



North Carolina Central University
Department of Allied Professions
“Communicating to Succeed”



CON 5303-OL1: Introduction to School Counseling
FALL 2020
SYLLABUS

The School of Education’s Vision:

To Prepare Educators for Diverse Cultural Contexts and Advance Teaching, Scholarship, and Service through Diversity, Partnership, and Technology.

Counselor Education Mission:

North Carolina Central University is located in Durham, a fairly urban area in central North Carolina. Nearby regions include rural areas, as well as the Research Triangle Park. The Counselor Education Program prepares professional counselors to work in career, school, and mental health settings who promote development across the lifespan, advocate for systemic change, and respond to the complexity of human needs associated with a diverse society. Faculty are expected to teach and mentor students, serve the community and profession, and conduct and disseminate research.

Instructor Information

Name: Dr. Levette S. Scott, LCMHC-A, RN, Licensed K-12 School Counselor (NC), NCC

Location: SOE 2123

Email: Levette.scott@nccu.edu

You will receive a response from me in 24 hrs. If you email me on a weekday (after Friday) expect a response by Monday during virtual office hours.

Grade Turn-Around: Feedback and grading will take one week after due date.

Telephone: 919-530-6212

Alternate: Juls Joyner (Administrative Assistant: 919-530-7289)

Office Hours

10 a.m. - 2 p.m. Tuesdays and Thursdays (Please schedule appointment then access my personal room here <https://nccu.webex.com/meet/levette.scott>)

- 4 p.m. - 6 p.m. Wednesdays (*Tick Tock Moments*: What have you left off!)

About This Course

Orientation Class

Date: Monday, August 24, 2020

Time: 4:00 p.m. – 5:30 p.m. via WebEx or Collaborate

Course Location

Asynchronous Online

Course Description

This course is designed to introduce students to the various tenets of the professional school counseling field. Specifically, students will learn about ways to develop and implement developmental, comprehensive school counseling programs in schools at all grade levels. Students will learn about the primary domains from which all professional school counselors operate in order to meet the academic achievement of all students. A historical context will be reviewed as well as various reform efforts that have shaped the school counseling field will be discussed.

This course is a 3-semester hour graduate credit class and is a requirement for all school counseling majors.

Purpose and Structure of Course

The purpose of this course is to introduce counselor-in-training about the roles and responsibilities of becoming an effective professional school counselor. The course will be a blended experience which involves online, synchronized and a-synchronized online WebEx interactions.

My Commitment to You

“As the professor of this course, I will do all I can to make this an interesting and meaningful learning experience for you. I am convinced that the course is very valuable and that there are many ways to apply what you will be learning both to yourself personally and in your professional work setting. It is my sincere hope that this course will be enjoyable and will be one you value. This course is based on the assumption that students learn best when they believe the course material is relevant and is presented in a manner that is both interesting and challenging. I attempt to utilize a diversity of methods of instruction in order to make instruction come alive for the students” (Corey, 2020, p. 1) manual.

Student Investment

It is expected that students will take every advantage of all of the textbook, videos, and case studies. Learning school counseling approaches requires students to not only study the academic material and the school counseling but to practice techniques and explore personal reactions while engaged in this practice. A proactive stance is the most conducive to learning both personally and academically. Students need to be prepared every week for this class by reading the assigned materials and be present in all of the Units in order to make a meaningful investment in the learning process.

Counselor Education Program Objectives

The program develops counselors who:

1. Develop a theoretically solid philosophy of practice integrating research data into evidence based practices.
2. Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics.
3. Formulate a professional identity that responds to the needs of their client populations while utilizing culturally competent practices and appropriate assessment tools and procedures.
4. Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan.
5. Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development and consult with other professionals concerning the developmental needs of culturally diverse clients.
6. Build and sustain collaborative partnerships with stakeholders for promoting social justice, equity, and access.

School Counseling Mission and Program Learning Outcomes:

The mission of the school counseling program is to prepare school counselors who will demonstrate the professional knowledge, skills, and practices necessary to promote the academic, career, and personal/social development of all K–12 students. The school counseling program provides students with all the curricular and supervised experiences required by the Department of Public Instruction (DPI) for NC licensure as a professional school counselor. Students must successfully pass the Praxis II specialty test in school counseling in addition to completing the 60-hour plan of study in order to be licensed by the NCDPI.

The school counseling program has the following program learning outcomes. The program develops school counselors who:

1. Implement a comprehensive developmental counseling program that is data-driven in elementary, middle, and secondary schools based upon the ASCA National Model.
2. Identify and evaluate the academic, career, and personal/social development of all K-12 students, including those with special needs.
3. Apply legal and ethical standards related to school counseling and educational policy.
4. Counsel with cultural competence all individuals and groups and advocate for an equitable school climate that removes barriers to effective learning.

CON 5303 Course Learning Objective

Students enrolled in CON 5303 will understand how to:

Describe the history and philosophy of the school counseling profession, the professional roles, functions.

1. and relationships of school counselors with other human service providers, and professional credentialing.
2. Apply the ethical standards of the ACA and ASCA and related entities, and applications of ethical and legal considerations in professional counseling; current issues, policies, laws, and legislation relevant to school counseling.
3. Implement the role of racial, ethnic, and cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical and mental status, and equity issues in school counseling.
4. Apply knowledge and application of current and emerging technology in education and school counseling to assist students, families, and educators in using resources that promote informed academic, career, and personal/social choices.
5. Monitor methods of planning, developing, implementing, monitoring, and evaluating comprehensive developmental counseling programs; knowledge of prevention and crisis intervention strategies;
6. Interpret assessment and evaluation to improve student outcomes.
7. Classify individual and small-group counseling approaches that promote school success, through academic, career, and personal/social development for all students.
8. Identify issues that may affect the academic, career, and personal/social development and academic functioning of students (e.g., abuse, violence, eating disorders, attention deficit hyperactivity disorder, childhood depression and suicide).
9. Distinguish among theories, models, and processes of consultation and change with teachers, administrators, other school personnel, parents, community groups, agencies, and students as appropriate.

Note: This course is designed to meet the requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2016), Council for the Accreditation of Educator Preparation (CAEP) Standards for Advanced Programs, and the North Carolina State Department of Public Instruction (NCDPI). The CACREP and NCDPI require that students training to be school counselors receive course work that provides an understanding of the various aspects of professional school counseling that are specified below for CACREP and in the course objectives for NCDPI. CAEP Standards for Advanced Programs follow two principles: 1.) that programs graduate competent and caring educators with dispositions that include a professional commitment and responsibility to treat students/children fairly, while recognizing that all children can learn and 2.) there is evidence that programs have created a culture of evidence and use it to maintain and enhance quality programs and professionals. The objectives listed above represent. Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2016). Those Standards are as follows: CACREP Professional Counseling Identity Standards 2.F.1.a, b, c., d, f, g, k-m.; 2.F.2.b., c., 2.F.4.e.f., 2. F.5. a—j. k., m., n.; 2.F.6.a.b., 2.F.7.a.e.f.g.j.i.m., 2.F.8.b.c.e.i.j. & CACREP School Counseling Standards 5. G.1.; G.2.a-n, G.2.m; 5. G.3. (Barrow, 2016, p. 2).

Prerequisite(s)

Admission into a Graduate School preferably in the counseling program.

Course Materials

Required

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

American School Counselor Association. (2019). *The ASCA national model: A framework for school counseling programs*, Fourth edition. Author.

Five easy ways to order:

Online: www.schoolcounselor.org

Phone: (800) 401-2404

Fax: (703) 661-1501

Mail: ASCA Publications,

P.O. Box 960, Herndon, VA 20172
Or Amazon.com

Stone, C., & Dahir, C. A. (2015). *The transformed school counselor* 3rd Edition. Nelson

Recommended

Parikh Foxx, S., Baker, S. B., & Gerler, E. R., Jr. (2016). *School counseling for the twenty-first century* (6th ed.).
Routledge/Taylor & Francis Group. ISBN: 978-1-138-83828-4

Articles to Read

Baker, S. B., Robichaud, T. A., Westforth Dietrich, V. C., Wells, S. C., & Schreck, R. E. (2009). School counselor consultation: A pathway to advocacy, collaboration, and leadership. *Professional School Counseling, 12*, 200-206.

Griffin, D., & Farris, A. (2010). School counselors and collaboration: Finding resources through community asset mapping. *Professional School Counseling, 13*(5), 248-256.

Whiston, S. C., & Quinby, R. F. (2009). Review of school counseling outcome research. *Psychology in the Schools, 46*(3), 267-272.

Technology Needed

Headphones, camera, speakers, working internet, WebEx account. WebEx can be downloaded on your phone, FlipGrid <https://auth.flipgrid.com/signup>

American School Counseling Association and North Carolina School Counseling Association

We encourage you to join both ASCA and NCSCA as student members at <https://www.schoolcounselor.org/school-counselors-members/member-benefits-info/membership-types> and <https://www.ncschoolcounselor.org/page-1530278>

School Counselor Graduate Student Support Group

We encourage you to join the ASCA supported graduate school counselor support group at <https://www.facebook.com/groups/scgradstudentsupportgroup>

Course Structure

Students will also learn through lecture, reading, presentations, guest speakers, and active participation in WebEx setting, video, and role-play simulations. Mandatory orientation will be done on Aug. 24th, 2020. Class attendance and participation are essential and integral parts of class. Students will be expected to participate in WebEx discussions supported by literature readings and in-class experiential exercises. Students will be active learners as they demonstrate strategies and techniques used in assigned school counseling topics. The course will utilize WebEx, Blackboard for handouts, announcements, and all course documents.

Grading Policies

Graded Course Assignments
CACREP Professional Counseling Identity Standards 2. F. 1-8
CACREP School Counseling Standards 5.G. 1-3

ASSIGNMENTS

Assignment I: Start

Review the “*Start*” area. There will be a few questions for you to complete and help with understanding the chapter.

Assignment II: Read

Please read all of the chapters assigned each week from your textbook. Also, you are expected to read the chapters that are not assigned a grade. In addition, Power-Points will be provided to help with the reading. Please use all of extra articles provided as well.

Assignment III: Video Activity/Practice

For the video you must review the video provided then answer the questions in Blackboard.

Assignment IV: The ASCA Corner

Here at the ASCA corner you will review the ASCA National Model in your textbook. You will be assigned pages each week and then journal your reaction to what was read in 150 words 1) What are your thoughts? 2) What have you learnt? and 3) How can it be applied to school counseling? The four domains of the ASCA model are: Define, Manage, Deliver, Assess.

Assignment V (a): Review and Reflect

Review V (a) and reflect includes the quizzes: One quiz will be given every week. You are expected to complete the quiz on time. The quiz will be due Every Monday or Saturday at 11:59 pm. Quiz will cover materials from assigned readings, as well as videos and student and instructor discussion. No make-up quiz will be given should you miss class or be late. During the online time, you would have a week to complete your quiz. The quizzes are taken from the chapters. I suggest you read the chapter, review the Powerpoint, review Praxis information and take the sample quiz then the chapter test. If you do not take your test on time you will receive a zero. No makeup quiz.

Reflect V (b): Learning Extensions

These Learning Extensions were developed to provide you with more options for additional class activities, web based prompts for on-line discussions, and a wider selection of assignments and supplemental learning experiences. The instructions are written with the student in mind. These points may vary but will be done each week. Please attempt to complete these before you read the chapter.

Major Assign I:

Role Statement of the Professional School Counselor (Taskstream, Philosophy of practice, ASCA summary)
CACREP Professional Counseling Identity Standards 2. F. 1-8
CACREP School Counseling Standards 5.G. 1-3

Students will be asked to articulate their role and philosophy of practice as Professional School Counselors. Using the text, readings, and information gathered from school counselors, students will write a reflective narrative presenting their view of the professional school counselor’s role and function. Students will be asked to consider the following as they articulate their role/philosophy: The 3 domains of practice; provide a vision & mission statement developmental, comprehensive School Counseling Programs; based on appropriate grade level; multicultural considerations; working and collaborating with students, parents, staff, stakeholders. Other considerations may be included as students articulate this role (e.g. barriers to serving students, collaboration, consultation, working with exceptional children, ideal versus perceived role of PSC). Please review Expectations and Rubric in Blackboard.
<https://www.pasca-web.org/files/rolestatement.pdf>

Major Assign II (Groups)

School Counselor Virtual or WebEx Visit/Interview (Taskstream, School Visits Summary)
CACREP Professional Counseling Identity Standards 2. F. 1-8
CACREP School Counseling Standards 5.G. 1-3

Each student will conduct two virtual or WebEx or telephone interviews with school counselors at the elementary, middle, or secondary levels. Students should prepare interview questions ahead of time. Students are to interview school counselors in order to gain an understanding about their role as a professional school counselor and to identify how schools/student/staff needs are similar and different. Please use your ASCA American School Counselor Association. (2019). The ASCA National Model textbook to answer your question. Please review Expectations and Rubric in Blackboard.

Major Assignment III: (Groups)

Development and presentation of a large group guidance unit and of a lesson plan

CACREP Professional Counseling Identity Standards 2.F.1.b, f; 2.F.5.c.
CACREP School Counseling Standard 5. G.3.

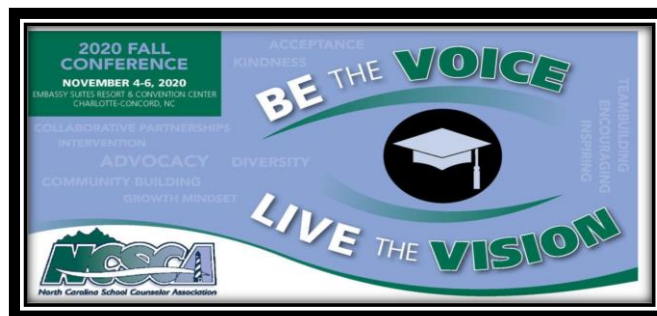
Description of large group guidance unit component: Each student will develop a large group guidance unit that would be appropriate for his or her preferred developmental level (i.e., elementary, middle, or secondary school). For the purposes of this assignment limit yourselves to a unit that requires no more than five sessions consisting of 20 to 40-minute time blocks. An electronic of the unit is to be submitted to Dr. Scott by the time (i.e., October 19). Consider using the ASCA National Standards as a resource (see ASCA National Model). The purpose of this assignment is to provide students with an opportunity to learn how to apply the basic prevention programming competencies. Prepare the assignment according to the following guidelines. Please review Expectations and Rubric in Blackboard.

Major Assignment IV (Groups)

Self-Directed Learning Experience Poster-Presentation

Submit and present a virtual research literature on a contemporary issue facing school counselors. Guidelines for the paper are as follows: Virtual poster presentation should include relevant information that you have learned from at least 5 references as well as pictures, graphics etc., and information from your textbooks. Be sure that your poster presentation is talking points rather than your speech. Your notes will also be collected. The talking points should be a summary of all of the material that you will be covering. Reference slide(s) should be included. Your research Poster should demonstrate depth and understanding of your topic of interest. Please review Expectations and Rubric in Blackboard.

Extra Credit I (5 pts.): Attend The North Carolina School Counseling Association Conference (NCSCA; November 4-6, 2020; Charlotte North Carolina.



Attend the majority of the sessions while attending this conference. Discuss two sessions you visited and speak about each one of the sessions attended. Give the title, who presented, what it was about, how does it relate to school counseling, how can you incorporate it into your school counseling program? Give a copy of your registration, a copy of flyer if applicable from each session, Historically NCSCA has granted a discounted one-day conference fee to students who present poster sessions and also has provided a free breakfast and a free luncheon for graduate students. When more than one person is presenting the poster, only one may receive the free one-day fee.

OR

Extra Credit II (5 pts.) – Take Chapter 14 Quiz as an extra credit. This will be due by November 16th, 2020

Grade Breakdown

Course Requirement	Points	Due Date
Assignment I: Start	15 pts.	Every Week
Assignment II: Read Chapters	0 pt.	Every Week
Assignment III: Introduction and Video	40 pts.	Every Week
Assignment IV: ASCA Corner	15 pts.	Every Week
Assignment V (a) : Review (Quizzes: 10 quizzes)	50 pts	Every Week
Assignment V (b) : Reflect: Learning Extensions	50 pts.	Every Week
Major Assignment I: Role Statement of the Professional School Counselor (Groups)	45 + 5 pts.	Sept., 21 st , 2020
Major Assign II: School Counselor Visit/Interview (Groups)	75 + 5 pts.	Sept., 28 th , 2020
Major Assignment III: Large group guidance unit (Groups)	75 + 5 pts.	Oct., 19 th , 2020
Major Assignment IV: Self-Directed Learning Experience Poster-Presentation Groups	110 + 10 pts.	Nov. 2 nd , 2020
Extra Credit I: NCSCA Conference (Nov 4 -6)Or Extra Credit II: Chapter 14 Quiz	5 pts.	Nov., 16 th , 2020
Total	505 pts.	

Grading Scale

This course will be graded using an A to F-system as follows:

450 and above	A
400 - 449	B
350 - 399	C
349 and below	F

No grade below “C” will be accepted toward a graduate degree.

***TENTATIVE CLASS SCHEDULE AND TOPICS**
(Please Review the Course Weekly Activity Explanation in Blackboard)

(*This is tentative and is *subject to change by instructor*)

NB: Textbook: American School Counselor Association National Model (ASCA); The transformed school counselor (TTSC); School counseling for the twenty-first century (SCFTTC); Monday (M); Saturday (S); No Assignment Due (NAD)

Week	Unit	Chap.,	Topic	Name of Assignment	Due Date
PRE-UNIT					
Pre-Unit	0	0	Review syllabus; Expectations	Review <i>“Start Here “Instructor Information” “Course Information”</i>	Aug. 19 (W)
UNIT 1					
1	1	1	Working in Today’s Schools (TTSC) The School Counseling Professions (SCFTTC)	Introduction (3 pts) & 1 Minute FlipGrid (2 pts)	Aug. 24 (M)
2	1	Sect I.	ASCA Corner: Define (ASCA)	ASCA Corner – Define (p. 1-14 – 2.5 pts.)	Aug. 31 st (M)
		2	Counseling Theory in Schools (TTSC)	Video Activity- 13 Reasons Why (5 pts)	Aug. 31 st (M)
			Individual and Group Counseling Responding to Selected Needs in Schools (SCFTTC-Chp. 8)	Reflect Learning Ext. 3 (p. 64) – Reflect on your personal. (5 pts.)	Aug. 31 st (M)
				Reflect – Learning Ext theory summary. 4 (p. 64 - 5 pts.)	Aug. 31 st (M)
Week 3 Labor Day – No Assignments Due (September 7, 2020)					
4	1	3	Counseling Practice in Schools (TTSC)	Review – Chapter 3 Quiz (5 pts.)	Sept. 14 th (M)
5	1	4	School Counselors as Leaders (TTSC)	Start – Think of a specific situation... (3 pts.)	Sept. 21 st (M)
			Leadership and Collaboration in School Counseling (SCFTTC-Chp. 6)	Video activity – Interview with Elementary School Coun (5 pts)	Sept. 21 st (M)
				Review – Chapter 4 Quiz (5 pts.)	Sept. 21 st (M)
				Reflect/Learning Extensions 6-p. 123: The principal is a key partner... (5 pts.)	Sept. 21 st (M)
			ASCA Corner: Manage (ASCA)	(p.29 - 47 – 2.5 pts.)	Sept. 21 st (M)
			Major Assignment I	Role Statement of Professional School Counselor (50 pts.)	Sept. 21st (M)
UNIT 2					
6	2	5	School Counselors as Advocates (TTSC)	Review: Chapter 5 Quiz (5 pts.)	Sept. 28 th (M)
			Advocacy in School Counseling (SCFTTC-Chp. 5)	Start - Go to the ASCA website and read the code of ethics (3 pts.)	Sept. 28 th (M)
				Video Activity: Review Advocate Video (5 pts)	Sept. 28 th (M)
			Major Assignment II	School Counselor Visit/Interview (80 pts.)	Sept. 28 th (M)
7	2	6	Legal and Ethical Issues for School Counselor (TTSC)	Reflect/Learning Extension 2 – p. 182: Academic Advising (5 pts.)	Oct. 5 th (M)
			Legal and Ethical Responsibilities in school Counseling (SCFTTC-4)	Review: Chapter 6 Quiz (5 pts.)	Oct. 5 th (M)
7	2	Sec. III	ASCA Corner: Deliver (ASCA)	(p.77-84 – 2.5 pts.)	Oct. 5 th (M)
8	2	7		Start – Reflect on the scenario (3 pts.)	Oct. 12 th (M)

			Implementing the ASCA National Model (TTSC) Toward Comprehensive Model for Professional School Counseling (SCFTTC-Chp. 2)	Video Activity: ASCA Model 1 & 3 (5 pts.)	Oct. 12 th (M)
				Review – Chapter 7 Quiz (5 pts.)	Oct. 12 th (M)
				Reflect/Learning Extensions 3-p. 222 - Complete question learning Extensions 3 (5 pts.)	Oct. 12 th (M)
8	2	Sec. IV	ASCA Corner: Assess (ASCA)	(p.85 – 94 – 2.5 pts.)	Oct. 12 th (M)
9	2	8	Accountability and Data-Driven Decision Making (TTSC) Accountability and Assessment in School Counseling (SCFTTC – Chp. 3)	Review: Chapter 8 Quiz (5 pts.)	Oct. 19 th (M)
			Major Assignment III	Large Group Classroom Guidance Due (80 pts.)	Oct. 19 th (M)
UNIT 3					
10	3	9	Diversity Matters (TTSC)	Start: Explore the impact that (3 pts.)	Oct. 24 th (M)
				Video Activity: Review “Diversity Scenario Videos # 2 (5 pts.)	Oct. 24 th (S)
				Review: Chapter 9 Quiz (5 pts.)	Oct. 24 th (S)
				Reflect/Learning Extension 6 - p. 297): What can school counselors do...? (5 pts.)	Oct. 24 th (S)
10	3	Sec. IV	The ASCA Corner: Assess (ASCA)	(p.105-114 – 2.5 pts.)	Oct. 24 th (S)
11	3	11	Creating a Safe, Supportive, and Respectful School Culture and Environment (TTSC)	Video: Review “Interview with Middle School Counselor (5 pts.)	Nov. 2 nd (M)
				Review: Chapter 11 Quiz (5 pts.)	Nov. 2 nd (M)
				Reflect/Learning Extensions 3 – (p. 379): Develop one strategy. (5 pts.)	Nov. 2 nd (M)
			The ASCA Corner: Review Appendix B: (ASCA)	Empirical Research (p.123-145 – 2.5 pts.)	Nov. 2 nd (M)
			Major Assignment IV	IV Self-Directed Learning Experience Poster-Presentation (120 pts.)	Nov. 2 nd (M)
12	3	12	School Counselors as Consultants (TTSC) School Counselor Consultation n: A Bridge Between Ingredients of School Counselor Consulting (SCFTTC-Chp. 10)	Reflect: Learning Extension 3 - p. 412) – The author’s definition...	Nov. 7 th (S)
UNIT 4					
13	4	13	School Counselors as Coordinators, Collaborators, and Managers of Resources (TTSC)	Review: Chapter 13 Quiz (5 pts.)	Nov. 9 th (M)
			Leadership and Collaboration in School Counseling (SCFTTC-Chp. 6)	Reflect: Learning Extension 2 (p. 440) - Briefly discuss... (5 pts)	Nov. 9 th (M)
14	4	14	All Students College and Career Ready (TTSC)	Reflect: Learning Extension 8 – (p. 477). Identify and write a descriptive paragraph for eight websites (5 pts)	Nov. 16 th (M)

			Partners in building a postsecondary education-going culture (SCFTC – Chp. 11)		
15	4	15	Transitioning into the Field of School Counseling (TTSC)	Video: A Day in the Life of a School Counselor (5 pts.)	Nov. 16 (M)
			Beyond the training program: A school counseling career (SCFTC – Chp. 12)	Extra credit (Participation in ASCA or Chapter 14 Quiz – 5 pts.)	Nov. 16 th (M)

Course Policies

All assignments and exams must be completed and turned in to the instructor on time in order to receive a passing grade in the course. Completed assignments must be submitted no later than the due date. Any assignment turned in after the due date will receive a deduction in your grade. Late assignments will be marked down one letter grade for everyday of tardiness. Late assignment penalty applies (marked down one letter grade for everyday of tardiness). Taskstream assignments should be edited and uploaded after grading.

Make-up quizzes and/or exams are not available unless there is a university-recognized emergency situation. Vacations, holidays not recognized by the University, or job-related issues that conflict with assignments, quizzes, and/or exams are not university valid excuses for missing class.

Completed assignments must be submitted no later than the designate time. Any assignment turned in after the designated time is considered late. Assignments not turned in by the deadline are subject to a reduction of 1 letter grade per day of tardiness. It is recognized that many of our students have families, work, and take classes. While we understand that conflicting demands on your time will occur, our first priority is to assure that you leave this program with the knowledge and skills required of a graduate level counselor. Your future clients have a right to service from a fully qualified counselor. As a professional you will develop networks of resources to assist you in providing quality services to your clients. While a student, begin the networking experience by developing peer groups, study groups or other supports with your counseling colleagues. To assist in your professional development course expectations, include; course work/assignments will be submitted with proper grammar, typed, and of professional quality meeting APA (7th edition) writing standards.

Email Correspondence

When contacting me via email your email subject line should be relevant to your email content. Please use “**ONLINE Introduction to School Counseling: (Reason for your email)**” and then describe the nature of your email. You will receive a response from me in 24 hrs. If you email me on a weekday (after Friday) expect a response by Monday. I will attempt to respond on some Saturday instruction days for the Fall 2020.

Late Work

Late homework/papers will be penalized 10% a day until they reach a score of 0.

COVID-19

COVID-19 Health and Safety Requirement for Wearing a Face Mask or Other Face Covering in the Classroom or Other Instructional Setting:

To create and preserve a classroom atmosphere, whether in-person or online, that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. At all times, students are expected to continuously conduct themselves in a manner that does not disrupt teaching or learning. Your responsibilities as a member of the North Carolina Central

University community are outlined in the NCCU Student Code of Conduct (Code). The Code outlines disciplinary procedures, behaviors that are subject to disciplinary action, hearing procedures and the consequences that result from violating the Code.

In addition to community standards to which all students are accountable, the Code outlines the requirement to abide by all other rules, regulations, policies, procedures and guidelines issued by the institution. In consideration of the University's commitment to maintain healthy and safe learning environments during the COVID-19 pandemic, the University has issued the Operations, Recovery and Continuity plan. The plan highlights and details the University's preparations to safely open for the Fall 2020 semester and includes behavioral standards for in-class instruction, such as physical distancing, use of face coverings, and hand hygiene. However, in light of the ever-changing nature of the COVID-19 pandemic, the plan is subject to change.

Please be advised that face coverings are required while on campus and during in-person instruction as per NCCU's guidelines, and the State of North Carolina's Executive Order 147. The few exceptions to this requirement can be found in the Operations, Recovery and Continuity plan.

Any action by a student that interferes with the education of another student or interferes with the operations of the University in carrying out its responsibility to provide a safe and conducive educational environment will be considered a violation of the NCCU Student Code of Conduct.

Legal Background

Accommodating Students with Disabilities and Mandatory Reporting of Sexual Misconduct

North Carolina Central University ("NCCU") is committed to academic and professional excellence, which is evidenced by NCCU's intent to enhance and protect the educational process. In furtherance of this commitment, NCCU prohibits unlawful discrimination and strives to ensure a safe and inclusive learning environment for all students. This memorandum is intended to remind all NCCU faculty and staff employees about the University's obligations under federal law to provide accommodations to students with disabilities and to report information regarding sexual misconduct. This memorandum also reminds NCCU faculty and staff employees about campus resources available to assist them in meeting these obligations.

Legal Background: Accommodating Students with Disabilities and Mandatory Reporting of Sexual Misconduct

In addition to State law, NCCU must comply with two key federal laws that prohibit discrimination on the basis of disability: (1) Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended; and (2) the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 (collectively "ADA"). Section 504 prohibits discrimination on the basis of disability in any program or activity operated by a recipient of federal funds. Title II of the ADA prohibits disability discrimination in public entities, regardless of whether they receive federal financial assistance. As a recipient of federal funds from the U.S. Department of Education and also as a public entity, NCCU is covered by both Section 504 and the ADA.

Under Section 504 and the ADA, colleges and universities are required to provide students with appropriate academic adjustments and auxiliary aids/services (collectively "accommodations") that are necessary to afford an individual with a disability an equal opportunity to participate in the school's programs. It is the responsibility of the student with a disability to initiate the request for accommodations by contacting the NCCU Office of Student Accessibility Services ("SAS") (formerly Student Disability Services) and providing documentation of a disability. Once a student makes a request, SAS will engage the student in an interactive process to determine his or her eligibility as a student with a disability and appropriate accommodations. Accommodations approved by NCCU must be made available at no cost to the student.

NCCU also must comply with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex (including sexual harassment, sexual violence, and pregnancy) in the University's educational

programs and activities. NCCU's Sexual Misconduct Policy (NCCU POL 01.04.4) was adopted in compliance with Title IX and applies to all members of the NCCU community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the University. The Policy describes prohibited sexual misconduct, establishes procedures for responding to reports of sexual misconduct, and sets forth resources available to students and employees. All faculty and staff (with the exclusion of certain individuals who provide services to NCCU as licensed professional counselors) are considered responsible employees who must report instances of sexual misconduct to NCCU's Title IX Coordinator.

Expectations

NCCU expects all faculty and staff to support students in excelling academically and professionally by complying with the federal laws referenced in this memorandum. In compliance with Section 504 and the ADA, NCCU faculty and staff members should not make inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. Rather, faculty members are expected to review the approved accommodations for students who are registered with SAS and to provide accommodations as outlined by the SAS staff. To determine reasonable accommodations, SAS may seek information during the interactive process from faculty and instructors regarding essential standards for courses, programs, services, activities, and facilities. Upon receiving notification of a student's accommodations from SAS staff, faculty members should provide accommodations and modifications to students in a timely manner to ensure that course materials and activities are accessible to students with disabilities at the same time as students without disabilities. NCCU expects all faculty and staff to maintain academic standards by providing accommodations to students with disabilities without compromising the content, quality or level of instruction. If a student self-identifies a disability to a faculty member, department or professional school, the faculty member should refer the student to SAS to determine reasonable and appropriate accommodations.

NCCU also expects all responsible employees to ensure that NCCU complies with Title IX by promptly reporting information regarding possible violations of the Sexual Misconduct Policy to the Title IX Coordinator. A report to a responsible employee constitutes a report to the University. Prompt reporting by responsible employees makes it possible for students to get the support they need and for NCCU to respond appropriately to incidents of sexual misconduct. When a report is made to a responsible employee, the University has an obligation to investigate and take appropriate action. Title IX also protects students from discrimination and being treated differently due to pregnancy and pregnancy-related conditions. Title IX requires professors and administrators to treat pregnancy, childbirth, and related conditions in the same manner as any other temporary disability.

To assist students in self-identifying a disability, understanding the obligations of responsible employees, and requesting other supports, faculty members are expected to include the following statement (indicated below in bold text) on all course syllabi:

Statement of Inclusion/Non-Discrimination

North Carolina Central University is committed to the principles of affirmative action and non-discrimination. The University welcomes diversity in its student body, its staff, its faculty, and its administration. The University admits, hires, evaluates, promotes, and rewards on the basis of the needs and relevant performance criteria without regard to race, color, national origin, ethnicity, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran's status, or religion. It actively promotes diversity and respectfulness of each individual.

Student Accessibility Services

Students with disabilities (physical, learning, psychological, chronic or temporary medical conditions, etc.) who would like to request reasonable accommodations and services under the Americans with Disabilities Act must register with the Office of Student Accessibility Services (SAS) in Suite 120 in the Student Services Building. Students who are new to SAS or who are requesting new accommodations should contact SAS at (919) 530-6325 or sas@ncsu.edu to discuss the programs and services offered by SAS. Students who are already registered with SAS and who would like to maintain their accommodations must renew previously granted accommodations by visiting the NCCU Accommodate Website at <https://ncsu-accommodate.simplicity/students/index.php> and logging into their Eagle Accommodate Student Portal. Students are expected to renew previously granted accommodations at the beginning of each semester (Fall, Spring & Summer sessions). Reasonable accommodations may be requested at any time during the

semester for all students; however, accommodations are not retroactive. Returning semester requests for returning students are expected to be done within the first two weeks of the semester. Students are advised to contact their professors to discuss the testing and academic accommodations that they anticipate needing for each class.

Students identifying as pregnant or other pregnancy-related conditions who would like to request reasonable accommodations and services must register with SAS.

Confidentiality and Mandatory Reporting

All forms of discrimination based on sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking offenses, are prohibited under NCCU's Sexual Harassment Policy (NCCU POL 01.04.4). NCCU faculty and instructors are considered to be mandatory reporters and are required to promptly report information regarding sexual harassment to the University's Title IX Coordinator. The Sexual Harassment Policy can be accessed through NCCU's Policies, Regulations and Rules website at www.nccu.edu/policies. Any individual may report a violation of the Sexual Harassment Policy (including a third-party or anonymous report) by contacting the Title IX Coordinator at (919) 530-7944 or TitleIX@nccu.edu, or submitting the online form through the Title IX Reporting Form, located at www.nccu.edu/titleix.

Other Campus Programs, Services, Activities, and Resources

Other campus resources to support NCCU students include:

- Student Advocacy Coordinator. The Student Advocacy Coordinator is available to assist students in navigating unexpected life events that impact their academic progression (e.g., homelessness, food insecurity, personal hardship) and guide them to the appropriate University or community resources. Contact Information: Student Services Building, Room G19, (919) 530-7492, studentadvocacy@nccu.edu.
- Counseling Center. The NCCU Counseling Center is staffed by licensed psychologists and mental health professionals who provide individual and group counseling, crisis intervention, substance abuse prevention and intervention, anger management, and other services. The Counseling Center also provides confidential resources for students reporting a violation of NCCU's Sexual Misconduct Policy. Contact Information: Student Health Building, 2nd Floor, (919) 530-7646, counseling@nccu.edu.
- University Police Department. The University Police Department ensures that students, faculty and staff have a safe and secure environment in which they can live, learn, and work. The Department provides a full range of police services, including investigating all crimes committed in and around its jurisdiction, making arrests, providing crime prevention/community programs, enforcing parking regulations and traffic laws, and maintaining crowd control for campus special events. Contact Information: 2010 Fayetteville Street, (919) 530-6106, nccupdinfo@nccu.edu.

Blackboard:

This class will utilize the campus "Blackboard" system. Every student will be set up with a username and password (if you don't already have one). You will be required to log on to the Blackboard system in order to fulfill various assignments during the semester (e.g., submit assignments, obtain handouts). If you have questions about your Blackboard (Bb) account, please call the IT department first at 530-7676. PLEASE CHECK YOUR BLACKBOARD DAILY!!!

TASKSTREAM:

Taskstream is the electronic system for housing samples of your best work used by the School of Education and our Department. This announcement is to provide clarification of how this will work. The details are forthcoming.

APA ISSUES

Other important notes:

- Do not use contractions
- Do not objectify people—use participants instead of subjects
- Do not overuse direct quotations
- Avoid secondary citations
- Avoid anthropomorphism
- Avoid linear literature reviews (study by study)

Italicize technical or key terms

Italicize Likert scale descriptors—e.g. *totally disagree* (1) ...*highly agree* (5)

For 3 to 6 authors, cite all authors first time and then use et al. e.g.—Brown et al. (1998)

Numbers—if under ten, write it out unless it is modifying—e.g. 3%

References to time use numbers

When comparing numbers below ten to above 10, use numbers instead of writing it out

APA 7 – WHAT'S NEW?

Here are what I consider to be the major changes

Presentation:

1. There are tabs to delineate the chapters – sure to save time looking for things! Note – this is true of the spiral-bound edition, not of the hardcover. Not sure about the others.

Simplification:

2. All headings are bold – including title, references, abstract. Levels are basically the same as before.
3. Running head simplified for professionals, not required for students. I know that this will save my students a lot of time! Most dissertation formats that I've seen from universities do not require a running head, either, so this aligns with that expectation.
4. All in-text citations of 3 or more authors uses et al. There are a few exceptions, but this is the general rule.
5. No more monitoring of widow/orphans. Just double space throughout.

Clarification:

6. Title page updated. All authors are on the same line below the title, followed by affiliations, followed by authors' note – for which there is specific guidance.

Especially for students:

7. Guidance for students vs. guidance for professional writing. This will save instructors a lot of time – for example, explaining that there is no need for an abstract for most papers written by students for a class assignment.

Accessibility:

8. More flexible fonts. Choices are: 11 point Calibri, 11 point Arial, 10 point Lucinda Sans Unicode, 12 point Times New Roman, 11 point Georgia, or 10 point Computer Modern
9. One space after a period, when to use a period in abbreviations and when not to.

Inclusivity:

10. Use of singular “they” is endorsed. This is used for individuals who prefer this pronoun, as well as for instances when the gender identity of the person be written about is unknown.
11. Good section on plagiarism
12. Section on removing bias in writing.

Writing mechanics:

13. More guidance on style mechanics, including capitalization, abbreviations, use of numbers.

14. Guidance for verb tenses, use of voice, mood.
15. Guidance on common mistakes (that/which; who/whom; that/who, etc.)

Reference lists:

16. Standardization on use of doi.
17. Number of authors to include in reference list – up to 20 are listed before use of ellipsis.
18. Journal references always include the issue number. This simplifies needing to know whether a journal is paginated by volume or issue. Just always include it!
19. Book references omit publisher location. This makes it easier since you don't need to worry about whether the book was printed in New York or Indianapolis or anywhere else.

Use hyperlinks for DOIs as well as for URLs (in reference list). Be consistent in the formatting of DOI numbers (see page 300). Use of shortened DOIs and URLs are accepted. Instructions are included about how to obtain these.