



## **CES 726 COUNSELOR BASED LEADERSHIP**

Term: Summer 2019

Time: Online

### **Professor Contact Information**

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### **Course Description**

This course is designed to introduce the building level administrator to the principles, functions, and practices basic to school counseling at both the elementary and secondary levels. Special emphasis will be on the interpersonal relations and abilities to lead and integrate a school counseling program within the school community toward a shared vision of learning. This course includes the characteristics of successful school counselors and the development and support of school counseling. Emphasis will be placed on counseling intervention as spelled out by the American School Counselor Association. (3 credit hours)

### **Prerequisite Studies**

None

### **Diversity in the Oakland City School of Education**

The School of Education is committed to a core set of values that are reflected in a culture that promotes development of personal and professional integrity and engagement for the benefit of our society. As an academic community, the faculty and staff of the School of Education values:

- Diversity in all of its manifestations
- Respect for the individual and deviating perspectives that challenge us
- Collaboration
- Creativity in thought and action

To further the mission of diversity, the School of Education “*encourages and supports an environment which presents and values diversity defined in accordance with NCATE Professional Standard 4 as differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographic area*”.

### **Course Objectives**

The course is designed to introduce the building level administrator to the principles, functions, and practices basic to school counseling at both the elementary and secondary levels. Measurable statements are linked to the **OCU Conceptual Framework**, **ELCC**, and **ASCA National Model Themes** (below).

School of Education Conceptual Framework	Educational Leadership Constituent Council (ELCC)	ASCA National Model Themes
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through positive leadership 2.3. Lifelong learning and collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content	1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership	1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change

Provide the principles, functions, and practices basic to school counseling at both the elementary and secondary levels to the building level administrator. Measurable Statement linked to School of Education's Conceptual Framework (1.2, 2.1, 2.2, 2.3, 3.1, 3.2) ELCC (1, 4, 5, 6) and ASCA National Model Themes (1, 2, 3, 4)

Place special emphasis on the interpersonal relations and developing abilities to lead and integrate a school counseling program within the school community toward a shared vision of learning. Measurable Statement linked to School of Education's Conceptual Framework (1.2, 2.1, 2.2, 2.3, 3.1, 3.2) ELCC (1, 2, 4, 5, 6) and ASCA National Model Themes (1, 2, 3, 4)

Gain understanding of the characteristics of successful school counselors and the development and support of school counseling as spelled out by the American School Counselor Association. Measurable Statement linked to School of Education's Conceptual Framework (1.2, 2.1, 2.2, 2.3, 3.1, 3.2) ELCC (1, 4, 5, 6) and ASCA National Model Themes (1, 2, 3, 4)

### Instructional Design

Students will explore counselor-based school leadership through course readings and research.

### Required Textbook

American School Counselor Association (2012). The ASCA National Model: A Framework for School Counseling Programs, 3<sup>rd</sup> Edition, Alexandria, VA: ASCA. ISBN: 978-1-929289-32-5

### E-Learning Center

The E-Learning Center (ELC) at [elearning.oak.edu](http://elearning.oak.edu) provides students with access to online classrooms (for fully online courses) and web assist resource rooms (for campus and hybrid courses). In addition to providing learning resources through the ELC the instructor may also post current News and Announcements about the course in the appropriate online classroom or resource room.

### Barger-Richardson Learning Resource Center

The Barger-Richardson Learning Resource Center is the student gateway to library resources at Oakland City University through [www.oak.edu/library/Discover.html](http://www.oak.edu/library/Discover.html) or coming to campus (605 W. Columbia Street, Oakland City, IN 47660). To ask questions or make comments about library services please call (812) 749-1269 or visit [www.oak.edu/library/Ask.html](http://www.oak.edu/library/Ask.html). If you do not yet have OCU library access please complete the Library Registration form at <https://myocu.wufoo.com/forms/library-registration/> (also found under Library at [www.oak.edu](http://www.oak.edu)).

## Grading

### Tentative Course Outline

The topics in this course will be explored as follows:

Unit	Lesson Title and Topics	Learning Activities Schedule
1	National Model Themes	<u>Read</u> : Syllabus, Text Preface – p. 20 & Unit 1 PP <u>Discussion</u> : Assigned Readings <u>Assignment Due</u> : Unit Reflection (1)
2	ASCA Foundation & SWOT	<u>Read</u> : Text Pages 21-39 & Unit 2 PP <u>Discussion</u> : Assigned Readings <u>Assignment Due</u> : Unit Reflection (2)
3	Management	<u>Read</u> : Pages 41-81 & Unit 3 PP <u>Discussion</u> : Assigned Readings <u>Assignment Due</u> : Unit Reflection (3)
4	Delivery & Accountability	<u>Read</u> : Pages 83-125 & Unit 4 PP <u>Discussion</u> : Assigned Readings <u>Assignment Due</u> : Unit Reflection (4)
5	Comparison of Delivery	<u>Read</u> : Pages 99-124 & Unit 5 PP <u>Discussion</u> : Constructive Feedback and Engagements with Peer Presenters <u>Assignment Due</u> : Group Presentations and Final Research Paper.

### Course Assignments and Assessments

The following assignments and assessments must be successfully completed to pass the course.

Assignments and Assessments	Point Value
Unit 1: Oral Unit Reflection & Class Engagement (10)	10 points
Unit 2: Oral Unit Reflection & Class Engagement (10) Written Article Review (50)	60 points
Unit 3: Oral Unit Reflection & Class Engagement (10) Written Article Review (50)	60 points
Unit 4: Research Paper (100) & Class Engagement (10)	110 points
Unit 5: Group Presentation (100) & Peer Critiques (60)	160 points
<b>Total</b>	<b>400 points</b>

### Assignments 1-5 90 points

#### Attendance, Engagement, & Peer Critique

Because of the nature of class sessions and required interactions, attendance is mandatory and there are no excused absences. Students are expected to contribute to the daily class discussions of the reading assignments and the unit reflections. The Peer Critique component associated with Unit 5 will consist of oral and written feedback to each presentation group at a value of 10 points each. [\*Due to the inconsistency of course

enrollment, the points possible for this assignment will fluctuate based upon the number of presentation groups created and assigned by the instructor.]

#### Applicable Standards for Assignment

Conceptual Framework: 1.2, 2.1, 2.2, 2.3, 3.1, 3.2

ELCC: 1, 2, 3, 4, 5, 6

ASCA: 1, 2, 3, 4

### **Assignments 2 & 3 Annotated Article Reviews 100 points (50 points each)**

#### **Written Article Reviews & Oral Class Presentations**

Read and be prepared to discuss two scholarly articles on diversity, community relations, and/or assessment as it relates to administration of School Counselors. An annotated review is a critical reflection of the reading. It is more than just an article review or a “I liked this article”. You must show reflection, critical thinking, and interaction with the contents of the article.

#### **Guidelines:**

- Use a title page (see *APA Manual*)
- Explanation of article (Key concepts)
- Identification, analysis and evaluation of strengths and weaknesses
- Identify how this information can contribute to building level leadership praxis
- Quotes Placed at end of each Review (Minimum of 5 quotes you deem important to remember).

#### *Applicable Standards for Assignment*

Conceptual Framework: 1.2, 2.1, 2.2, 2.3, 3.1, 3.2

ELCC: 1, 2, 3, 4, 5, 6

ASCA: 1, 2, 3, 4

### **Assignment 4 Research Paper 100 points**

#### **Enhancing Delivery**

Compose a research paper regarding the best practices and how to enhance the delivery of school counseling services.

#### **Guidelines:**

- Include at least **ten scholarly** resources (including a mix of websites, books, journals, professional interviews, etc.)
- Format the title page as per the *Dissertation Manual* and follow APA style guidelines
- Critical thinking should be evident throughout the paper
- The 8 page (minimum) paper is to be written in third person

#### *Applicable Standards for Assignment*

Conceptual Framework: 1.2, 2.1, 2.2, 2.3, 3.1, 3.2

ELCC: 1, 2, 3, 4, 5, 6

ASCA: 1, 2, 3, 4

### **Assignment 5 Group Presentation 100 points**

#### **Comparison of Delivery**

Prepare a group presentation (30 minutes) and lead a class discussion on the comparison of delivery methods of counseling programs and services within your corporation. Provide a SWOT analysis as your basis for this presentation.

#### *Applicable Standards for Assignment*

Conceptual Framework: 1.2, 2.1, 2.2, 2.3, 3.1, 3.2

ELCC: 1, 2, 3, 4, 5, 6

ASCA: 1, 2, 3, 4

<b>Graduate Grading System</b>				
<b>Points</b>	<b>Percentage</b>	<b>Grade</b>	<b>Value</b>	<b>Definition</b>
388-400	97%+	A	4.0	Superior
372-387	93-96%	A-	3.7	Excellent
355-371	89-92%	B+	3.3	High Average
340-354	85-88%	B	3.0	Average
324-339	81-84%	B-	2.7	Low Average
308-323	77-80%	C+	2.3	Below Average, Counting as Graduate Credit
292-307	73-76%	C	2.0	Below Average, Counting as Graduate Credit
<292	<73%	F	0.0	Failure
		I		Incomplete
		WE		Instructor Withdrawal Excessive Absences
		AU		Audit
		W		Student Withdrawal

### **Evaluative Assignment Rubrics**

(See following pages)

<b>Assessment Scale</b>	<b>INEFFECTIVE</b> There is little or no evidence of addressing the Learning Outcomes.	<b>IMPROVEMENT NECESSARY</b> The evidence addresses the Learning Outcomes at a minimal level.	<b>EFFECTIVE</b> The evidence addresses the Learning Outcomes at an acceptable level.	<b>HIGHLY EFFECTIVE</b> The evidence addresses the Learning Outcome at a consistently high level.
	.25-1.0	1.25-2.0	2.25-3.0	3.25-4.0
<b>School of Education Conceptual Framework (CF)</b>		<b>Educational Leadership Constituent Council (ELCC)</b>		<b>ASCA National Model Themes</b>
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through leadership 2.3. Lifelong learning & collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content		1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership		1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Assignment Requirements	Rating
1. The candidate can explain the significance of the School of Education’s CF, ELCC, and ASCA applicable standards within his/her role. <b>Specific Standards:</b> CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2; ELCC 1, 2, 3, 4, 5, 6; ASCA 1, 2, 3, 4	
2. The candidate can demonstrate an understanding of the roles of leadership, advocacy, collaboration, and Systemic change. <b>Specific Standards:</b> CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2; ELCC 1, 2, 3, 4, 5, 6; ASCA 1, 2, 3, 4	
3. The candidate demonstrated the value of ASCA National Model. <b>Specific Standards:</b> CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2; ELCC 1, 2, 3, 4, 5, 6; ASCA 1, 2, 3, 4	
4. The candidate attended all class sessions. <b>Specific Standards:</b> CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2; ELCC 1, 2, 3, 4, 5, 6; ASCA 1, 2, 3, 4	
5. The candidate took an active part in all class discussions and activities. <b>Specific Standards:</b> CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2 ELCC 1, 2, 3, 4, 5, 6 ASCA 1, 2, 3, 4	
<b>Total Points</b>	
<b>Comments:</b>	

**ASSIGNMENT 2 & 3: Annotated Article Review 50 points (each)**

<b>Assessment Scale</b>	<b>INEFFECTIVE</b> There is little or no evidence of addressing the Learning Outcomes.	<b>IMPROVEMENT NECESSARY</b> The evidence addresses the Learning Outcomes at a minimal level.	<b>EFFECTIVE</b> The evidence addresses the Learning Outcomes at an acceptable level.	<b>HIGHLY EFFECTIVE</b> The evidence addresses the Learning Outcome at a consistently high level.
	.25-1.0	1.25-2.0	2.25-3.0	3.25-4.0
<b>School of Education Conceptual Framework (CF)</b>		<b>Educational Leadership Constituent Council (ELCC)</b>		<b>ASCA National Model Themes</b>
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through leadership 2.3. Lifelong learning & collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content		1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership		1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Assignment Criteria</b>	<b>Rating</b>
1. The candidate provided comprehensive and in-depth coverage of the assigned topic. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
2. The candidate can demonstrate an understanding of the roles of leadership, advocacy, collaboration, and Systemic change. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
3. The candidate demonstrated the value of modeling personal and professional behavior. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
4. The candidate submitted all assignments as required. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
5. The candidate's paper was organized, coherent, and well planned. The student's paper flowed smoothly and naturally. Transitions were logical and effective. Content included purposeful citing of ELCC Standards and ASCA Themes as deemed appropriate. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
6. The candidate cited professional, scholarly sources in the paper as references. The in-text citations and reference page adhered to standard APA documentation style. The format of the paper was professional in appearance. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1. 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>	
<b>Total Points</b>	
<b>Comments:</b>	

**ASSIGNMENT 2: Annotated Article Review 100 points**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Assessment Scale</b>	<b>INEFFECTIVE</b> There is little or no evidence of addressing the Learning Outcomes.	<b>IMPROVEMENT NECESSARY</b> The evidence addresses the Learning Outcomes at a minimal level.	<b>EFFECTIVE</b> The evidence addresses the Learning Outcomes at an acceptable level.	<b>HIGHLY EFFECTIVE</b> The evidence addresses the Learning Outcome at a consistently high level.
	.25-1.0	1.25-2.0	2.25-3.0	3.25-4.0
<b>School of Education Conceptual Framework (CF)</b>		<b>Educational Leadership Constituent Council (ELCC)</b>		<b>ASCA National Model Themes</b>
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through leadership 2.3. Lifelong learning & collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content		1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership		1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change
<b>Assignment Criteria</b>				<b>Rating</b>
1. The candidate provided comprehensive and in-depth coverage of the assigned topics. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>				
2. The Candidate demonstrated an understanding of the roles of ASCA themes of Leadership, advocacy, collaboration & systemic change. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>				
3. The candidate demonstrated the value of modeling professional behavior. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>				
4. The candidate's paper was organized, coherent, and well planned. Transitions were logical and effective. Content included purposeful citing of CF, ELCC Standards and ASCA Themes as deemed appropriate. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>				
5. The candidate cited professional, scholarly sources in the paper as references. The in-text citations and reference page adhered to standard APA documentation style. <b>Specific Standards: CF 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, ELCC 1, 2, 3, 4, 5, 6, ASCA 1, 2, 3, 4</b>				
<b>Total Points</b>				
<b>Comments:</b>				



**ASSIGNMENT 3 PRESENTATION 100 points**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Assessment Scale</b>	<b>INEFFECTIVE</b> There is little or no evidence of addressing the Learning Outcomes.	<b>IMPROVEMENT NECESSARY</b> The evidence addresses the Learning Outcomes at a minimal level.	<b>EFFECTIVE</b> The evidence addresses the Learning Outcomes at an acceptable level.	<b>HIGHLY EFFECTIVE</b> The evidence addresses the Learning Outcome at a consistently high level.
	.25-1.0	1.25-2.0	2.25-3.0	3.25-4.0
<b>School of Education Conceptual Framework (CF)</b>		<b>Educational Leadership Constituent Council (ELCC)</b>		<b>ASCA National Model Themes</b>
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through leadership 2.3. Lifelong learning & collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content		1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership		1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change
<b>Assignment Criteria</b>				<b>Rating</b>
1. The candidate provided comprehensive and in-depth coverage of the assigned topic of a leader's role in organizational change. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
2. The Candidate demonstrated an understanding of the ASCA National Themes. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
3. The candidate demonstrated the value of modeling behavior. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
4. The candidate's paper was organized, coherent, and well planned. Transitions were logical and effective. Content included purposeful citing of CF,ELCC and ASCA Standards as deemed appropriate. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
5. The candidate cited professional, scholarly sources in the paper as references. The in-text citations and reference page adhered to standard APA documentation style. The format of the paper was professional in appearance. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
<b>Total Points</b>				
<b>Comments:</b>				

<b>ASSIGNMENT 4 RESEARCH PAPER 100 points</b>	
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Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Assessment Scale</b>	<b>INEFFECTIVE</b> There is little or no evidence of addressing the Learning Outcomes.	<b>IMPROVEMENT NECESSARY</b> The evidence addresses the Learning Outcomes at a minimal level.	<b>EFFECTIVE</b> The evidence addresses the Learning Outcomes at an acceptable level.	<b>HIGHLY EFFECTIVE</b> The evidence addresses the Learning Outcome at a consistently high level.
	.25-1.0	1.25-2.0	2.25-3.0	3.25-4.0
<b>School of Education Conceptual Framework (CF)</b>		<b>Educational Leadership Constituent Council (ELCC)</b>		<b>ASCA National Model Themes</b>
<b>1. Skills</b> 1.1. Technological skills 1.2. Pedagogical proficiency <b>2. Dispositions</b> 2.1. Promotion of ethical & moral values 2.2. Community service through leadership 2.3. Lifelong learning & collaboration <b>3. Knowledge</b> 3.1. Knowledge of student 3.2. Knowledge of content		1. Visionary Leadership 2. Instructional Leadership 3. Organizational Leadership 4. Collaborative Leadership 5. Ethical Leadership 6. Systemic Leadership		1. Leadership 2. Advocacy 3. Collaboration 4. Systemic Change
<b>Assignment Criteria</b>				<b>Rating</b>
1. The candidate provided comprehensive and in-depth coverage of the assigned topic of a leader's role in organizational change. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
2. The Candidate demonstrated an understanding of the roles of leadership in regard to diversity, fairness, ethics, and collaboration. <b>Specific Standards: 1, 2, 3, 4</b>				
3. The candidate demonstrated the value of modeling personal and professional behavior. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
4. The candidate submitted all assignments as required. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
5. The candidate's paper was organized, coherent, and well planned. The paper flowed smoothly and naturally. Transitions were logical and effective. Content included purposeful citing of IDOE and ELCC Standards as deemed appropriate. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
6. The candidate cited professional, scholarly sources in the paper as references. The in-text citations and reference page adhered to standard APA documentation style. The format of the paper was professional in appearance. <b>Specific Standards: CF 1.2, 2.1, 2.2, ELCC 1, 4, ASCA 1, 2, 3, 4</b>				
<b>Total Points</b>				
<b>Comments:</b>				

## Bibliography

Students wishing to explore the course content further may wish to consider the following sources. Several of these readings are historic standards in understanding key principles and best practices in the course subject matter.

2016 Kids Count Data Book: State Trends in Child Well-being. *Child Well-Being Rankings*, Annie E. Casey Foundation, 2016. [www.aecf.org](http://www.aecf.org)

American School Counselor Association (2012). *The ASCA National Model Implementation Guide: Foundation, Management and Accountability*. Alexandria, VA

American School Counselor Association (2013). *Making data work*, Third Edition, Alexandria, VA: Author.

American School Counselor Association (2016). *ASCA Virtual Conference Recording. Recipe for Success*. American School Counselor Association Website: [www.asca.com](http://www.asca.com)

Corey, G., Corey, M.S. & Callanan, P. (2010). *Issues and ethics in the helping profession*. Pacific Grove, CA: Brooks/Cole.

Dahir, C.A.& Stone, C.B. (2009). *School counselor accountability: The path to social justice and systemic change*. *Journal of Counseling and Development*

Dollarhide, C.T. & Saginak, K.A. (2012). *Comprehensive school counseling programs: K-12 delivery strategies in action (2<sup>nd</sup> ed.)*. Upper Saddle River, NJ: Pearson Education, Inc.

Gysbers, N.C. & Henderson, P. (2012). *Developing and managing your school counseling program (5<sup>th</sup> ed.)*. Alexandria, VA: American Counseling Association.

Indiana's Education. *Educational Attainment – ACS 2014 Year Estimates*. Stats Indiana. U.S. Census Bureau, American Community Survey, National Science Foundation, 2014. [www.stats.indiana.edu](http://www.stats.indiana.edu)

Shillingford, M.A. & Lambie, G.W. (2010). *Contribution of professional school counselors' values and leadership practices to their programmatic service delivery*. *Professional School Counseling*.

Young, A & Kaffenberger, C. (2011). *The beliefs and practices of school counselors who use data to implement school counseling programs*. *Professional School Counseling*.

## Course Policies

**Academic Honesty** – Students are expected to respect and uphold accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, though occurring in many forms, in essence involves the presentation of another person's work as if it were the work of the presenter. The results of research must be properly documented, and quoted material must be so designated. Students guilty of plagiarism or cheating may be suspended from the course and receive a failing grade.

**Accommodations for Students with Special Needs** – Oakland City University actively supports the Americans with Disabilities Act which protects qualified individuals with disabilities from

discrimination. Oakland City University will work with students and other associates to provide reasonable accommodations as provided in the Act. If a student or another associate believes he/she needs accommodations for class he/she should contact the Office for Campus Life at (812) 749-1421 or visit [www.oak.edu/campus-life/student-services.php](http://www.oak.edu/campus-life/student-services.php).

**Bad Weather Policy** – Oakland City University uses the Nixle Emergency Notification System to contact staff, students, and members of the community about upcoming events, class cancelations due to severe weather, and on-campus emergencies. Students are encouraged to register for Nixle ([www.nixle.com](http://www.nixle.com)) to receive e-mail notifications about campus emergencies. The latest alerts also can be followed on Twitter ([@ocu47660](https://twitter.com/ocu47660)). Students may also check the following radio stations: WBIW-13.40 AM, WQRK-105.5 FM, or WPHZ-102.5 FM.

**Document Formatting** – Assignments must be formatted according to the current edition of the APA manual. Basic formatting protocols that should be followed include:

- Font size should be 12 point utilizing one of the following fonts: Arial, Calibri (body text), Georgia, or Times New Roman.
- Do not use report covers or notebooks unless directed to do so. Staple or binder clip assignment pages together as necessary or as required when submitting hardcopy.
- Use your name, course number, and assignment name as the file name for a document when submitted electronically.
- Be sure to include your name, course number, and contact information in your document as required by formatting guidelines (e.g., on the title page) or as directed by the instructor.

**Respect for Divergent Viewpoints and Diversity** – Students and faculty are to show appropriate respect for each other, and for divergent viewpoints expressed in the classroom. Such respect does not require agreement with or acceptance of divergent viewpoints.

**Standards for Student Behavior** – As a denomination- affiliated university, the policies and guidelines of Oakland City University mandate student behavior to be consistent with Christian principles. Some behavior that is acceptable by the general public may not be acceptable on the Oakland City University campus.

Students at Oakland City University are expected to conduct themselves in an appropriate adult manner on and off campus and to conform to standards of propriety at all times. They should act with consideration for the rights of other students and for the reputation of the school and the community.

Inappropriate actions or activities occurring on or off-campus which may reflect upon the integrity or character of Oakland City University will be addressed based on the guidelines and policies of disciplinary action found in this handbook. The University reserves the right to dismiss a student whose conduct is detrimental to the general welfare of the school or community.

For a further explanation concerning the Christian principles which Oakland City University follows as well as the General Baptist Concepts of Morality, a copy of the General Baptist Social Principles Handbook may be obtained through the University Bookstore, or you may ask for the desk copy from any Resident Hall Director, Resident Assistant, or the Office for Campus Life.

**Use of Inclusive Language** – Students are expected to use non-sexist inclusive language as appropriate in the completion of course assignments and participation in classroom discussions.

The use of male gender terms to describe individuals, groups, titles, or roles that can include the female gender should be rewritten to more accurately reflect that both genders are being addressed. In cases where only one gender is clearly intended, language should be used that reflects that gender.

### **OCU Mission Statement**

Oakland City University is a Christian faith-based learning community dedicated to the enhancement of intellectual, spiritual, physical and social development for positive leadership.

### **OCU School of Education Mission Statement**

The School of Education at OCU is a collaborative learning community dedicated to:

- Academic knowledge, technological skills, pedagogical proficiency, and lifelong learning
- The preparation for gainful employment through academic excellence
- The promotion of Christian ethical and moral values
- The enhancement of each student practitioner's intellectual, physical, spiritual, and social development
- Community service through positive leadership

### **School of Education – Graduate Programs Conceptual Framework and Objectives**

The purpose of the Conceptual Framework (CF) as it relates to graduate studies in the School of Education (SOE) is to provide a foundation and organizational system through which candidates accomplish the primary objective of the program. This objective is to advance the knowledge, skills, and disposition of those serving in leadership positions in the educational and business communities.

The OCU School of Education promotes development of effective educators who master knowledge, skills, and dispositions which enable servant leaders to positively impact the next generation of learners. The learning outcomes that flow out of the primary objective are to develop a student that:

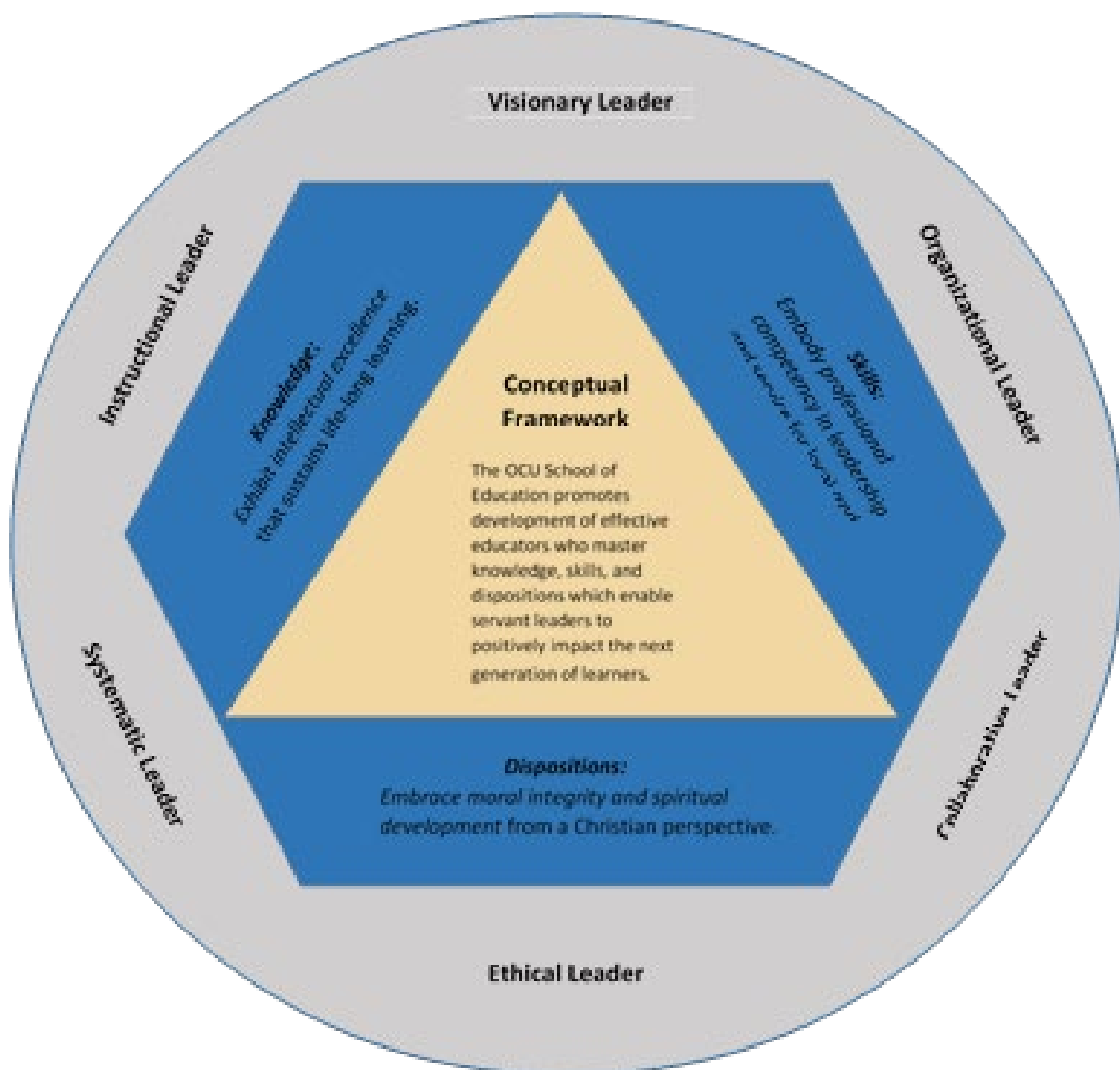
- has advanced skills in one's specialized content area(s) and has the knowledge of and uses the tools of inquiry as part of the on-going educational process while demonstrating ethical leadership in creating positive working or learning environments for employers and students;
- has advanced knowledge of human development and uses the information to support the advancement of humankind's intellectual, social, and personal development within a business or educational community environment;
- has an in-depth understanding of diversity issues in life and their inherent value;
- models a variety of current leadership skills that assist employees/students to become critical thinkers and analytical problem solvers;
- guides, facilitates, and supports the success of all learners by providing leadership in curriculum development learning assessment, instructional supervision, and program evaluation conducive to student learning, personnel professional growth, and district and organizational accountability;
- uses collaboration within a positive organizational or learning environment with his or her employees, students, and work community;
- effectively uses a variety of communication techniques that foster inquiry and collaboration within the work environment;
- develops a leadership style that incorporates technological delivery systems with colleagues that enhance business and educational communication and community support;
- reflects on his or her leadership techniques and styles and experiences and adapts them to meet business, education, or community needs as he or she flourishes professionally through active participation in professional organizations, community organizations, and community service activities; and

- serves the community and assists as a community resource person in the community in which he or she is employed.

## Conceptual Framework OCU School of Education Advanced Programs

### SOE Conceptual Framework Components

1. Skills
  - 1.1 Technological Skills
  - 1.2 Pedagogical proficiency
2. Disposition
  - 2.1 Promotion of ethical and moral values
  - 2.2 Community service through positive leadership
  - 2.3 Lifelong learning and Collaboration
3. Knowledge
  - 3.1 Knowledge of Student
  - 3.2 Knowledge of Content



**Courseware Usage**

This syllabus is intended to reflect accurately all aspects of the course learning experience. However, Oakland City University or the professor reserves the right to modify any portion of this syllabus as necessary because of events and circumstances that occur during the course.

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