



**Midwestern State University
Gordon T. & Ellen West College of Education**

Course & Contact Information

Course Title: Comprehensive School Counseling Services

Course Number: COUN 5233

Semester Credits: 3

Professor: Dr. Wendy Helmcamp, PhD, LPC-S, CSC

Semester: Fall 2026; 8 Weeks; Part of Term A

Office: BH 327

E-mail: wendy.helmcamp@msutexas.edu

Classroom: Online

Work phone: (940) 397-4983

Office Hours: 8:30-10:30 am Tuesday-Thursday (aside from holidays) in the office and via zoom. I am available to schedule individual zoom sessions if needed.

In this Syllabus, you will find:

- Content areas
- Knowledge and skills outcomes
- Methods of instruction
- Required text or reading
- Student performance evaluation criteria and procedures
- A disability accommodation policy and procedure statement

Instructor Response Policy:

During the week (Monday – Friday), I will respond within 24 hours. Please do not expect a response from me on holidays and weekends. As professionals, it is important that we implement boundaries around home and work. Please ask your questions before the weekend.

Required Texts:

American School Counseling Association. (2019). ASCA National Model: A Framework for School Counseling Programs, Fourth Edition. Alexandria, VA: Author.

American School Counselor Association. (2019). The ASCA National Model Implementation Guide, Second Edition. Alexandria, VA: Author.

*The MSU Clinical Mental Health and School Counseling programs require at least a B average. C's are unacceptable, and more than 2 C's will put you in danger of being removed from the program. Please consult the Student Handbook for more information.

Required Technology:

- D2L: all students access the course through D2L. If you are unfamiliar with D2L, please seek training through the distance learning office.
- Google Sites: All students will create a comprehensive developmental counseling program for their school of choice (Elementary, Middle School, or High School) on Google Sites. The purpose of this project is to give you something that you can take to job interviews. You can tailor the plan to any school at which you interview. Each week you will create new sections of the google site. At the end of the semester, you will have completed a virtual school counseling plan you can take with you into a school counseling interview and your future career.
- This course includes digital literacy and instruction in digital learning. The google site Tk20 assessment is a digital literacy evaluation by a prescribed digital learning curriculum.

Catalog/Course Description:

- The organization, implementation, and evaluation of developmental guidance and counseling programs in elementary and secondary schools.

CACREP Standards Addressed:

- Section 3.A.2. the multiple professional roles and functions of counselors across specialized practice areas
- Section 3.E.20. crisis intervention, trauma-informed, community-based, and disaster mental health strategies
- Section 5.C.5. techniques and interventions for prevention and treatment of a broad range of mental health issues
- Section 5.C.7. strategies for interfacing with integrated behavioral healthcare professionals
- Section 5.C.8. strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions

TExES Competencies Addressed in this Course:

Competency 001:

A. Demonstrate knowledge of developmental progressions in the social, emotional, physical, motor, language, and cognitive domains in children and adolescents; developmental challenges at different stages of development; and how to support students' development across domains.

B. Demonstrate knowledge of developmental variation, the interrelatedness of developmental domains, and how this interrelatedness may affect students' performance and behavior.

D. Apply knowledge of variables that may influence a student's development, learning, and behavior (e.g., environment, health, socioeconomic circumstances, disability, language fluency, stress, trauma, and varied life experiences).

E. Apply knowledge of the characteristics and needs of students within special populations (e.g., gifted and talented, homeless, migrant, special education, English learners, immigrants, refugees, students who meet at-risk criteria).

G. Apply knowledge of how to plan and implement appropriate activities, experiences, and interventions that are responsive to students' needs and facilitate optimal development across the life span.

Competency 002:

A. Demonstrate knowledge of ways in which varied characteristics (e.g., socioeconomic status, linguistic differences, exceptionality, physical or cognitive abilities) may affect the manifestation of strengths and difficulties in the educational, career, personal, and social areas.

B. Apply knowledge of strategies for promoting understanding of, and interaction with students' characteristics and for fostering awareness, appreciation, and respect.

C. Apply knowledge of strategies for helping all students feel welcome; using students' varied characteristics and backgrounds to enrich learning experiences; and building a learning community characterized by respect for, affirmation of, and interaction with all students.

D. Demonstrate knowledge of ways to encourage the development of a learning community where students assume responsibility, participate in decision making, and work independently as well as collaboratively in learning activities.

E. Demonstrate knowledge of research- and evidence-based programs for supporting effective school learning environments (e.g., restorative practices, and conflict resolution strategies) and ways to support the development and implementation to benefit all students.

Competency 005:

A. Demonstrate knowledge of individual educational planning as a component of the developmental school counseling program and how to guide students to help enhance their own educational development.

B. Demonstrate knowledge of factors, issues, and procedures related to academic placement and selection of student courses in various situations.

Competency 008:

A. Demonstrate knowledge of procedures and strategies for effective communication, consultation, and collaboration in the educational environment, including the use of face-to-face, written, and technology-based communication methods.

B. Demonstrate knowledge of the components of school-based consultation.

Competency 009:

J. Recognize emerging issues and trends in school counseling and the legal and ethical implications associated with these issues and trends.

Competency 010:

A. Analyze various forms of student data to identify and describe, with supporting evidence, a student's educational, career, personal, or social need.

- B. Integrate knowledge of effective counseling approaches and best practice to select an age-appropriate intervention for addressing an identified student need.
- C. Apply knowledge of techniques for collaboration to explain an appropriate method for involving others in the implementation of interventions to address an identified student need.
- D. Apply knowledge of assessment to select an appropriate method for evaluating the effectiveness of an intervention in addressing an identified student need.

Learning Objectives:

1. Conceptualize the organization of exemplary school counseling programs and how to administer comprehensive services.
2. Delineate the procedures for designing, planning, implementing, and evaluating developmentally appropriate services for students.
3. Define the mission and specific goals for a school counseling program and how to systematically interface with other school programs.
4. Identify stakeholders in counseling programs and how to create a counseling services advisory committee.
5. Utilize data to create a comprehensive school counseling program.
6. Identify sources of data, such as existing school records, focus group information, referrals' input, and interviews with other school or community professionals.
7. Provide leadership and programing to increase promotion and graduation rates and to promote student achievement.
8. Advocate for school counseling services, using accountability data.
9. Identify student needs regarding mental health issues, behavioral disorders, and impacts of substance abuse.
10. Understand and use data to drive instruction and support students in achieving their learning goals (International Society for Technology in Education, Educator Standard 2.7).
11. Receive instruction in digital learning, including a digital literacy evaluation by a prescribed digital learning curriculum (19 TAC 228.30 (c)). If students fall short of the standard, they will be provided with resources to help support them in their digital learning. See Appendix B for a list of resources.
12. Compare and contrast the similarities and differences between the framework in this state for teacher evaluation, principal evaluation, and counselor evaluation (19 TAC §228.30 (c)).

I. COURSE EXPECTATIONS

The Clinical Mental Health Counseling Program, its faculty, and its students adhere to the University Code of Conduct, State of Texas licensure laws and regulations, and the American Counseling Association's Code of Ethics (2014). The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines. Students are strongly encouraged to review, understand, and consult the [American Counseling Association website](#) for details related to these guidelines.

Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings.

Online Etiquette:

It is expected that students will use formal, professional language when corresponding online. It is expected that you use complete sentences, address one another with respect, follow the American Counseling Association Code of Ethics (2014), and treat all members of the class with respect.

Confidentiality:

Upholding confidentiality is a major responsibility of the student. Anything discussed during supervision, online in this class, or shared by individual students about themselves is considered confidential. Please do not share any information shared to you by other students.

Refer to: [Student Handbook](#)

Academic Dishonesty:

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Observing or assisting another student's work.
- Multiple Submission - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.
- Usage of Artificial Intelligence (AI) software; this does not include Microsoft Word editing tools or Grammarly, i.e., spell check or rewriting suggestions for clarity.

Moffett Library:

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance

from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Services for Students with Disabilities:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs:

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

Attendance:

This is an online course; therefore, traditional in-person attendance is not required. You will be required to post at least three academic paragraphs on each week's discussion board. You are also required to reply to at least one other student's discussion board post. This is seen as your weekly attendance in class. Failing to post, reply, or both each week results in loss of points and would be the same as if you did not attend class that week. Please note that an academic paragraph needs at least five sentences in it. Discussion board posts are not accepted late.

Inclement Weather:

Because this course is conducted online, inclement weather will not affect class activities or assignments.

Late Work:

All papers and assignments must be turned in the day they are due. ***No exceptions.** If you have an emergency, please let me know in advance, and/or email me your assignment. Any late work will be lowered ***10%**. Please observe that your assignments are worth a considerable number of points and skipping even one assignment will significantly lower your grade. Late discussion board posts are not accepted. Please begin planning your semester schedule accordingly.

Focus of the Course:

Using the standards of the American School Counseling Association National Model, students will demonstrate knowledge of how to create a comprehensive, developmental school counseling plan.

***Notice** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Calendar and Activities:

Class Session	CACREP Standards	Topics	Materials	Activities/ Assignments
Week 1 8/24 – 8/30	3.A.2.	• Introduction • Course Orientation • Syllabus • ASCA Model Manage, Assess, Define, Deliver • ASCA National Model Section I: Define • Receive instruction in digital learning, including a digital literacy evaluation by a prescribed digital learning curriculum, 19 TAC 228.30 (c)	• ASCA National Model Executive Summary xii.-xv. • ASCA National Model p. 1-28	• Access & explore google sites • Read: ASCA National Model Executive Summary xii.-xv. • ASCA National Model p. 1-28 • Create: Google Site for your chosen school • Google Site Assignment 1 - Define: Description of the ASCA Model and the Role of the School Counselor ○ Describe the ASCA Model, Fourth Edition. ○ Define the role of the school counselor. • Discussion Board Post
Week 2 8/31 – 9/6	3.A.2.	• ASCA Model Manage: Beliefs, Mission Statement, Vision Statement • ASCA Model Manage: Program Planning: School Data Summary • Use data to drive instruction and support students in achieving their learning goals, International Society for Technology in Education, Educator Standard 2.7	• ASCA Implementation Guide p. 5-37 • ASCA National Model p. 29-41	• Read: Implementation Guide p. 5-37 • ASCA Model p. 29-41 • Google Site Assignment 2 - Beliefs: Mission Statement, Belief Statements, Vision Statement (competency 007) ○ Develop a belief statement for your school counseling program. ○ Create a vision statement for your school counseling program. ○ Develop a mission statement for your school counseling program. • Google Site Assignment 3 - Program Planning: Data Informed School Counseling ○ Use real school demographics, i.e., Demographic Summary, School Report Card, Behavior Data, Attendance Data, Campus Improvement Plan, etc.

Class Session	CACREP Standards	Topics	Materials	Activities/ Assignments
				○ Create data points specific to your school. ○ Include the role of the school counseling program pertaining to the data points. ○ Discussion Board Post
Week 3 9/7 – 9/13	3.E.20.	• ASCA Model Manage: Program Planning: Annual Student Outcome Goals • ASCA Model Manage: ASCA Mindsets and Behaviors for Student Success	• ASCA Implementation Guide p. 38-58 • ASCA National Model p.42-47 • ASCA Implementation Guide p. 59-84 • ASCA National Model p. 48-51	• Google Site Assignment 4 - Program Planning: Annual Student Outcome Goals ○ Identify three SMART goals that include an end date, target group, and other specific descriptors. • Google Site Assignment 5 - ASCA Mindsets and Behaviors for Student Success ○ Address how you will incorporate ASCA Mindsets and Behaviors into your school counseling program. • Discussion Board Post
Week 4 9/14 – 9/20	3.E.20.	• ASCA Model Manage: Closing the Gap: Action Plan/Results Report • ASCA Model Manage: Delivery of Services: Use of Time	• ASCA Implementation Guide p. 85-94 • ASCA National Model p. 52-54 • ASCA Implementation Guide p. 102-118 • ASCA National Model p. 63-71	• Google Site Assignment 6 - Closing the Gap: Action Plan/Results Report (competency 010) ○ Complete the ASCA Closing-the-Gap Plan/Results Report which addresses any gaps that exist between student groups. • Google Site Assignment 7 - Delivery of Services: Use of Time ○ Include an annual calendar and a weekly calendar showing 80% of your time devoted to direct and indirect services to students and 20% of your time devoted to program planning and school support.

Class Session	CACREP Standards	Topics	Materials	Activities/ Assignments
				• Discussion Board Post
Week 5 9/21 – 9/27	5.C.5.	• ASCA Model Manage: Lesson Plans • ASCA Model Manage: Annual Administrative Conference Agreement	• ASCA Implementation Guide p. 95-101 • ASCA National Model p.55-59 • ASCA Implementation Guide p. 119-127 • ASCA National Model p. 58-62	• Google Site Assignment 8 - Lesson Plans (include at least 5 lesson plans): ○ Lesson 1 - Strategies for helping all students feel welcome (competency 002) ○ Lesson 2 - Promoting social skills (competency 003) ○ Lesson 3 - Creating short and long-term goal setting (competency 005) ○ Lesson 4 - Implementing professional growth to school personnel (competency 006) ○ Lesson 5 - Your Choice • Google Site Assignment 9 - Annual Administrative Conference Agreement ○ Explain the Annual Administrative Conference Agreement and its purpose in detail. • Discussion Board Post • *Form groups for Career Interest Inventory Project
Week 6 9/28 – 10/4	5.C.7.	• ASCA Model Manage: Advisory Council • ASCA Model Section III. Deliver	• ASCA Implementation Guide p. 128-138 • ASCA National Model p. 72-84 • There are videos in D2L explaining endorsements.	• Google Site Assignment 10 - Advisory Council ○ Describe the Advisory Council thoroughly. • Google Site Assignment 11 - Deliver: Direct and Indirect Services to Students ○ Define direct services to students and indirect services to students in depth. • Work on group project • Discussion Board Post
Week 7 10/5 – 10/11	5.C.8.	• Section IV. Assess	• ASCA Implementation	• Google Site Assignment 12 - Assess (competency 009)

Class Session	CACREP Standards	Topics	Materials	Activities/ Assignments
		Compare & Contrast Teacher, Principal, & Counselor Evaluation Framework, 19 TAC §228.30 (c)	- Guide p. 141-156 - ASCA National Model p. 85-114 - There are videos in D2L explaining endorsements.	- Discuss the aspects of assessing the school counseling program, including program assessment, annual results reports, and school counselor assessment and appraisal. - Include a references section. - Work on group project - Discussion Board Post
Week 8 10/12 –10/16	5.C.8.	Career Interest Inventory, Endorsements, 4-Year, Career, & Social/Emotional Plan	- ASCA National Model - ASCA Implementation Guide - There are videos in D2L explaining endorsements.	- Due: Comprehensive School Counseling Plan Google Site to *Tk20 on Friday - Career Interest Inventory Group Project Due to *Tk20 & D2L on Friday - Discussion Board Post *Due Friday - Extra credit (5 pts.) for creating Virtual Calming Room

II. EVALUATION AND ASSIGNMENTS:

1. Discussion Board Posts: (8 posts at 1 point each = 8 points)

Students are required to answer questions or complete assignments regularly related to the weekly reading. Every week students will be required to answer questions about the reading or be asked to reflect on a particular topic for that week. Students may also be required to engage in short creative projects instead of questions about the readings. If there is a discussion, students are required to participate and comment on at least one other person's thread. The assignments and weekly comments are due by Sunday at 11:59 pm at the end of the week. Note the last week ends on Friday. Follow directions to get full points each week. Late work will not be accepted.

2. Mock Comprehensive Counseling Program Google Site: (5 points per section/12 sections = 60 points) (See rubric in appendix)

Students will work on a mock comprehensive school counseling program google site. The purpose of this assignment is to prepare you to create a comprehensive school counseling program in your role as a school counselor. Please use information from a school at which you serve as a teacher, or a school at which you would like to become a school counselor. Completing this project will prepare you to create a program the first year you start as a school counselor. It can also be used as a digital portfolio of what you can create as a school counselor for job interview purposes. You will work on this portfolio all semester. It may be challenging and feel like a lot of work. However, you must work diligently weekly. See details below.

Each week you will create a new section of your google site by completing your weekly assignment. You will share a link to the assignment each week in D2L. At the end of the semester, you will have a full, functioning google site that displays your understanding of the ASCA national model and provides a visual representation of your ability to develop a comprehensive school counseling program. ***Please make sure to address these TEA competencies on your google site: Developing a Safe and Supportive School Environment for All Students, Guidance, Individual Planning, Systems Support, Program Management, Professional Practice, and Analysis and Response (see rubric in appendix).**

Components of the Project:

- I. Home Page includes a Title, Creative Graphics, and a Table of Contents
- II. Each Section Includes:
 - Google Site Assignment 1 - Define: Description of the ASCA Model and the Role of the School Counselor
 - Describe the ASCA Model, Fourth Edition.
 - Define the role of the school counselor.
 - Google Site Assignment 2 - Beliefs: Mission Statement, Belief Statements, Vision Statement (competency 007)
 - Develop a belief statement for your school counseling program.
 - Create a vision statement for your school counseling program.
 - Develop a mission statement for your school counseling program.
 - Google Site Assignment 3 - Program Planning: Data Informed School Counseling
 - Use real school demographics, i.e., Demographic Summary, School Report Card, Behavior Data, Attendance Data, Campus Improvement Plan, etc.
 - Create data points specific to your school.
 - Include the role of the school counseling program pertaining to the data points.
 - Google Site Assignment 4 - Program Planning: Annual Student Outcome Goals
 - Identify three SMART goals that include an end date, target group, and other specific descriptors.
 - Google Site Assignment 5 - ASCA Mindsets and Behaviors for Student Success
 - Address how you will incorporate ASCA Mindsets and Behaviors into your school counseling program.
 - Google Site Assignment 6 - Closing the Gap: Action Plan/Results Report (competency 010)
 - Complete the ASCA Closing-the-Gap Plan/Results Report which addresses any gaps that exist between student groups.
 - Google Site Assignment 7 - Delivery of Services: Use of Time
 - Include an annual calendar and a weekly calendar showing 80% of your time devoted to direct and indirect services to students and 20% of your time devoted to program planning and school support.
 - Google Site Assignment 8 - Lesson Plans (include at least 5 lesson plans):
 - Lesson 1 - Strategies for helping all students feel welcome (competency 002)
 - Lesson 2 - Promoting social skills (competency 003)
 - Lesson 3 - Creating short and long-term goal setting (competency 005)
 - Lesson 4 - Implementing professional growth to school personnel (competency 006)
 - Lesson 5 - Your Choice
 - Google Site Assignment 9 - Annual Administrative Conference Agreement
 - Explain the Annual Administrative Conference Agreement and its purpose in detail.

- Google Site Assignment 10 - Advisory Council
 - Describe the Advisory Council thoroughly.
- Google Site Assignment 11 - Deliver: Direct and Indirect Services to Students
 - Define direct services to students and indirect services to students in depth.
- Google Site Assignment 12 - Assess (competency 009)
 - Discuss the aspects of assessing the school counseling program, including program assessment, annual results reports, and school counselor assessment and appraisal.

III. Sections fully address each of the titles and components in the Table of Contents above. These should be completed weekly with a link to the site in D2L. I will be grading on comprehensiveness, adherence to the current ASCA model, using and completing ASCA forms, and thoughtfulness regarding tailoring interventions to the needs of the school. ***Please make sure to address these TEA competencies on your google site: Developing a Safe and Supportive School Environment for All Students (competency 002), Guidance (competency 003), Individual Planning (competency 005), Systems Support (competency 006), Program Management (007), Professional Practice (competency 009), and Analysis and Response (competency 010) (see rubric in appendix).**

IV. Use Creativity

V. Include a References Section at the end - Site any unoriginal work appropriately using APA 7 format.

***See Appendix B for resources to help you build a google site.**

[Google Site Example by Erica Kelm](#)

3. Career Interest Inventory Group Assignment: (32 points) (See rubric in appendix)

Middle schools require 8th grade students to complete a career interest inventory to help them choose an endorsement for high school. In a group of 2 to 4 of your peers, you will interview an 8th grade or 9th grade student and analyze a set of data to create three education plans:

1. Social/Emotional Plan – includes issues, concerns, coping skills, support system, resources, etc.
2. High School 4-year Plan – includes academic courses taken each year in high school based on future goals and endorsement
3. Career Plan – includes life after high school plan: college, trade school, military, or workforce

The education plans will *facilitate students' educational, career, personal, and social growth and development as articulated in* The Texas Model for Comprehensive School Counseling Programs. The student plans should vary by interest and career path including goals associated with college and career readiness. This will require you to analyze and interpret:

- Qualitative Data: student interview discussing his/her own strengths and interests for a future career, parent input, teacher input, etc.
- Quantitative Data: student's results after taking the career interest inventory, grades, PSAT scores, STAAR scores, Myers-Briggs results, etc.

The data will help you identify the student's strengths and needs so you can design effective interventions. You will discuss the student's academic strengths, interests, personality characteristics, test scores, and career interest inventory results to help a student choose an endorsement for high school. Please make sure to obtain parent/guardian written permission for this assignment. ***Please make sure to address these TEA competencies in your group project: Developing a Safe and Supportive School**

Environment for All Students (competency 002), Guidance (competency 003), Individual Planning (competency 005), Systems Support (competency 006), Program Management (007), Professional Practice (competency 009), and Analysis and Response (competency 010) (see rubric in appendix).

Assignments	Points
1. Discussion Board Posts (1 point per week/8 weeks)	8
2. Mock Counseling Project Google Site (5 points per section/12 sections) Tk20	60
3. Career Interest Inventory Group Project Tk20	32
Total	100

Grading Procedures:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below

***Tk20 assignments must be submitted in order to pass the course.**

III. DEPARTMENT OF COUNSELING STATEMENT OF EXPECTATIONS

The counselor education program is charged with the dual task of nurturing the development of counselors-in-training and ensuring quality client care. To fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with training-related requirements. For example, to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, professional attitudes, and professional character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Students should demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility, and be able to express feelings effectively and appropriately. For further clarification on review and retention, refer to the handbook.

Classroom Behaviors:

Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings. Specifically, these include:

- Avoiding tardiness and late arrival to class.
- Being attentive and participative in class and online.
- Not using cell phones or text messaging during class.
- Not surfing the web, emailing, tweeting, or using instant messaging (IM) during class.
- Minimizing eating and disruptive snacking during class.
- Avoiding personal conversations with students during class, which are disruptive to fellow students and the learning environment.

IV. STUDENT ETHICS AND OTHER POLICY INFORMATION

Ethics:

For further information about Midwestern State University's policies regarding student ethics and conduct, please contact 940-397-4135 (Student Support Services).

Special Notice:

Students whose names do not appear on the class list will not be permitted to participate (take exams or receive credit) without first showing proof of registration (Schedule of Classes and Statement of Account).

Campus Carry:

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: [Campus Carry](#). As this is an online class, this policy should not apply, but please familiarize yourself with this and other campus policies.

Limited Right to Intellectual Property:

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product to verify originality and authenticity, and for educational purposes.

Midwestern State University Mission Statement:

MSU is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university's undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

Midwestern State University Values:

1. People-Centered. Engage others with respect, empathy, and joy.
2. Community. Cultivate a welcoming and belonging campus environment.
3. Integrity. Always do the right thing.
4. Visionary. Adopt innovative ideas to pioneer new paths.
5. Connections. Value relationships with broader communities.

The MSU Counseling Program requires students to maintain a B average. After three Cs are obtained in the program, students will be placed on academic probation. Students will be required to retake classes.

*Please refer to your Clinical Mental Health student handbook, and your practicum and internship manual located within the D2L shell for review.

Desire-to-Learn (D2L):

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Important Dates:

Last day for term schedule check date on [Academic Calendar](#).

Deadline to file for graduation check date on [Academic Calendar](#).

Last Day to drop with a grade of “W” check date on [Academic Calendar](#). Refer to: [Drops, Withdrawals & Void](#)

Online Computer Requirements:

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered as a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties on the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Recording Classes:

****Recording classes is generally prohibited without the professor’s explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor’s prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Change of Schedule:

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy:

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Smoking/Tobacco Policy:

College policy strictly prohibits the use of tobacco products in any building on campus. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy:

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process:

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Active Shooter:

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law:

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213

laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [online title IX reporting](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University’s policy on Title IX or sexual misconduct, please visit [title IX website](#)

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APPENDICES

Appendix A - Mock Comprehensive Counseling Program Google Site Rubric

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
SC Competency 002 (Developing a Safe and Supportive School Environment for All Students)): Understand the role of school counseling to develop school environments that promote a safe and supportive school learning environment prioritizing respect and safety for all students. <i>TEC 239.15.IV</i> <i>CACREP-SC.3.k.l</i>	The candidate demonstrates an understanding of issues related to school counseling and environments that promote respect and affirmation for all students. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices AND ability to apply knowledge of d. strategies for promoting understanding e. helping all students feel welcome	The candidate demonstrates an understanding of issues related to school counseling and environments that promote respect and affirmation for all students. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices However, the candidate has not demonstrated ability to apply knowledge of d. strategies for promoting understanding e. helping all students feel welcome	The candidate demonstrates an understanding of issues related to school counseling. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices	The candidate does not demonstrate an understanding of issues related to school counseling and environments that promote respect and affirmation for all students.
SC Competency 003 (Guidance): Understand instructional practices and strategies for facilitating students' educational, career, personal, and social	The candidate demonstrates an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive	The candidate demonstrates an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive School	The candidate demonstrates an understanding of instructional practices for students' educational, career, personal, OR social growth and development but is not necessarily aligned with	The candidate does not demonstrate an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development.

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
growth and development as articulated in <i>The Texas Model for Comprehensive School Counseling Programs</i>. TEC 239.15.I CACREP-SC.3.c.f	School Counseling Programs including knowledge of a. procedures for engaging in ongoing review of student knowledge and skill b. curriculum design and pedagogy c. scope and sequence AND ability to d. analyze various types of data e. apply pedagogy f. promote social skills	Counseling Programs including knowledge of a. procedures for engaging in ongoing review of student knowledge and skill b. curriculum design and pedagogy c. scope and sequence However, the candidate has not demonstrated ability to apply knowledge of d. analyzing various types of data e. applying pedagogy f. promoting social skills	the Texas Model for Comprehensive School Counseling Programs.	
SC Competency 005 (Individual Planning): Understand techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development. TEC 239.15.III CACREP-SC.2.c CAEP A.1.1.5	The candidate demonstrates an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development including knowledge of a. individual education planning b. academic placement c. postsecondary placement AND ability to apply d. short- and long-term goal acquisition for students	The candidate demonstrates an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development including knowledge of a. individual education planning b. academic placement c. postsecondary placement However, the candidate has not demonstrated an ability to apply knowledge of	The candidate demonstrates knowledge of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, OR social development.	The candidate does not demonstrate an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development.

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
	e. strategies for helping students align abilities to postsecondary education f. strategies for guiding students toward graduation g. theories for helping students meet College, Career and Military Readiness	d. short- and long-term goal acquisition for students e. strategies for helping students align abilities to postsecondary education f. strategies for guiding students toward graduation g. theories for helping students meet College, Career and Military Readiness		
SC Competency 006 (Systems Support): Understand procedures, processes, and strategies for providing systems support. <i>TEC 239.15.III</i> <i>CACREP-SC.1.b.d</i> <i>CACREP-SC.2.a.d</i>	The candidate demonstrates an understanding of the procedures, processes, and strategies for providing systems support including knowledge of a. system support of a comprehensive school counseling program b. school counselor's role in decision making teams c. strategies for facilitating teamwork AND the ability to apply knowledge of d. procedures for implementing school-wide programs for student needs	The candidate demonstrates an understanding of the procedures, processes, and strategies for providing systems support including knowledge of a. system support of a comprehensive school counseling program b. school counselor's role in decision making teams c. strategies for facilitating teamwork However, the candidate has not demonstrated ability to apply knowledge of d. procedures for implementing school-	The candidate has knowledge of the procedures, processes, and strategies for providing systems support.	The candidate does not demonstrate an understanding of the procedures, processes, and strategies for providing systems support.

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
	e. procedures for implementing professional growth to school personnel	wide programs for student needs e. procedures for implementing professional growth to school personnel		
SC Competency 007 (Program Management): Understand the foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program. <i>TEC 239.15.11</i> <i>CACREP-SC.1.b.d.e</i> <i>CAEP A.1.1.1</i>	The candidate demonstrates an understanding of the foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program including knowledge of a. mission statement development b. assumption of comprehensive school counseling programs c. organization of assumption of comprehensive school counseling programs d. appropriate instruments for collecting data e. planning and managing tasks related to a comprehensive school counseling program AND the ability to apply knowledge of f. prioritizing goals related to a	The candidate demonstrates an understanding of the foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program including knowledge of a. mission statement development b. assumption of comprehensive school counseling programs c. organization of assumption of comprehensive school counseling programs d. appropriate instruments for collecting data e. planning and managing tasks related to a comprehensive school counseling program However, the candidate has not demonstrated ability to apply knowledge of	The candidate demonstrates knowledge of the components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program.	The candidate does not demonstrate an understanding of the foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program.

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
	- comprehensive school counseling program g. communication strategies for a comprehensive school counseling program h. processes for data collection and analysis	f. prioritizing goals related to a comprehensive school counseling program g. communication strategies for a comprehensive school counseling program h. processes for data collection and analysis		
SC Competency 009 (Professional Practice): Understand the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling. <i>TEC 239.15.VI</i> <i>CACREP-SC.1.a</i> <i>CACREP-SC.2.a.n</i>	The candidate demonstrates an understanding of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling including knowledge of a. the history of comprehensive school counseling programs b. professional responsibility for school counselors c. formal and informal assessments d. professional growth e. self-assessment f. federal, state, and local laws AND the ability to apply knowledge of	The candidate demonstrates an understanding of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling including knowledge of a. the history of comprehensive school counseling programs b. professional responsibility for school counselors c. formal and informal assessments d. professional growth e. self-assessment f. federal, state, and local laws However, the candidate has not demonstrated ability to apply knowledge of	The candidate demonstrates knowledge of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.	The candidate does not demonstrate an understanding of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.

SC Mock Google Site Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
	g. leadership and advocacy strategies for school culture h. school counselor ethics	g. leadership and advocacy strategies for school culture h. school counselor ethics		
SC Competency 010 (Analysis and Response): In a written response, analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs and design an effective intervention. <i>CACREP-SC.1.e</i>	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs and design an effective intervention including the knowledge to a. analyze student data b. integrate knowledge of effective counseling approaches based on data c. utilize collaboration to explain methods for involving others in interventions d. select methods for evaluating effectiveness of an intervention	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs but the design of the intervention does not include all of the following knowledge to a. analyze student data b. integrate knowledge of effective counseling approaches based on data c. utilize collaboration to explain methods for involving others in interventions d. select methods for evaluating effectiveness of an intervention	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs but is not able to design an effective intervention.	The candidate does not demonstrate the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs to design an effective intervention.

Career Interest Inventory Rubric

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
SC Competency 002 (Developing a Safe and Supportive School Environment for All Students): Understand the role of school counseling to develop school environments that promote a safe and supportive school learning environment prioritizing respect and safety for all students. <i>TEC 239.15.IV</i> <i>CACREP-SC.3.k.l</i>	The candidate demonstrates an understanding of issues related to school counseling and environments that promote respect and affirmation for all students. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices AND ability to apply knowledge of d. strategies for promoting understanding e. helping all students feel welcome	The candidate demonstrates an understanding of issues related to school counseling and environments that promote respect and affirmation for all students. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices However, the candidate has not demonstrated ability to apply knowledge of d. strategies for promoting understanding e. helping all students feel welcome	The candidate demonstrates an understanding of issues related to school counseling. The understanding includes knowledge of a. ways in which varied characteristics may affect manifestation of strengths and difficulties b. ways to encourage learning c. restorative practices	The candidate does not demonstrate an understanding of issues related to school counseling and environments that promote respect and affirmation for all students.
SC Competency 003 (Guidance): Understand instructional practices and strategies for facilitating students' educational, career, personal, and social growth	The candidate demonstrates an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive School Counseling Programs including knowledge of	The candidate demonstrates an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive School Counseling Programs including knowledge of	The candidate demonstrates an understanding of instructional practices for students' educational, career, personal, OR social growth and development but is not necessarily aligned with the Texas Model for	The candidate does not demonstrate an understanding of instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development.

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
and development as articulated in <i>The Texas Model for Comprehensive School Counseling Programs. TEC 239.15.I CACREP-SC.1.b.c CACREP-SC.3.d</i>	a. procedures for engaging in ongoing review of student knowledge and skill b. curriculum design and pedagogy c. scope and sequence AND ability to d. analyze various types of data e. apply pedagogy f. promote social skills	a. procedures for engaging in ongoing review of student knowledge and skill b. curriculum design and pedagogy c. scope and sequence However, the candidate has not demonstrated ability to apply knowledge of d. analyzing various types of data e. applying pedagogy f. promoting social skills	Comprehensive School Counseling Programs.	
SC Competency 005 (Individual Planning): Understand techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development. <i>TEC 239.15.III CACREP-SC.2.c CACREP-SC.3.d.e.i.j.k</i>	The candidate demonstrates an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development including knowledge of a. individual education planning b. academic placement c. postsecondary placement AND ability to apply d. short- and long-term goal acquisition for students e. strategies for helping students align abilities to postsecondary education	The candidate demonstrates an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development including knowledge of a. individual education planning b. academic placement c. postsecondary placement However, the candidate has not demonstrated ability to apply knowledge of d. short- and long-term goal acquisition for students e. strategies for helping students align abilities to postsecondary education	The candidate demonstrates knowledge of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, OR social development.	The candidate does not demonstrate an understanding of techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development.

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
	f. strategies for guiding students toward graduation g. theories for helping students meet College, Career and Military Readiness	f. strategies for guiding students toward graduation g. theories for helping students meet College, Career and Military Readiness		
SC Competency 006 (Systems Support): Understand procedures, processes, and strategies for providing systems support. <i>TEC 239.15.III</i> <i>CACREP-SC.1.d</i> <i>CACREP-SC.3.l</i>	The candidate demonstrates an understanding of the procedures, processes, and strategies for providing systems support including knowledge of a. system support of a comprehensive school counseling program b. school counselor's role in decision making teams c. strategies for facilitating teamwork AND the ability to apply knowledge of d. procedures for implementing school-wide programs for student needs e. procedures for implementing professional growth to school personnel	The candidate demonstrates an understanding of the procedures, processes, and strategies for providing systems support including knowledge of a. system support of a comprehensive school counseling program b. school counselor's role in decision making teams c. strategies for facilitating teamwork However, the candidate does not demonstrate ability to apply knowledge of d. procedures for implementing school-wide programs for student needs e. procedures for implementing professional growth to school personnel	The candidate has knowledge of the procedures, processes, and strategies for providing systems support.	The candidate does not demonstrate an understanding of the procedures, processes, and strategies for providing systems support.
SC Competency 007 (Program Management): Understand the	The candidate demonstrates an understanding of the foundational components of and procedures for developing,	The candidate demonstrates an understanding of the foundational components of and procedures for developing,	The candidate demonstrates knowledge of the components of and procedures for	The candidate does not demonstrate an understanding of the foundational

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program. <i>TEC 239.15.11</i> <i>CACREP-SC.1.e</i> <i>CACREP-SC.3.e.o</i> CAEP A.1.1.1 CAEP A.1.1.3	implementing, and evaluating the comprehensive school counseling program including knowledge of a. mission statement development b. assumption of comprehensive school counseling programs c. organization of assumption of comprehensive school counseling programs d. appropriate instruments for collecting data e. planning and managing tasks related to a comprehensive school counseling program AND the ability to apply knowledge of f. prioritizing goals related to a comprehensive school counseling program g. communication strategies for a comprehensive school counseling program h. processes for data collection and analysis	implementing, and evaluating the comprehensive school counseling program including knowledge of a. mission statement development b. assumption of comprehensive school counseling programs c. organization of assumption of comprehensive school counseling programs d. appropriate instruments for collecting data e. planning and managing tasks related to a comprehensive school counseling program However, the candidate does not demonstrate ability to apply knowledge of f. prioritizing goals related to a comprehensive school counseling program g. communication strategies for a comprehensive school counseling program h. processes for data collection and analysis	developing, implementing, and evaluating the comprehensive school counseling program.	components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program.
SC Competency 009	The candidate demonstrates an understanding of the roles,	The candidate demonstrates an understanding of the roles,	The candidate demonstrates knowledge	The candidate does not demonstrate an

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
(Professional Practice): Understand the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling. <i>TEC 239.15.VI</i> <i>CACREP-SC.1.a</i> <i>CACREP-SC.2.a.m.n</i>	responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling including knowledge of a. the history of comprehensive school counseling programs b. professional responsibility for school counselors c. formal and informal assessments d. professional growth e. self-assessment f. federal, state, and local laws AND the ability to apply knowledge of g. leadership and advocacy strategies for school culture h. school counselor ethics	responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling including knowledge of a. the history of comprehensive school counseling programs b. professional responsibility for school counselors c. formal and informal assessments d. professional growth e. self-assessment f. federal, state, and local laws However, the candidate does not have the ability to apply knowledge of g. leadership and advocacy strategies for school culture h. school counselor ethics	of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.	understanding of the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.
SC Competency 010 (Analysis and Response): In a written response, analyze and interpret qualitative and quantitative data to identify a	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs and design an effective intervention including the knowledge to a. analyze student data	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs but the design of the intervention does not include all of the following knowledge to a. analyze student data	The candidate demonstrates the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs but is not able to design an effective intervention.	The candidate does not demonstrate the ability to analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs to design an effective intervention.

Career Interest Inventory Criteria	Accomplished 4	Expected 3	Needs Improvement 2	Unacceptable 1
given student's strengths and needs and design an effective intervention. <i>CACREP-SC.1.e</i> <i>CACREP-SC.3.d.e.f.l.n</i> CAEP A.1.1.2	b. integrate knowledge of effective counseling approaches based on data c. utilize collaboration to explain methods for involving others in interventions d. select methods for evaluating effectiveness of an intervention	b. integrate knowledge of effective counseling approaches based on data c. utilize collaboration to explain methods for involving others in interventions d. select methods for evaluating effectiveness of an intervention		

Appendix B - Resources for Designing a Google Site

- [Google Site Example by previous student, Erica Kelm](#)
- [Google Site Video Training Library](#)
- [How to Publish a Google Site](#)