CE 820 Elementary & Secondary School Counseling: An in-depth analysis of the development, administration and evaluation of a comprehensive, developmental school counseling program. Focus will be on understanding and implementing a K-12 school counseling program using the American School Counseling Association Standards.

Course Description:
1) The course is designed to provide students with the following knowledge, values and skills necessary for a quality ASCA standards-based comprehensive developmental school counseling program for the elementary and secondary school academic levels:
   a) to attain an understanding of theoretical counseling approaches which have been identified as best practices for elementary and secondary school counseling settings;
   b) to identify and develop the professional competencies necessary for the design and delivery of elementary and secondary counseling services;
   c) to gain an understanding of the components of a comprehensive developmental school counseling program for elementary and secondary school students;
   d) to gain understanding of the role of an effective ongoing management plan for continuous improvement, inclusive of a data driven evaluation system for comprehensive developmental school counseling services.

Faculty Member:
Michele McClelland
- 25 years experience as a School Counselor at the Middle and High School levels
- M.Ed., Secondary School Counseling, Indiana University of Pennsylvania
- B.A., Psychology, Indiana University of Pennsylvania
mcclelma@westminster.edu
Phone: 724.699.9979

Required Text:

Office Hours:
Virtual Office Hours: Since I am currently still working full-time as a School Counselor, the preferred method of contacting me is via my Westminster email (see above); generally I check my Westminster email after 3:00 PM on weekdays and once/twice on weekends. You may leave a text message or voicemail on my cell phone (see above) - but be advised I will not respond until after 3:00 PM.

Meetings:
ONLINE COURSES RUN MONDAY-SUNDAY. All assignments must be submitted according to dates outlined in the Syllabus and Course Schedule within the weekly section dates.

Technology Requirements
Word documents only will be accepted for submissions/assignments. Items must be uploaded to dropbox that corresponds with the assignment.

Assignments
APA formatting (as requested). APA style/formatting for papers is expected. We will discuss this in class.
Refer to: [http://owl.english.purdue.edu/owl/](http://owl.english.purdue.edu/owl/)

Assignments and Due Dates - See GENERAL COURSE INFORMATION for Assignments and Due Dates Chart

Late / Make-up Work: Late work will not be accepted after one day (24 hours) from assignment due date. Make-up work will be on a case-by-case basis.

Disability Statement
Students who qualify for accommodations must inform their instructors of the type of accommodation (within two weeks) and should inform the Disabilities Coordinator, Office of Student Affairs or contact this office if accommodations’ are needed.

Program Statement
The Counselor Education program prepares counselors to serve students, school staff, families and the community at large. In order to be prepared to work with these constituents effectively, students must be able to perform adequately in academic work, conduct themselves in an appropriate interpersonal manner and be open to opportunities for personal exploration and growth. A student’s continuation in the program may be delayed if academic performance, interpersonal or emotional/well-being interferes with learning/functioning in the program.
Important Semester Dates
Please refer to My.Westminster for important drop/add dates for this semester

COURSE POLICIES:

1) Syllabus Change Policy:
This syllabus reflects expectations for the course; however, the instructor may find it necessary to make changes in the syllabus after the course begins. In such cases, students will be notified accordingly.

2) Academic Integrity:
Students are expected to adhere to the highest standards of academic integrity. Plagiarism, cheating and class disruptiveness is not permitted. Students should be familiar with Westminster College's Academic Integrity Policy, which provides a detailed description of what is considered academic integrity, behaviors that are viewed as breaches of the policy and the procedures that will be followed in every case of violation and the consequences of violating the policy (which may result in penalties ranging from an “F” on an assignment to expulsion).

COURSE ASSIGNMENTS

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<thead>
<tr>
<th>Assignment</th>
<th>Point Possible</th>
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<tbody>
<tr>
<td>Discussion 1</td>
<td>25</td>
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<td>Discussion 2</td>
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<td>Discussion 3</td>
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<td>Discussion 4</td>
<td>25</td>
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<tr>
<td>School Counselor Interview Reflection</td>
<td>50</td>
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<td>Quiz 1</td>
<td>50</td>
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<tr>
<td>Quiz 2</td>
<td>50</td>
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<tr>
<td>Case Study</td>
<td>50</td>
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<tr>
<td>Group/Classroom Guidance Unite (4 Lessons)</td>
<td>100</td>
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<tr>
<td>ASCA Application Activity</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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COURSE SCHEDULE

****Posted separately in each week’s module on D2L.