

Syllabus
ED 7302: MANAGEMENT OF GUIDANCE, COUNSELING, AND
HUMAN SERVICES PROGRAMS
School Counselors
Sul Ross State University
Spring 2022

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The instructor is available via email (for personal correspondence), Blackboard Discussion Board for class questions and clarifications), and, in case of an emergency, telephone.

*Note: You must have successfully completed **ED 5307 Graduate Research AND ED 5314, Personality and Counseling Theory**, prior to enrolling in this course.*

CATALOG COURSE DESCRIPTION:

A professional orientation course covering program development, organization, management and accountability; professional organizations; codes of ethics; legal aspects of practice; standards of preparation; position functions.

Required Texts:

The Texas Model for Comprehensive School Counseling Programs (5th ed.). You can download from the following site.

https://tea.texas.gov/sites/default/files/Pub_2018_Texas-Model_5th-Edition.pdf

You will need to print it and place it in a notebook. It has 140 pages.

American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

Texas Educator Certification Testing 252-available at

http://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX252_TestPage.html

and

http://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX252_PrepMaterials.html

TExES Competencies covered in this course:

Competency 001-(Human Development): The school counselor understands processes of human development and applies this knowledge to provide a developmental guidance

program, including counseling services, that meet the needs of all students.

Competency 002-(Student Diversity): The school counselor understands human diversity and applies this knowledge to ensure that the developmental guidance and counseling program is responsive to all students.

Competency 003-(Factors Affecting Students): The school counselor understands factors that may affect students' development and school achievement and applies this knowledge to promote students' ability to achieve their potential.

Competency 004-(Program Management): The school counselor understands how to plan, implement, and evaluate a developmental guidance program, including counseling services that promote all students' success.

Competency 005-(Developmental Guidance Program): The school counselor knows how to provide a comprehensive developmental guidance program that promotes all students' personal growth and development.

Competency 006-(Counseling): The school counselor understands how to provide effective counseling services to individuals and small groups.

Competency 007-(Assessment): The school counselor understands principles of assessment and is able to use assessment results to identify students' strengths and needs, monitor progress, and engage in planning to promote school success.

Competency 008-(Collaboration with Families): The school counselor knows how to communicate effectively with families and establish collaborative relationships that enhance work with students.

Competency 009-(Collaboration with Others in School and Community): The school counselor understands how to work collaboratively with other professionals and with community members to promote positive change and to facilitate student learning.

Competency 010-(Professionalism): The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.

The Standards covered in this course:

School Counselor Standard I

Learner-Centered Knowledge: The professional school counselor must have a broad knowledge base.

School Counselor Standard II

Learner-Centered Skills: The professional school counselor applies the knowledge base to promote the educational, personal, social and career development of the learner.

School Counselor Standard III

Learner-Centered Process: The professional school counselor participates in the development, monitoring and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation and personal growth.

School Counselor Standard IV

Learner-Centered Equity and Excellence for All Learners: The professional school counselor promotes academic success for all learners by acknowledging, respecting

School Counselor Standard V

Learner-Centered Communications: The professional school counselor, an advocate for all students and the school, demonstrates effective professional and interpersonal communication skills.

School Counselor Standard VI

Learner-Centered Professional Development: The professional school counselor pursues continuous professional development, demonstrating a commitment to learn, to improve the profession and to model professional ethics and personal integrity.

19 TAC §228.30 includes:

The skills that educators are required to possess
19 TAC §228.30(c) (4)

The responsibilities that educators are required to accept
19 TAC §228.30(c) (4)

The high expectations for students in this state
19 TAC §228.30(c) (4)

The importance of building strong classroom management skills
19 TAC §228.30(c) (5)

Appropriate relationships, boundaries, and communications between educators and students
19 TAC §228.30(c) (7)

Course Objectives:

The student will be able to:

1. Write a comprehensive, developmental, guidance and counseling program for a public school.
2. Demonstrate knowledge of the components of a developmental guidance and

counseling program.

3. Demonstrate an understanding of professional organizations and codes of ethical practice.
4. Apply appropriate standards of preparation in the implementation and management of a counseling program while reflecting the requirements of the position.
5. Demonstrate an understanding of designing, implementing, and evaluating developmentally appropriate guidance instruction for students at different grade levels.
6. Apply knowledge of procedures for developing a guidance curriculum (e.g., establishing learning goals and objectives, indicators of competence, expected results, and evaluative criteria).
7. Demonstrate how to help students develop age-appropriate knowledge and skills in the areas of self-confidence, motivation to achieve, decision-making and problem-solving, interpersonal effectiveness, communication, cross-cultural effectiveness, and responsible behavior.

Student Learning Outcome:

The student will be able to:

1. Demonstrate their ability to apply within guidance and counseling, their knowledge of human development, diversity, and factors that affect client's ability to achieve their potential
2. Demonstrate their ability to plan, implement, and evaluate a developmental counseling program, this program will incorporate assessment, as well as individual and group counseling services utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, and educational needs.
3. Demonstrate the ability to communicate and collaborate effectively with others in diverse settings, including the community in order to facilitate client success, and will demonstrate the ability to apply ethical, legal, and professional standards.

Counselor Education Marketable Skills

1. Graduates will demonstrate oral and written communication skills to apply in careers related to mental and behavioral health including school counseling.
2. Graduates will demonstrate knowledge of ethics, social justice issues, and multicultural concerns to apply in careers related to mental and behavioral health including school counseling.

3. Graduates will demonstrate knowledge of human growth development throughout the lifespan to apply in careers related to mental and behavioral health including school counseling.

Course Requirements:

Comprehensive Counseling Program: Students will work individually to develop a school guidance and counseling program for a particular school district. A guideline describing the format for your program is posted on Blackboard.

Your program must follow the lecture instructions, the program format, and the scoring rubric guidelines and include all specified sections to receive full credit. It will demonstrate your understanding of American School Counselor Association/ACA Code of Ethics. Due dates for each portion of the program are posted on Blackboard and included in this syllabus.

Assignments submitted after the deadlines will not be accepted.

Participation: Since ED 7302 is an online course, participation will be evaluated in Blackboard online discussions. It is the student's responsibility to check the Discussion Board and Sul Ross email DAILY for the duration of the course.

In order for you to remain enrolled in ED 7302, you must reply to the Blackboard Discussion Board "Online Participation Policy" forum by the deadline posted on the Due Dates listing contained in this syllabus. It is policy at Sul Ross State University that if a student is enrolled in an online course and fails to stay active for a period of 3 weeks, fails to submit assignments, and/or does not reply to emails from the instructor, he/she will receive a final grade of "F."

You may access the "Online Participation Policy" forum by entering Blackboard, then selecting Discussion Board. Please follow the directions regarding your required response.

SAFE ASSIGN:

The Safe Assignment Tool is an advanced plagiarism prevention system deeply integrated with the Blackboard Learning Management System. SafeAssignment compares student papers submitted to Blackboard against an enormous wide range of sources and provides instructors with detailed Originality Reports. Because of SafeAssignment's flexibility, this product is an effective plagiarism prevention system that helps instructors to raise student awareness about plagiarism and to educate students about the ways to avoid plagiarism. You can check your similarity report and make corrections if needed. With your similarity report, you will note highlighted areas that have similarity noted between your paper and another source. You will click on the tab within the colored square to see the percentage of the similarity. Percentages above 20% must be corrected. It does not matter if the source that is being noted for similarity is not the same source that you used. The system is telling you what you have written is too similar to another source and you need to make corrections. You may need to change up some of the wording or order of information to make it your information. More than three or four

words in a row that are identical to the originating author can be detected. You can submit your paper as many times as you would like. This system is designed to assist students with increasing awareness of plagiarism. Typically, plagiarism is an accidental occurrence and occurs when students do not realize their writing is overly similar to another source.

All written assignments must follow the writing style found in the most current edition of the American Psychological Association Publication Manual (APA Manual). See *American Psychological Association Publication Manual* (required reading) <http://www.apastyle.org/stylehelper/> If you chose to utilize excerpts of materials from existing programs in schools, agencies, or those you find through research, you must cite the source in the body of your paper and include a reference entry at the conclusion of your document.

Papers should have one-inch margins, 12-point type, and double line spacing. Number all pages; edit for English usage, grammar and style. Papers with multiple errors may not be accepted or will receive a reduction in grade. An emphasis in this particular course is writing in a manner to demonstrate your professionalism and scholarship.

Academic Integrity:

Students in this class are required to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be timely, prepared, and focused. Meaningful, respectful, and pertinent online participation is also expected.

Examples of academic dishonesty include but are not limited to: submitting work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation.

SRSU Disability Services:

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disability Services Coordinator in Counseling and Student Support Services has the responsibility to ensure students with disabilities the opportunity for full participation in programs, services, and activities. Students seeking disability services need to contact the Disability Services Coordinator, Mary Schwartz Grisham, located in Ferguson Hall, room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, TX 79832. Telephone: 432-837-8203; Fax: 432-837-8724.

Helpful Resources:

Texas Education Agency
Education Service Centers
American Counseling Association (with many specialized branches)
American School Counselors Association
Texas Counseling Association
Texas State Board of Examiners of Professional Counselors
Texas Administrative Code
Texas Education Code
American Psychological Association

ERIC, PsycINFO, other social science research databases
 College Board
 ACT
 Texas Higher Education Coordinating Board
 Texas Health and Human Services Agency
 Texas Rehabilitation Commission
 CPS/Texas Department of Family and Protective Services
 Governor's Job Bank (state agencies listed on this link)
 College for Texans
 Communities in Schools

GRADING:

Note: Grades are earned based on the quality of the work completed. **Assignments submitted after due dates will receive no credit.** Grades of **Incomplete (I)** are not given in the Professional Studies Division of Sul Ross State University *except* in the *most extreme* situations. A grade of "A" will not be given in this course unless the student's writing reflects graduate level quality and the written career program is superior. A grade of C or below will not be accepted and the student must retake the course.

FINAL GRADING: **A=100-91%** **B=90-81%** **C=80-71%** **F=70-0%**

55%- **Individual Project (Comprehensive Counseling Program)**
 20%- **Discussion Board**
 25%- **Four Components**

Note: Grades are earned based on the quality of the work completed.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED.

Grades of **Incomplete (I)** are not given in the Professional Studies Division of Sul Ross State University *except* in the *most extreme* situations.

A grade of "A" will not be given in this course unless the student's writing reflects graduate level quality and the written program is superior.

Assignments will be adjusted as needed by the professor.

Due Dates for Assignments for ED 7302 School Counseling—Spring 2022

Read the assigned chapters and complete the assignments/quizzes PRIOR to the deadline. The deadline is midnight Central Standard Time (CST) on the due date. **Assignments submitted after the deadline will receive no credit. You may post your assignments early if you wish; just be sure to post your assignments no later than the deadlines! I**

recommend that you never wait until the due date in order to submit a quiz or an assignment as technology has a way of causing the most trouble when you need it the most.

January 10 – Class begins

Introduce yourself and sign the online participation policy – Due January 13

Module One – Due January 16

- Post your **Program Information Due** in Blackboard Discussion. Include the name of the school and the grades taught there.
- Read the syllabus and download all documents.
- **I. Table of Contents Due**

Module Two – Due January 22

- **Read Introduction from the Texas Model for Comprehensive School Counseling Program– Summary and Reflection Due**
- **II. Mission Statement Due**

Module Three – Due January 29

- **III. Personal Philosophy of Counseling Due** Use safeassign to check for plagiarism, accepted percentage is 20%
- **Read Sections I and II from the Texas Model– Summaries and Reflections Due**

Module Four – Due February 5

- **IV. Demographics Due** Use safeassign to check for plagiarism, accepted percentage is 15%
- **Section III and Section IV from the Texas Model– Summaries and Reflections Due**

Module Five – Due February 12

- **V. Needs Assessment Due** Use safeassign to check for plagiarism, accepted percentage is 20%
- **Section V from the Texas Model – Summaries and Reflections Due**

Module 6 – Due February 19

- **VI. The Guidance Activities of your Four Components Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 7 – Due February 26

- **VI. The Responsive Services of your Four Components Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 8 – Due March 5

- **VI. The Individual Planning of your Four Components Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 9 – Due March 12

- **VI. The System Support of your Four Components Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 10 – Due March 19

- **VII. Crisis Plan Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 11 – Due March 26

- **Job Descriptions Due** Use safeassign to check for plagiarism, accepted percentage is 20%

March 31 – last day to drop with a grade of ‘W’

Module 12 – April 2

- **VIII. Budget Due**
- **ASCA Code of Ethical Standards Assignment Due on the Discussion Board**

Module 13 – April 9

- **IX. Evaluations Due** Use safeassign to check for plagiarism, accepted percentage is 20%

Module 14 – April 16

- **X. Schedules Due**
- **Texas Education Code Assignment Due – due on the Discussion Board**

Module 15 – Due April 23

- **XI. Referrals/Resources List Due**
- **XII. Appendices Due** (listing of items in your appendix)

Module 16 – Due April 30

- **Title Page Due**

- **Final Table of Contents with page numbers Due**

May 7 – Graduation

After reading the syllabus completely, email Professor Hayes before January 13 for an opportunity to turn in one late assignment.

ED 7302

Rubric to Rate Discussion Posts and Papers

Student Name: _____

Date: _____

Topic: _____

Sub-skill	Beginning 1	Basic 2	Proficient 3	Advanced 4	Exceptional 5	Score
Integration of Knowledge	The paper did not incorporate knowledge from the literature or class in relevant and meaningful ways	The paper somewhat incorporated knowledge from the literature in relevant and meaningful ways	The paper incorporated knowledge from the literature in relevant and meaningful ways	The paper effectively incorporated knowledge from the literature in relevant and meaningful ways	The paper very effectively incorporated knowledge from the literature in relevant and meaningful ways	
Organization and Presentation	The paper lacked topic sentences, transitions from one topic to another, relevant connections among topics, and a seamless flow	The paper occasionally included topic sentences, transitions from one topic to another, relevant connections among topics, and a seamless flow	The paper consistently included topic sentences, transitions from one topic to another, relevant connections among topics, and a seamless flow	The paper consistently and effectively employed topic sentences, transitions from one topic to another, relevant connections among topics, and a seamless flow	The paper uniformly and very effectively employed topic sentences, transitions from one topic to another, relevant connections among topics, and a seamless flow	
Focus	The paper's topic lacked focus and a clear direction	The paper's topic had occasional focus, direction, and purpose	The paper's topic had focus and clarity of direction and purpose	The paper's topic had effective focus and clarity of direction and purpose	The paper's topic had very effective focus and clarity of direction and purpose	
Level of Coverage	The paper lacked depth, elaboration, and relevant material	The paper occasionally included depth, elaboration, and relevant material	The paper included depth, elaboration, and relevant material	The paper effectively included depth, elaboration, and relevant material	The paper very effectively included depth, elaboration, and relevant material	
Sub-skill	Beginning	Basic	Proficient	Advanced	Exceptional	Score

