



Master of Science in Counseling
Psychology Course Syllabus

PSY 646S-01-3 Practicum in School Counseling

Term: Accelerated Fall 2024; 10/1/2023 – 12/3/2024

Class Meeting Days: Tuesday **Room:** Clarence T.C. Ching Hall 253

Class Meeting Hours: 5:30-9:20 pm

Credits: 3 **Section:** 01 -3 **Term:** Fall 2024

Instructor Information



Instructor: Sonja Samsonas

Email: sonja.samsonas@chaminade.edu

Phone: [(808) 753 - 3612]

Office Location: Virtual or In-person Before or After Class

Office Hours: Available after class or by appointment or request.

Virtual Office: meet.google.com/aiu-fyyu-qnz

Virtual Office Hours: Available after class or by appointment or request.

Communication

Questions for this course can be emailed to the instructor at sonja.samsonas@chaminade.edu. Online, in-person and phone conferences can be arranged. Response time will take place within 24 - 48 hours.

School & Department Information

Master of Science in Counseling

Phone: (808) 735 - 4711 main line or Graduate admissions Phone: (808) 739 - 8340

If you have questions regarding the Master of School Counseling program director or reach out to your instructor or the School of MSCP.

Course Description & Materials

University Course Description

This course offers the student an opportunity to explore the most important concepts, techniques, ethics, and skills of school counseling within a practicum experience. Classroom activities will develop skills and techniques of individual and group counseling, relate theory to application in an educational setting(s), and develop client record keeping skills. Classroom

activities will focus on developing standards-based school counselor competencies as described in the MSCP Practicum Handbook: Appendix A, in the Hawaii Teachers Standards Board School Counselor Performance Standards, and in the American School Counselor Association Standards. To meet these competencies, students will spend 100 hours in a school setting where they will counsel students under supervision of a site supervisor. The students' field experience will be evaluated by the field site supervisor according to the students' development in each of the areas listed in the Supervisor's Evaluation, Appendix K.

It is imperative that students keep all syllabi from all courses taken, while in the MSCP program to facilitate the application process for licensing, certification, doctorate school application, etc.

Course Overview

Third Benchmark Course

Supervised experience in counseling utilizing videotapes, role-playing, audiotapes, and demonstrations. Both group and individualized instruction and supervision are stressed in didactic and experiential settings. Students will spend 100 hours (50 direct service hours, 50 administrative hours) at a practicum site under the supervision of a licensed school counselor.

Prerequisites: PSY 611, 636, 771.

Course Approach

This course is designed to be interactive, full of dialog, and conversation. Every class will begin with an energizer to build relationships with the students and the instructor. While the course is theoretically based upon counseling skills and theories, scenarios will be presented for the students to analyze and critique. Opportunities will be given for students to discuss "real life" situations. The instructor believes that learning can occur most optimally when students are actively, cooperatively, and meaningfully engaged. Students are expected to attend class fully prepared and ready to learn.

ACA 2014 Code of Ethics

Section C: Professional Responsibility

Introduction

... counselors engage in self-care activities to maintain and promote their own emotional, physical, mental, and spiritual well-being to best meet their professional responsibilities.

C.2.g: Impairment

Counselors monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when impaired. They seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work. Counselors assist colleagues or

supervisors in recognizing their own professional impairment and provide consultation and assistance when warranted with colleagues or supervisors showing signs of impairment and intervene as appropriate to prevent imminent harm to clients.

<https://www.counseling.org/Resources/aca-code-of-ethics.pdf>

HTSB Code of Ethics: Adopted June 4, 2018

Preface: The Model Code of Ethics for Educators (MCEE) supports the vision, core values, and mission of the board in fostering professional standards for teachers, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession and guide ethical understanding and decision making of P-12 educators in the State of Hawai'i: **PDF Download of Model Code of Ethics for Educators**

Time Allocation

Example CHP course description: This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Over the 15 weeks of this course, students will spend 37.5 hours in class, 48 hours researching and writing a ten-page essay, 1 hour each week writing reflection papers (15 hours total), and 10.5 hours studying for and taking the final exam. There will be an additional 24 hours of work required beyond what is listed here (course readings, homework assignments, etc.), averaging 1.6 hours each week.

Required Materials

Text: **No required texts for this course.**

Recommended Items

Textbooks used by instructor but not required for purchase by student: Brigman, Greg (2021). *School Counselor Consultation: Skills for Working Effectively with Parents, Teachers, and Other School Personnel*. Second edition. Hoboken, NJ, John Wiley & Sons.

Canvas (<https://chaminade.instructure.com>)

Canvas is Chaminade University of Honolulu's official learning management system, designed to enhance teaching and learning. It's a versatile platform suitable for various instructional formats, including online (asynchronous/synchronous), hybrid, and traditional face-to-face classes. Canvas empowers educators to create engaging learning experiences with its rich set of tools for content creation, assignments, assessments, and communication. Its user-friendly interface and mobile compatibility ensure accessibility and convenience, elevating the overall educational quality at Chaminade University. For easy access, you can bookmark the bitly link at <https://bit.ly/CUHCanvasLinks> to an external site. or type "bit.ly/CUHCanvas" in your browser's address bar to log in directly to CUH Canvas, streamlining your online learning experience.

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of MSCP, the student will be able to:

1. Students will identify School Counseling theories, principles, concepts, techniques, and facts.
2. Students will demonstrate the ability to facilitate the counseling process with clients in a School Counseling Context.
3. Students will identify the relationship between adaptation and change and the counseling process in a School Counseling context.

Course Learning Outcomes (CLOs)

Upon completion of [course, e.g., ICS 170], the student will be able to:

1. Apply mental health counseling approaches to practice in an ethical and inclusive manner in PK-12 school settings. This is assessed by the Site Supervisor Evaluation. (PLO 2).
2. Implement instructional and counseling strategies as part of a comprehensive school counseling program. This is assessed by the Capstone Project assignment (PLO 2)
3. Formulate professional and field-appropriate documentation. This is assessed by the Site Supervisor Evaluation. (PLO 1).
4. Critically evaluate their progress through the active practice of reflexivity. This is assessed by the Weekly Journals assignment. (PLO 3).

Course Integration of Hawaii Counselor Standards

ASCA Standards for School Counselor Preparation Programs (ASCA CAEP SPA) Accepted by CAEP 2019

Learner and Learning

Standard 1. Foundational Knowledge. Candidates demonstrate knowledge of the history of school counseling, and the structure and organization of the American education system. Candidates understand the development trajectories of diverse learners in the school environment.

1.1 Describe the organizational structure, governance, and evolution of the American education system as well as cultural, political, and social influences on current educational practices and on individual and collective learning environments.

1.2 Describe the evolution of the school counseling profession, the basis for a comprehensive school counseling program, and the school counselor's role in supporting growth and learning for all students. 1.3 Describe aspects of human development, such as cognitive, language, social/emotional, and physical development, as well as the impact of environmental stressors and societal inequities on learning and life outcomes.

Content

Standard 2. Core Theories and Concepts. Candidates demonstrate knowledge of established and emerging counseling and educational theories and methods and evidence-based techniques and utilize relationship-building skills that are foundational to successful outcomes for students. 2.1 Describe established and emerging counseling and educational methods, including but not limited to childhood and adolescent development, learning theories, behavior modification and classroom management, social justice, multiculturalism, group counseling, college/career readiness, and crisis response.

2.2 Demonstrate strengths-based counseling and relationship-building skills to support student growth and promote equity and inclusion.

2.3 Describe established and emerging counseling theories and evidence-based techniques that are effective in a school setting, including but not limited to rational emotive behavior therapy, reality therapy, cognitive-behavioral therapy, Adlerian, solution-focused brief counseling, person-centered counseling and family systems.

Standard 3. Instructional and School Counseling Interventions. Candidates use multiple data points to assess individual students' needs and identify a range of school counseling techniques to meet those needs. Candidates utilize digital literacy and technology tools to support the school counseling program and to track the academic, college/career, and social emotional development of all students.

3.1 Use multiple data points, including student interviews, direct observation, educational records, consultation with parents/families/staff, and test results to systematically identify student needs and collaboratively establish goals.

3.2 Identify research-based individual counseling, group counseling, and classroom instruction techniques to promote academic achievement, college/career readiness, and social/emotional development for every student.

3.3 Demonstrate digital literacy and appropriate use of technology to track student progress, communicate effectively to stakeholders, analyze data, and assess student outcomes.

Instructional Practice

Standard 4. Student Learning Outcomes. Candidates create and implement data-informed school counseling programs that positively impact student outcomes and promote educational equity and access. Candidates use pedagogical skills, collaborative strategies and referral systems to support student learning.

4.1 Plan, organize, and implement a variety of instructional and counseling strategies as part of a comprehensive school counseling program (direct and indirect student services) to improve PreK attitudes, knowledge, and skills.

4.2 Collaborate with stakeholders such as families, teachers, support personnel, administrators, and community partners to create learning environments that promote educational equity, and support success and well-being for every student.

4.3 Describe how to access school and community resources to make appropriate referrals based on the needs of students.

4.4 Demonstrate pedagogical skills, including culturally responsive classroom management strategies, lesson planning, and personalized instruction.

Standard 5. Designing, Implementing, and Assessing Comprehensive School Counseling Programs. Candidates use school data and school counseling program assessments to identify areas of strength and needed improvement for program activities and interventions.

5.1 Use data and student standards, such as the ASCA Mindsets and Behaviors for Student Success and appropriate state standards, to create school counseling program goals and action plans aligned with school improvement plans.

5.2 Use process, perception, and outcome data, program and needs assessments, and other survey tools to monitor and refine the school counseling program.

5.3 Use school-wide data to promote systemic change within the school so every student is prepared for post-secondary success.

Professional Responsibility

Standard 6. Professional Practice. Candidates demonstrate the appropriate scope of school counseling practice in varied educational settings, understand their role as a leader, collaborator, advocate, and agent for systemic change, and engage in opportunities to support their professional growth and identity development.

6.1 Explain appropriate scope of practice for school counselors defined as the overall delivery of the comprehensive school counseling program, providing education, prevention, intervention, and referral services to students and their families.

6.2 Demonstrate leadership, advocacy and collaboration for the promotion of student learning and achievement, the school counseling program, and the profession.

6.3 Engage in local, state and national professional growth and development opportunities and demonstrate an emerging professional identity as a school counselor.

Standard 7. Ethical Practice. Candidates demonstrate ethical and culturally responsive behavior, maintain the highest standard of professionalism and legal obligation, and use consultation and ongoing critical reflection to prevent ethical lapses.

7.1 Engage in professional behavior that reflects ASCA Ethical Standards for School Counselors and relevant federal and state laws and district policies.

7.2 Describe the impact of federal and state laws and regulations, as well as district policies, on schools, students, families, and school counseling practice.

7.3 Seek consultation and supervision to support ongoing critical reflection in an effort to identify cultural blind spots and prevent ethical lapses.

Hawaii General Learner Outcomes:

1. Self-directed Learner (The ability to be responsible for one's own learning.)
2. Community Contributor (The understanding that it is essential for human beings to work together.)
3. Complex Thinker (The ability to demonstrate critical thinking and problem solving.)
4. Quality Producer (The ability to recognize and produce quality performance and quality products.)
5. Effective Communicator (The ability to communicate effectively.)
6. Effective and Ethical User of Technology. (The ability to use a variety of technologies)

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student

would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Attendance Policy

If you miss more than one class, you will be given a "C" and you must retake the class. Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook which is linked annually on the following webpage: <https://chaminade.edu/current-students/>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of

time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practicum, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about 35 hours in class; 20 hours researching and writing a case study; 28 hours writing and revising their Capstone Guidance program; 2 hours preparing and filming a video; 10 hours documenting their practicum hours and writing their journals; and 2 hours preparing and conducting a guidance lesson. There will be an additional 100 hours of work required beyond what is listed here as students fulfill their practicum hours at their respective site(s). This additional work will average about 10 hours per week.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Educate for Formation in Faith

Catholic Universities affirm an intricate relationship between reason and faith. As important as discursive and logical formulations and critical thinking are, they are not able to capture all that can be and ought to be learned. Intellectual rigor coupled with respectful humility provide a more profound preparation for both career and life. Intellectual rigor characterizes the pursuit of all that can be learned. Respectful humility reminds people of faith that they need to learn from those who are of other faiths and cultures, as well as from those who may have no religious faith at all.

2. Provide an Excellent Education

In the Marianist approach to education, “excellence” includes the whole person, not just the technician or rhetorician. Marianist universities educate whole persons, developing their physical, psychological, intellectual, moral, spiritual and social qualities. Faculty and students attend to fundamental moral attitudes, develop their personal talents and acquire skills that will help them learn all their lives. The Marianist approach to education links theory and practice, liberal and professional education. Our age has been deeply shaped by science and technology. Most recently, information and educational technologies have changed the way faculty and students research and teach. At Marianist Universities, two goals are pursued

simultaneously: an appropriate use of information technology for learning, and the enhancement of interaction between students and teachers. As Catholic, Marianist Universities seek to embrace diverse peoples and understand diverse cultures, convinced that ultimately, when such people come together, one of the highest purposes of education is realized: a human community that respects every individual within it.

3. Educate in Family Spirit

Known for their strong sense of community, Marianists have traditionally spoken of this sense as “family spirit.” Marianist educational experience fosters the development of a community characterized by a sense of family spirit that accepts each person with loving respect, and draws everyone in the university into the challenge of community building. Family spirit also enables Marianist universities to challenge their students, faculty and staff to excellence and maturity, because the acceptance and love of a community gives its members the courage to risk failure and the joy of sharing success.

4. Educate for Service, Justice, and Peace

The Marianist approach to higher education is deeply committed to the common good. The intellectual life itself is undertaken as a form of service in the interest of justice and peace, and the university curriculum is designed to connect the classroom with the wider world. In addition, Marianist universities extend a special concern for the poor and marginalized and promote the dignity, rights and responsibilities of all people.

5. Educate for Adaptation to Change

In the midst of rapid social and technological change, Marianist universities readily adapt and change their methods and structures so that the wisdom of their educational philosophy and spirituality may be transmitted even more fully. “New times call for new methods,” Father Chaminade often repeated. The Marianist university faces the future confidently, on the one hand knowing that it draws on a rich educational philosophy, and on the other fully aware for that philosophy to remain vibrant in changing times, adaptations need to be made.

Selected from *Characteristics of Marianist Universities: A Resource Paper*, Published in 1999
by Chaminade University of Honolulu, St. Mary’s University and University of

Dayton. **Each of these characteristics are integrated, to varying degrees, in this course.**

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in

seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua (‘Olelo No’eau 364) May I live by God.
2. Provide an Integral, Quality Education (Na’auao) Lawe i ka ma’alea a kū’ono’ono (‘Olelo No’eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit (‘Ohana) ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No’eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no’eau (‘Olelo No’eau 1430) Education is the standing torch of wisdom.
5. Educate for Adaptation and Change (Aina) ‘A’ohe pau ka ‘ike i ka hālau ho’okahi (‘Olelo No’eau 203) All knowledge is not taught in the same school

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Vaues				
PLOs				
Native Hawaiian Values				
Gen Ed Learning Outcomes (if applicable)				

Six (6) Pillars of Counselor Fitness

(Developed by Dr. Blendine Hawkins, Pd.D., Assistant Professor of Psychology at Chaminade University of Honolulu)

Humility & Openness

Counseling performance enhanced by acceptance of new information, empathizing with others’ opinions, experiences, and reality, seeking out new learning experiences, keen curiosity about new/novel situations.

Reflexivity

Counseling performance enhanced by designing and taking ownership of a personal/professional development plan by engaging in a continual process of reflection, critical thinking, and self-assessment by using various forms of feedback about one’s own

effectiveness, being receptive, and responding professionally to feedback, including assessment data, supervision and consultation, client feedback, personal therapy, and evidence-based research.

Psychological Flexibility & Adaptability

Counseling performance enhanced by the ability to flex to changing circumstances, and to adapt to fluctuating situational demands, unexpected events, and new situations, the dedication to positive refocusing and reconfiguring mental resources and ultimately embracing challenges as opportunities to learn and grow.

Emotional Stability & Self-Control

Counseling performance enhanced by one's internal balance and maintaining a state of emotional stability, successfully separating one's personal feelings from one's clinical work, having a high tolerance for ambiguity and other people's expressed emotions, having an in-the-moment awareness of own emotional triggers and fluctuations, and engaging in impulse and self-control in relationships with clients, supervisors, and colleagues.

Self-Awareness, Self-Monitoring, & Self-Care

Counseling performance enhanced by a commitment to self-awareness and to examine own belief systems, values, needs, biases, and limitations and the effects of "self" honestly and objectively on one's work with clients while maintaining ethical and healthy boundaries, in addition to demonstrating an understanding of the importance of regularly monitoring and caring for self.

Empathy

Counseling performance enhanced by having a warm understanding and open-minded acceptance of other viewpoints, the ability to see things from another person's perspective, and a desire to truly understand their experiences of pain and injustice while creating an environment of cultural safety, and in counseling, the context is concerned with facilitating the expression of other's thoughts and feelings.

Course Activities

1. Students will give the professor a copy of their **electronic Log Summary** to complete 50 direct and 50 indirect hours on a weekly basis. (**Appendix E**). Make sure to keep a signed copy for yourself. Time logs will not be accepted without Site-Supervisor signature. (mandatory)

2. Students will email or give the professor a **weekly journal** reflecting on their activities of the week. (**Appendix H**) 10 points

3. Students will type out and present a **Case Study** and turn it into the professor with accompanying School Counseling Case Notes (Appendix D) for students they have seen for a minimum of three counseling sessions. Also include in your report a formal observation using your school site's form or request one from the instructor. Report your impressions on a student you have serviced during this term. (See the format attached to this syllabus.) This assignment creates an opportunity for students to integrate important theoretical perspectives in counseling, think critically about applying empirically derived research and behavioral interventions to the treatment of the student's support plan, and formulating diagnostic impressions through writing and maintaining clinic notes. Your report to the class will be on your overall general knowledge of the student, the student's problem behavior, and the development of his/her support plan. Please use initials in your case-study report. The case study must be given to the professor with the Informed Consent Form (Appendix C). This case study must also be given to the professor with at least one relevant research article that relates to the presenting problem.

Instructor's note: The development of the student's Support Plan is a draft to be used as a learning tool for the Chaminade student. Further use of the Support Plan in meetings, consultation, etc., at the school, must be done with the Site-Supervisor's approval. Case study without a proper consent form will not be accepted. 20 points

4. **Video Presentation** – Each student will present a video of an individual counseling session, a small group counseling session, or a guidance lesson. The video will not last more than 15 minutes and will be viewed by the instructor and the class. Appendix F and the appropriate consent form will be turned in on the day of the video presentation. 20 points

5. Each student will be required to facilitate and conduct a **Guidance Lesson Presentation/Mock Group** amongst the class members. The entire lesson from start to finish shall not exceed 20 minutes. A copy of the lesson must be made for the professor. Each student will be graded according to their preparation and the delivery of the lesson to their targeted grade level audience. (Refer to attached guide in syllabus.) 15 points

6. Each student will submit a complete **Guidance Program** of their own choice of topic as part of the **Capstone Research Project**. Each student will create 5 sessions addressing a topic of concern for a specific population of students that is done in collaboration with the site supervisor and based on the needs of the school. (See appendix U) Sections, 1, 2, and 3 should be completed by week 10. All sessions will document the ASCA Mindsets & Behaviors for Student Success and the DOE GLO's. Components that should be included can be found in appendix U, located on page 108 of the 2023- 2024 School Counseling Practicum & Internship Handbook. The complete guidance program will be turned in to the instructor during the 10th week of the term. 10 points

7. Each student will be evaluated by their Site supervisor(s) on their professional and personal competence at their school site(s). The purpose of the Supervisor's Evaluation of School Counseling Student (**Appendix K**) is to ensure that students are developing an acceptable standard of performance within the school counseling field as primarily determined by the Site Supervisor(s). Each student will need to submit a satisfactory rating ("acceptable," "above," or "far above expectation" within all categories of Appendix K to receive credit. Any area indicating "below expectation" or "far below expectation" will require intervention by the instructor, Internship Coordinator, and/or Clinical Director, and may result in the student receiving no credit for this assignment. The Supervisor's Evaluation of School Counseling Student will count towards 25 percent of the final grade for this course. Successfully passing all active sites is required to obtain credit for this course assessment. Failure to successfully pass a Site Supervisor's Evaluation of School Counseling Student (as determined by not being recommended to advance in the School Counseling program by the student's Site Supervisor) will result in a letter grade of "C" for the course, and therefore the student will not progress to Internship A. The Student Evaluation of Staff/Site form (Appendix I) and the Student Evolution of Site Supervisor form (Appendix J) are also due the last day of class. Each student will fill out with their Instructor the Professional and Personal Competencies Form (**Appendix L**) and the Practicum Service Logs Summary Form (**Appendix M**). This will be done the last class session and be turned in as part of the student's portfolio. 25 points

Course Policies

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help are available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should

contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Attendance Policy

If you miss more than one class, you will be given a "C" and you must retake the class. Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):
Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook which is linked annually on the following webpage: <https://chaminade.edu/current-students/>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of

time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practicum, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about 35 hours in class; 20 hours researching and writing a case study; 28 hours writing and revising their Capstone Guidance program; 2 hours preparing and filming a video; 10 hours documenting their practicum hours and writing their journals; and 2 hours preparing and conducting a guidance lesson. There will be an additional 100 hours of work required beyond what is listed here as students fulfill their practicum hours at their respective site(s). This additional work will average about 10 hours per week.

Final Grades

Final grades are submitted to [Self-Service](#):

Course Assessments

Assignments	Points
Weekly Log Summaries - appendix E	mandatory
Weekly Journals – appendix H (CLO 4)	90
Case Study (CLO 1)	25
Video (classroom guidance, small group, individual) (CLO 1)	25
Guidance Lesson Presentation/Mock Group (CLO 2)	20
Capstone Project/Guidance Program (sections 1, 2, & 3) (CLO 2)	15
<u>Evaluation by Site Supervisors – appendices K, L, M (CLO 1, 3)</u>	25
Total Points	200

Grading

A = 90 – 100

B = 80 – 89

C = 70 – 79 (not passing)

F = 0 – 69 (not passing)

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights,

or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Readings & Due Dates

Tentative Course Schedule:

<u>Week</u>	<u>Date</u>	<u>Topic</u>	<u>Readings</u>
1	10/1	Relationship Building Introductions, Course Requirements Syllabus & Handbook	
2	10/8	Relationship Building Weekly Check-ins Appendices E & H Due Getting Started in Your Clinical Experience	Wiley Chapter 9
3*	10/15	Relationship Building Weekly check-ins Appendices E & H Due Understanding the School Culture	Wiley Chapter 10
4	10/22	Relationship Building Weekly Check-ins Appendices E & H Due Video Presentations Applying Counseling Techniques	Wiley Chapter 11 & Wiley Chapter 12
5	10/29	Relationship Building Weekly Check-ins Appendices E & H Due	
6	11/5	Relationship Building Weekly Check-ins Appendices E & H Due Video Presentations Case Study Presentations Mock Group	Wiley Chapter 13
7	11/12	Relationship Building Weekly Check-ins Appendices E & H Due Video Presentations Mock Group	Wiley Chapter 14
8	11/19	Relationship Building	Wiley

		Weekly Check-ins Appendices E & H Due Video Presentations Mock Group Healing	Chapter 15 & Wiley Chapter 16
9	11/26	Relationship Building Weekly Check-ins Appendices E & H Due	
10	12/3	Appendices E & H Due Video Presentations Mock Group Capstone Project, sections 1, 2, 3 Turn in appendices K, L, & M Counselor Disposition form due Course Evaluation	

Relationship Building Exercise Sign up

Please sign up for one (1) relationship building exercise that you will plan and implement at the beginning of class.

Week 2	10/8	
Week 3	10/1 5	
Week 4	10/2 2	
Week 5	10/2 9	
Week 6	11/5	
Week 7	11/1 2	
Week 8	11/1 9	

Week 9	11/2 6	
Week 10	12/3	

Video Presentations

Week 4	10/2 2	
Week 6	11/5	
Week 7	11/1 2	
Week 8	11/1 9	
Week 10	12/3	

Mock Group Presentations

Week 5	11/5	
Week 7	11/1 2	
Week 8	11/1 9	
Week 9	12/3	

Case Study Template

The Case Studies should be written according to outline below:

- a. Parent Consent Form (staple to report)
- b. Name of Student
- c. DOB
- d. Date of Evaluation = Date this report was written
- e. Ethnicity
- f. Gender
- g. Problem Behavior(s)
 - i. Onset:

- ii. Frequency/severity of symptoms:
 - iii. Precipitating factors:
 - iv. Current stressors:
 - v. Agencies/providers involved:
 - vi. What has been tried? What worked? Why now?
- h. Developmental History – Developmental milestones (sitting, crawling, walking, feeding self with utensils, dressing self, begin to say words, speak in phrases of 3 words or more, age of toilet training, still wets/soils self, any difficulty with hand-eye coordination, problems with gross motor activities/sports, clumsy compared to other children his/her age, general physical energy level)
- i. Social and Family History
 - i. Parents ages, occupations, and education
 - ii. Marital status, previous marriages, legal/physical custody of child?
 - iii. Siblings, birth order, any significant conflicts between siblings? Other family members.
 - iv. Who is living in the home?
 - v. Family relationships/communication, marital discord?
 - vi. Method of discipline, do parents often disagree on how to discipline?
 - vii. Other information you find relevant to this student’s case
- j. Medical History
- i. Illnesses, injuries, allergies
 - ii. Hospitalizations

Guidance Lesson Format

Lesson Title

- a. ASCA Standards for School Counselor Preparation Programs
- b. ASCA Student Standards: Mindsets & Behaviors for Student Success
Choose a mindset and behavior standard that aligns with what you want students to learn from this lesson.
- c. Lesson Objective – What do you hope your students will learn?
- d. Materials Needed - list
- e. Lesson Instructions - list

f. Assessment- How will you assess your effectiveness of your lesson (i.e., group discussion, pre-test, post-test, rubrics, exit pass, etc.)? How well did your students understand your lesson?

TIPS FOR DELIVERING AN EFFECTIVE GUIDANCE LESSON

- COVID-19 adaptations? How were ground rules established? ➤ How does your lesson address the visual/auditory/kinesthetic learner?
- Identify classroom management techniques for your student population.
 - Identify your anticipatory set or “hook” to gain student attention. ➤ Identify where you can “cut and run” if time is limited.
 - Did you debrief with your Site-Supervisor?

Guidance Program Action Plan Template

This Action Plan is designed to help the Chaminade School Counseling student be prepared to develop and deliver a minimum of 5 lessons starting by Internship A. This Action Plan is to be done in collaboration with the Site-Supervisor and based on the needs of the school. Lesson plans will be developed by the School Counseling student in the Fall semester.

- Guidance Program Topic: _____
- Based on what “Data” did you select this topic?
 - o Demographic Data: Homeless, Divorce, ELL, SPED, etc.
 - o Teacher Feedback: Homework, Organization, Social Skills, etc.
 - o Test Scores: Test Prep, Stress Management
 - o Student Data: Attendance, Discipline, Graduation Rates, etc.
 - o Other:
- Target Group: _____
- Pre-Assessment: _____ •
- Post-Assessment: _____ • Week 1
- Lesson Target: _____ • Week 2 Lesson
- Target: _____ • Week 3 Lesson Target:
- _____ • Week 4 Lesson Target:

_____ • Week 5 Lesson

Target:

Chaminade School Counseling Student Site-Supervisor Signature