/T, special needs (disabled students), recent Immigrants, homeless, gay/lesbian, students at risk for academic failure, and gangs. (You may select two of these to count for two of your projects if you wish.)

Using the ASCA National Standards for Students (Competencies and Indicators) beginning on page 102 in your textbook as a guide, select one of the standards (or sub-standards) and design a school program to implement it. (You may select 2 of these to count for 2 of your projects if you wish.)

Design an educational program on Dyslexia for school personnel (faculty and staff)

Compile an annotated list of electronic systems designed to promote career readiness.

Design an HIV-AIDS education program. (See ASCA position statement)

Design a peer helping program. (See ASCA position statement)

Design a comprehensive Conflict Resolution and Violence Reduction program. (See ASCA position statement)

Your reference list should include a minimum of 3 recent professional resources including books and journal articles.

You can also locate more specific references from the resources, references, or bibliography listed at the end of your chapters and articles. Remember that Dr. Crow's books and some journals from her office are also available to you.

Professional Journals you are required to select from for each of your 3 projects. Check UTA Library for articles in these publications.

The School Counselor,
 Counseling Today (ACA publication).
 Professional School Counseling
 Journal of Counseling and Development
 Journal of Educational Psychology
 Journal of Child Psychology and Psychiatry
 Journal of Mental Health Counseling
 American Psychologist
 School Psychology Quarterly
 Journal of Black Psychology
 Journal for Specialists in Group Work
 Child Development
 Journal of Multicultural Counseling and Development
 Journal of Youth and Adolescence
 Journal of Counseling Psychology
 Counseling Psychologist
 Journal of Behavioral Health Services and Research

Journal of Early Adolescence
Counseling and Human Development
Educational Research
Aggressive Behavior
Journal of Emotional and Behavioral Disorders
Psychology in School
Suicide and Life Threatening Behavior
American Journal of Health Behavior
Death Studies
Journal of Homosexuality
Journal for Education of the Gifted
Gifted Child Quarterly
Journal of Career Education
Journal of Special Education
Journal of Interpersonal Violence
Career Development Quarterly
Personnel and Guidance Journal
Guidance and Counseling
Adolescence
Journal of Abnormal School Psychology
Health Education Research
Adolescence and Family Health
Substance Use and abuse
Elementary School Guidance Counseling

I. Interviews with 3 area Guidance Counselors = 9 points

You may wish to introduce yourself this way:

"I am a graduate student in UTA's school counselor program and I am currently in a course called Guidance Services.

My assignment is to interview 3 school counselors in at least 2 different districts at my preferred level (Elementary/Middle/High School)." These interviews may be done in person, by snail mail, by email, or on the telephone.

If you are able/allowed to, it would be very beneficial if you could actually visit and tour the counseling office(s).

Here are questions to ask: (Other questions may be added)

1. Do you have an overall counseling plan for your school?
2. What guidance services do you provide?
3. How do you decide which specific groups of students to consider for classroom guidance lessons?
4. Which of the domains (Academic, Career/College, and Personal/Social) require most of the your time when providing classroom guidance activities.
5. On page 136 of your text, there is a Sample Distribution of Total School Counselor Time broken down by elementary level, middle school level, and high school level. Does this distribution of time come close to what your own time distribution is?

Write up the results of your interview sessions in Q and A format. Please tell the person you are interviewing that his/her responses will be shared with other students in the class. Remember your manners; thank the counselor.

Each interview will be worth 3 points for a total of 9 points.

Checking on your term paper on your Ideal Counseling Program for year 1:

- Follow the rubric in your syllabus (Watch the point count).
- Include the ASCA student standards (Counseling TEKS) and put your goals under the appropriate categories.
- Include how to set up and when to meet your Advisory Board.
- Include times to do both individual and group counseling in the body of your paper as well as on your monthly calendars.
- Include the Internet data on your school in your paper.
- Read your syllabus regarding the number and type of required references.
- For all references: list author(s); title of chapter or article, title of book or journal, date, vol. # and Issue # for Journals, page numbers for Journal articles, place of publication and name of publisher for books. For interviewees, include name of interviewee, title of interviewee, school and school district, and date of interview.
- Include an introduction in your paper. See your textbook for thoughts about what a program plan should look like
- You may use interview data in your paper, but do not include it as a separate section. (That assignment is only to be turned in to class).
- Be sure your paper is a full year's plan – not just the implementation of the ^{3 or} 4 goals you chose for the year.
- Check over your paper for typos and spelling before submitting.
- Remember that this paper will become the centerpiece of your program portfolio.

III. Major Paper: Ideal Counseling Program (Value – 31 Points)

Based on the ASCA National Model (your textbook), the projects you and your colleagues have created this semester, your counselor interviews, and the professional literature (books and journal articles), describe what your ideal counseling program (for your preferred school level) would be. Your program should be comprehensive in scope, preventive in design, and developmental in nature. It should be clearly focused on what your students should be able to know and do as a result of your plan ----- so see especially ASCA Student Standards (Competencies and Indicators), in "The School Counselor's Study Guide for Credentialing Exam.", pp. -447-454.

Include a minimum of 4 recent professional resources: Books and Journal Articles. See list of journals under course projects.

In addition to your overall program plan, please include a calendar of possible implementation dates and activities for one academic year. A budget is not required.

Use APA style and be sure all of your references are footnoted and that there is a complete list of references at the end. This one paper will become the foundation of your first year as a school counselor (so long as it is in accord with the district and school where you will be employed.)

See attached Rubric for further information. Paper should include a minimum of 20-25 pages exclusive of your list of references.

Grade Calculation:

	<u>Points</u>
3 Course Projects at 20 pts. each	60 pts.
3 Counselor Visitations at 3 pts. each	9 pts.
Major Paper: Ideal Counseling Program	31 pts.
	<hr/>
	Total 100 pts.

University Mission:

The mission of The University of Texas at Arlington is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor's, master's, doctoral and non-degree continuing education programs.

College Mission:

The mission of the UTA College of Education is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

Core Values

Diversity	Lerner Centered
Collaboration	Research Based
Field Experience	Life Long Learning
Excellence	Technology

Conceptual Framework:

The work of the College of Education is grounded in constructivism as a theory of teaching and learning and is done in a spirit of expectation that all involved in the College of Education, whether candidate, faculty or administrator, will hold the following as important: **Excellence, Student-Centered Environments, Research, Collaboration, Diversity, Technology, Field Experiences and Life-Long Learning.**

Partners for the Future serves as the theme of the College of Education and epitomizes the understanding that it takes a village of partners to insure the future of education for all.

Attendance and Drop Policy:

Class Attendance

The once-a-week class meeting makes it necessary to require attendance! Absences will, therefore, be carefully monitored.

Adds and Drops

Adds and drops may be made through late registration either on the Web at MyMav or in person by contacting their major academic department (or the University Advising Center for undeclared students). Drops may continue in person until a point in time two-thirds of the way through the semester, session, or term. Students are responsible for adhering to the following regulations concerning adds and drops.

- a. A student may not add a course after the end of the late registration period.
- b. No grade is posted if a student drops a course before 5:00 p.m. on the Census Date of that semester/term.

- c. Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907, and Texas Administrative Code §4.10). Any course that a student drops is counted toward the six-course limit if
1. "the student was able to drop the course without receiving a grade or incurring an academic penalty;
 2. the student's transcript indicates or will indicate that the student was enrolled in the course; and
 3. the student is not dropping the course in order to withdraw from the institution."

A UT Arlington student affected by this statute who has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Students who enroll in coursework at more than one institution of higher education have an obligation to keep track of the number of dropped courses across all institutions and ensure that they do not exceed the six dropped course limit.

- d. A student may drop a course with a grade of "W" until the two-thirds point of the semester, session, or course offering period. A student may drop a course after that point only upon approval of the appropriate official. A student may request an exception to the late drop policy by submitting a "Petition for Late Drop or Withdraw" request.
- e. Exceptions to this policy may be entertained because of extraordinary non-academic circumstances. Under such circumstances, approval must be received from the instructor, department chair, dean, and the Office of the Provost.

Students wanting to drop all courses for which they are enrolled must withdraw from the University for that semester/term.

Policies:

Please turn off all cell phones, pagers, and other electronic equipment during class.

Assignments/Late Work: *Assignments and tests must be turned in/taken according to the Class Schedule. Late work will be penalized points for each day late. Make-up examinations, if available, must be scheduled only for true emergencies.*

Library Information:

Please turn off all cell phones, pagers, and other electronic equipment during class.

Assignments/Late Work: *Assignments and tests must be turned in/taken according to the Class Schedule. Late work will be penalized points for each day late. Make-up examinations, if available, must be scheduled only for true emergencies.*

Email Communications:

UTA e-mail will be considered the official means of communication between the university and students, effective August 22, 2005. Utilize your UTA e-mail for all communications.

You are responsible if you do not receive information because you do not regularly check your UTA email.

American with Disabilities Act (ADA)

If you are a student who requires accommodations in compliance with the ADA, please consult with me at the beginning of the semester. As a faculty member, I am required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Your responsibility is to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. Student services at UTA include the Office for Students with Disabilities (located in the lower level of the University Center) which is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities.

Student Support Services:

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Academic Honesty:

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22).

EDCO Course Calendar – Spring, 2016 – Crow

Monday, 1/25 – Course overview. Discuss ASCA National Model. (Note: you need to start your own counseling sessions now if not already started.) Work toward the creation of your Ideal Counseling Program to include guidance lessons. See rubric for grading the paper in the syllabus.

Monday, 2/1 - Discuss pp. 447-454 in Schellenberg's School Counselor's Study Guide for Credentialing Exam. They are NOW called "ASCA Student Standards" which are the counseling TEKS for your students.

Monday, 2/8 – Bring 2014-2015 TAPR and AEIS data from your chosen school to class tonight. Look for school safety record also. Read pp. 109-111 in text.
(Texas Academic Performance Reports; Academic Excellence Indicator System)

Monday, 2/15 - Discuss chapters 1 and 2 in text.

Monday, 2/22 – Select 3 goals, one from each area. Write mission statement in class. Learn presentation skills to use for guidance presentations.

Monday, 2/29 – Present and discuss first project presentations. Dr. Crow and each of your 5 colleagues should receive copies of your first presentation/report.

Monday, 3/7 – Discuss chapter 3 in text, focusing particularly on pp. 75-81. Create Advisory Council, two kinds of calendars, and School Data Profile.

Monday, 3/14 – Spring Break

Monday, 3/21 – Discuss chapter 4 in text. Create your Delivery System.

Monday, 3/28 – Discuss chapter 5 in text. Create your analysis of your School Data Profile.

Monday, 4/4 – Present and discuss second project presentations. Dr. Crow and each of your colleagues should receive copies of your second presentation/report.

Monday, 4/11 – Write the Introduction to your Ideal Counseling Program paper, and create your list of references in APA format.

Monday, 4/18 – Discuss your Interview data in class tonight. Turn in copy to Dr. Crow.

Monday, 4/25 – Present and discuss third project presentations. Dr. Crow and each of your colleagues should receive copies of your third presentation/report.

Monday, 5/2 – Ideal Counseling Program paper due tonight.

Monday, 5/9 - Discuss summer deadlines required to be met before you can be cleared to begin your practicum. Purchase Practicum Handbook and first paperback text of counseling techniques by Erford to be read over the summer.

Note: The above order may change if circumstances mandate.

Important Dates: First class on 1/19. Spring break 3/14-19.

EDCO 5243 RUBRIC: Major Paper: Ideal Counseling Program

	Weak	Acceptable	Strong	Total Points
1. Content/Ideas (Text Book) Brief Introduction AEIS ^{TAPR} Data on your school (chapter 3) Mission Statement (p.24) Advisory Board/Council (chapter 3) Direct and Indirect Services to be provided (pp 64 & 136) Delivery System Components (chapter 4) Management System (chapter 3) <i>Note: The above categories should include your required references to research, as well as content gained from your interviews with school counselors if the interview data is appropriate.</i>	1 - 5	6 - 10	11 - 15	
2. GOALS FOR THE YEAR (3 or 4), pp. 64, 24-28. Indicate under which of the categories these goals fall, eg, from Career/College, from Social/Personal, and from Academic. Include EDCO 5243 course projects created by you or by a classmate if these projects will be used to attain your course goals.	1	2 - 3	4 - 5	
3. ANNUAL AND SAMPLE WEEKLY CALENDARS (chap 3)	1	2 - 3	4 - 5	
4. LIST OF REFERENCES in APA form. (Correct number of them; See syllabus)	1	2	3	
5. ORGANIZATION OF PAPER - Correct length, table of contents, pages numbered.		1	2	
6. WRITING SKILLS, GRAMMAR, VOCABULARY, ETC.			1	

Note: This paper will also constitute the centerpiece of your program portfolio, which is due at the completion of your practicum.

Total Points Possible = 31

Total Points Earned _____