



## COUN 514: School Counseling and Development

Course Syllabus: Summer I 2025  
Web Based

### INSTRUCTOR INFORMATION

**Instructor:** Elizabeth Malveaux-Hudson, PhD  
**University Email Address:** Elizabeth.Hudson@tamuc.edu  
**Preferred Form of Communication:** E-mail  
**Communication Response Time:** 24 hours, Monday – Friday  
**Main Office Location:** Commerce  
**Office Hours:** Tuesday and Thursday – 10:00 am – 11:00 am  
 Virtual  
**Email for appointment**

### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings

##### Required Textbook

Erford, B. (2019). *Transforming the school counseling profession (5th ed.)*. Pearson.

Texas Education Agency (2018). The Texas model for comprehensive school counseling programs. 5<sup>th</sup> ed.). [https://tea.texas.gov/sites/default/files/Pub\\_2018\\_Texas-Model\\_5th-Edition.pdf](https://tea.texas.gov/sites/default/files/Pub_2018_Texas-Model_5th-Edition.pdf). A copy is also available in D2L under 'Resources'

Note: This course will use D2L as IT Learning Management System

\*\*Other readings as assigned

##### Required Supplemental Readings

1. American School Counselor Association (2019). *ASCA school counselor professional standards & competencies*. Alexandria, VA: Author.
2. American School Counselor Association (2016). *ASCA ethical standards for school counselors*. Alexandria, VA: Author.
3. Akos, P., Bastian, K. C., Domina, T., & de Luna, L. M. (2019). Recognized ASCA model

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program (RAMP) and student outcomes in elementary and middle schools. *Professional School Counseling*, 22(1), 1-9. <https://doi.org/10.1177/2156759X19869933>

4. Brock, S. E., & Reeves, M. A. L. (2017). School suicide risk assessment. *Contemporary School Psychology*, (22), 174-185. <https://doi.org/10.1007/s40688-017-0157-7>
5. Cholewa, B., Goodman-Sott, E., Warren, J. M., & Hull, M. F. (2020). School counselor consultation preparation: a national study. *Counselor Education and Supervision*, 59, 46-58. <https://doi.org/10.1002/ceas.12165>
6. Freeman, J., & Simonsen, B. (2015). Examining the impact of policy and practice interventions on high school dropout and school completion rates: a systematic review of literature. *Review of Educational Research*, 85(2), 205-248. <https://doi.org/10.3102/0034654314554431>
7. Gilfillan, B. H. (2018). School counselors and college readiness counseling. *Professional School Counseling*, 21(1), 1-10. <https://doi.org/10.1177/2156759X18784297>
8. Grimes, L. E., Bright, S., & Whitley, N. C. (2017). Why we work: school counselors and their role in helping P-12 students learn about the world of work. *Career Planning and Adult Development Journal*, 26-31
9. Havlik, S., Ciarletta, M., & Crawford, E. (2019). "If we don't define our roles, someone else will"; professional advocacy in school counseling. *Professional School Counseling*, 22(1) 1-11. <https://doi.org/10.1177/2156759X19848331>
10. Hines, E. M., Moore, J. L., Mayes, R. D., Harris, P. C., Vega, D., Robinson, D. V., Gray, C. N., & Jackson, C. E. (2020). Making student achievement a priority: the role of school counselors in turnaround schools. *Urban Education*, 55(2), 216-237. <https://doi.org/10.1177/0042085916685761>
11. Lopez, C. J., & Mason, E. C. M. (2018). School counselors as curricular leaders: a content analysis of ASCA lesson plans. *Professional School Counseling*, 21(1b), 1 – 12. <https://doi.org/10.1177/2156759X18773277>
12. Martin, I., Lauterbach, A., & Carey, J. (2015). The identification of factors affecting the development and practice of school-based counseling in different national contexts: a grounded theory study using a worldwide sample of descriptive journal articles and book chapters. *International Journal of Advanced of Counseling*, 37, 305-318. <https://doi.org/10.1007/S10447-015-9245-4>
13. McMahon, H. G., & Patel, S. (2019). Who benefits? Adding inclusive innovation into the evidence-based school counseling research agenda. *Professional School Counseling*,

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- 22(1b), 1-7. <https://doi.org/10.1177/2156759X19834439>
14. Mullen, P. R., Lambie, G. W., Griffith, C., & Sherrell, R. (2016). School counselors' general self-efficacy, ethical and legal self-efficacy, and ethical and legal knowledge. *Ethics and Behavior*, 26(5), 415-430. <https://doi.org/10.1080/10508422.2015.1033627>
  15. Shields, C. M., Dollarhide, C. T., & Young, A. A. (2018). Transformative leadership in school counseling: an emerging paradigm for equity and excellence. *Professional School Counseling*, 21(1b), 1-11. <https://doi.org/10.1177/2156759X18773581>
  16. Young, A., & Kaffenberger, C. (2015). School counseling professional development: assessing the use of data to inform school counseling services. *Professional School Counseling*, 19(1), 46-56. <https://doi.org/105330/1096-2409-19.1.46>

## Recommended Textbook

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Author.

Gysbers, N. & Henderson, P. (2011). *Developing and managing your school guidance and counseling Program* (5<sup>th</sup> ed.). American Counseling Association.

## COURSE DESCRIPTION

### Catalogue Description of the Course

COUN 514. *School Counseling and Development*

As the foundation course for those planning to enter school counseling, this course covers history and development; models of programs, P-12 career development, and collaboration and consultation; advocacy for counseling roles; mental health and behavioral disorders; legal and ethical considerations; and use of data to inform and advocate for programs and students as they specifically relate to school counseling. The course is recommended for non-counselor educational professionals as well.

### Prerequisites:

COUN 501 & 510 or consent of instructor

### General Course Information

This course is required for all students seeking master's degrees with the school counseling focus and all students seeking school counselor certification in Texas. It is designed to support professional school counseling students in transferring theory into practice. In this course, students will learn specific skills that can be applied to facilitating and coordinating a developmental, comprehensive professional school counseling program. A comprehensive, developmental school counseling program includes the following counselor-related tasks and responsibilities: (a) use of technology; (b) appropriate employment of assessment; (c) the provision of structured counseling groups,

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psychoeducational groups, crisis interventions, consultation services, and peer mediation; (d) availability of ethical and legal counseling services to all students (e.g., child abuse/neglect, substance abuse related issues, behavioral disorders, discipline issues, counseling with special populations, etc.); (e) community collaboration/partnership; and (f) advocacy for systemic and social change. Students will gain experience in designing materials for both counseling and psychoeducational (classroom guidance) groups and special programs. Additionally, students will develop an understanding of the broad range of services that need to be provided by professional school counselors. A primary purpose of COUN 514 is to broaden students' perspective of the professional school counselor's role to include activities beyond individual and group counseling and the traditional "Comprehensive School Counseling Program" model. This course is designed to provide students with practical skills and knowledge that can be applied to preK-12 school settings. Focus will be on the school counselor's role in promoting students' academic, career, along with social and emotional development; working with social, school, and organizational systems; and designing and implementing preventive, interventional, and treatment programs for all students.

## **Student Learning Outcomes (SLOs):**

### Measurement 1 (Knowledge):

- I. Research Paper. Students will demonstrate knowledge of multiple aspects of school counseling, including relevant history, developmental models, and legal and ethical considerations.
- II. Classroom Guidance Lesson. Within this paper, students will explore academic readiness factors and potential instructional interventions.

### Measurement 2 (Skills):

- I. Classroom Guidance Lesson. Students will develop a targeted guidance lesson plan for their selected population. Lesson plans will include student needs assessments and identification of corresponding interventions appropriate for a variety of learning styles.

## **Content Areas include, but are not limited to, the following:**

1. FOUNDATIONS
  - a. history and development of school counseling
  - b. models of school counseling program
  - c. models of P-12 comprehensive career development
  - d. models of schools-based collaboration and consultation
2. CONTEXTUAL DIMENSIONS
  - a. school counselor roles in relation to college and career readiness
  - b. competencies to advocate for school counseling roles
  - c. characteristics, risk factors, and warning signs of students at risk for mental health and behavioral disorders
  - d. legal and ethical considerations specific to school counseling
3. PRACTICE
  - a. core curriculum design, lesson plan development, classroom management strategies, and differentiated instructional strategies
  - b. interventions to promote academic development

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- c. approaches to increase promotion and graduation rates
- d. use of accountability data to inform decision making
- e. use of data to advocate for programs and students

**TExES Competencies Related to this Course**  
*(TExES is the state examination required for school counselor certification.)*

**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 meets 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 promotes 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 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 the 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.



## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

In this class, you will utilize the Learning Management System (LMS) entitled D2L for portions of instructional and learning methods, submitting assignments, participating in online discussions, and completing quizzes. You will need to utilize other technologies such as Microsoft Word, PowerPoint, etc. If you have issues with this system, it is your responsibility to contact the help desk immediately.

### **Instructional Methods**

This is an online class - it is important to schedule your time wisely. It is expected that the completion of this course will take the same amount of time as if it were being taken face-to-face. However, how you spend that time will be different from student to student. You will be expected to participate and complete all online tasks via D2L

### **Student Responsibilities or Tips for Success in the Course**

As a student in this course, you are responsible for the active learning process. Expectations of this course include the following:

1. You are expected to display professionalism at all times. Be respectful of your professor and peers. Be open to feedback, as you will receive this throughout the program.
2. Prepare for classes. Complete any and all readings prior to class time.
3. Complete all assignments by the deadline.
4. Adhere to the university student code of conduct.
5. Participate. Online, you are expected to participate in all online discussions/activities. This is crucial to your learning.
6. All writing assignments must be done according to APA 6<sup>th</sup> edition.
7. Regularly check your University email. My suggestion is to check this at least once a day as your instructors and others from the department and University may contact you.
8. Begin your readings ASAP. Sometimes it may take more than one attempt to digest the material.
9. Deadlines are the last possible moment something is due—not the first moment to start. Work ahead. I realize this may not always be possible; however, when you can, do so.
10. Be open to the process. This degree takes time, work, effort, and growth.

### **Assignments/Assessments**

1. **Discussion Boards (6 points each week: 2 points for initial post and 2 points for each of the two responses every week; 72 points total in the semester) in D2L.**  
You will need to participate in online discussion. Discussion topics will be posted on **Monday** of their assigned week and all students should post their initial response by **Wednesday at 11:59 pm** of the same week. Additionally, you should reply to/comment on at least two (2)

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postings made by other students. All postings should be detailed, well thought out, and must be cited (class text, articles, and etc.). Postings such as ‘I agree with you,’ will not earn any points. You must explain why you agree with another student and provide support for your stand. The rubrics for both discussion and response posts are below Weekly discussion assignments are worth **6 points – 2 points for the initial posting and 2 points for each reply/comment (2 reply posts for a total of 4 points)**. Please note that no late postings will be accepted.

**Discussion Post Rubric**

	1 – Does Not Meet Expectation (0-1.58 points)	2 – Meets Expectation (1.59-1.78 points)	3 – Exceeds Expectations (1.79-2 points)
Discussion Post Qualities (2 points)	Post is not complete, not written in a clear manner OR post is missing critical components of the question OR is discussed in an illogical/inconsistent manner. Post has several grammatical/APA errors; not consistent with graduate level work	Post presents most elements of the question OR all elements discussed in a brief manner. Post is evident of graduate level work with some grammatical/APA errors	Post presents all elements of the question(s) discussed thoroughly and clearly. Post is evident of graduate level work with few to no grammatical/APA errors.

**Response Post Rubric**

	1 – Does Not Meet Expectation (0-1.58 points)	2 – Meets Expectation (1.59-1.78 points)	3 – Exceeds Expectations (1.79-2.0 points)
Response Post Qualities (2 points)	Response is not complete, missing critical components OR feedback is not thoughtful. Response has several grammatical/APA errors and not consistent with graduate level work.	Response presents most elements in a brief manner. Response is evident of graduate level work with some grammatical/APA errors.	Response presents all elements required thoroughly and clearly. Provided thoughtful feedback to peer. Response is evident of graduate level work with few to no grammatical/APA errors.

## 2. Accountability Project: Accountability Project (50 points)

School counselors are accountable in promoting academic and self-development success for students and to avail information on the same to teachers and administrators. This assignment is for the purpose of demonstrating the effectiveness of the school counseling program in measurable terms. As a school counselor, you will be expected to analyze data to determine the impact of the school counseling program on student success. Using MEASURE (*Mission, Elements, Analyze, Stakeholders-Unite, Results, Educate*), you will design a way to measure the effectiveness of a part of the comprehensive guidance program (e.g., guidance lesson, group work, transitioning from one level to another such as middle to high school, school-to-work programs, postsecondary planning, and college admissions, among others). This is a concept

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assignment - you are not required to collect actual data from the school. Rather, you will come up with your own data. Details on what each element of the MEASURE entail are provided in the **Appendix A**. In addition, a sample will be available in D2L.

## Accountability Project Rubric

	1 – Does Not Meet Expectation (0-15.9 points)	2–Meets Expectation (16-17.9 points)	3–Exceeds Expectation 18– 20 points)
Project evaluates a program model of a part of the comprehensive guidance program (20 points)	Submitted project demonstrates a lack of understanding on the components of a school counseling program such as guidance curriculum, individual planning, responsive services, and system support. Writing is fundamentally below graduate level expectations for research and scholarship.	Student demonstrates adequate understanding of the components of a school counseling program such as guidance curriculum, individual planning, responsive services, and system support and how to design and measure the effectiveness of one the components. Writing is at graduate level	Student demonstrates superior understanding of the components of a comprehensive school counseling and program development. In addition to presenting a practical format on designing, implementing, managing, and evaluating one of the components of a school counseling program, the student provided relevant examples. Writing exceeds expectations.
MEASURE Design (20 points)	The design (MEASURE) was not clearly presented. Of the six elements - Mission, Elements, Analyze, Stakeholders-Unite, Results, and Educate, only two were clearly presented Writing is fundamentally below graduate level expectations for research and scholarship	Student clearly demonstrates a good understanding on how to design, implement, manage, and evaluate program models. Of the six elements, the student adequately discusses four of them with concrete examples to support the same.	Project is exemplary and demonstrates superior understanding of the MEASURE design with all the six elements comprehensively discussed with. In addition, the student discussed possible barriers on designing and implementing the MEASURE.
	1 – Does Not Meet Expectation (0-7.9 points)	2 – Meets Expectation (8-8.9 points)	3 – Exceeds Expectations (9-10 points)
APA Style/Grammar (10 points)	Substantial APA errors (> 6 errors). Poor quality, not indicative of graduate level work.	Some APA errors (3-4 errors). Good quality indicative of graduate level work.	Little to no errors (1-2 errors). Exceptional quality indicative of graduate level work.

### 3. Classroom Guidance Lesson (60 points)

Facilitating developmental classroom guidance lessons (psychoeducational groups) are a common and effective role of the professional school counselor in a *Comprehensive*

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*Developmental School Guidance and Counseling Program.* For this assignment, you will create an original developmental classroom guidance lesson plan for a specific group of students (specify grade level) about academic success and college readiness. This lesson is to educate students on the correlation of their academic success and college readiness. In your lesson plan, please include good study skills, graduation requirements, and steps on how to complete college applications. Additionally, ensure your lesson plan includes differentiated instructional strategies. These would, for instance, include pictures for visual learners, activities for kinesthetic learners, and sound for auditory learners, among others. Be sure to include specific roles for both you, as the presenter, and the learners.

**Classroom Guidance Lesson Rubric**

Category	1 – Does Not Meet Expectation (0-9.5 points)	2 – Meets Expectation (9.6-10.6 points)	3 – Exceeds Expectation (10.7-12 points)
Introduction (12 points)	Student fails to provide counselor and school name, lesson topic, lesson title, grade level, and format of presentation or identifies only two of the six areas listed above	Student spells out at least 4 areas of the following: counselor and school name, lesson topic, lesson title, grade level, and format of presentation.	Student clearly provides responses for all the 6 areas: counselor and school name, lesson topic, lesson title, grade level, and format of presentation.
Background knowledge (12 points)	Guidance lesson strands are not identified. Student fails to provide academic subject nor topic tied to the presentation. No TEKS aligned to the presentation are identified.	Student identifies at least one strand and academic subject tied to the presentation but fails to identify topic and TEKS. Or, identifies topic but no TEKS nor academic subject.	Guidance lesson strands, academic subject areas and topics tied the guidance lesson are all clearly provided. In addition, TEKS are provided.
Relevance (12 points)	Relevance of the guidance lesson to the student is not clearly addressed.	Relevance of the guidance lesson to the student is somewhat discussed with minimal examples provided for support.	Student clearly addresses how the guidance and academic lesson are related and relevant to the student. Many practical examples are provided for support.
Counselor and Teacher Roles (12 points)	Counselor and teacher role in lesson are not clearly defined. Materials and technology not identified	Only counselor role, but not the teachers' role is defined. Identified materials and technology are inadequate for lesson presentation.	Both counselor and teacher roles are clearly identified including how they would collaborate. All required materials and technology identified.
Procedure (12 points)	Only 1 area of the following is addressed: synopsis, procedure, provision of handouts, and follow up questions.	Only 3 of the following are addressed: synopsis, procedure, provision of handouts, and follow up questions	Student clearly addressed the synopsis and procedure of the lesson. In addition, handouts and additional materials as well as follow up questions are provided.

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#### 4. Research paper (50 points)

Write a research paper entitled ‘Transforming the School Counseling Profession.’ In the paper, please include the following areas: a) a brief history and development of school counseling, b) counseling models of school counseling programs, c) models of collaboration and consultation, d) models of P-12 career development and school counselor roles on college and career readiness, e) advocating for counseling roles including working with students at risk for mental health and behavioral disorders, and f) include legal and ethical considerations specific to school counseling. You can choose the areas mentioned above as your topic and/or subtopics, utilizing the different levels of heading. Your paper must be 10-14 pages in length with a minimum of 14 peer reviewed resources and be written in APA format.

**Research Paper Rubric**

	1 – Does Not Meet Expectation (0-7 points)	2 – Meets Expectation (8-8.9 points)	3 – Exceeds Expectation (9-10 points)
Topic Description and impact on schools and society (10 points)	Description demonstrates a lack of understanding of the topic and student is not clear on how the school not community can be impacted. Does not meet graduate level work.	Student clearly describes the topic and discusses impact on school and community with examples. Work meets graduate level.	Student’s description is superior. The topic is expounded in detail with research to support the same. Impact on school and community is not only discussed, but examples are given to support the same. Work exceeds expectation.
Strategies for working with students (10 points)	Student is not clear on strategies that work for students. Developmentally inappropriate strategies are discussed. Work is below graduate level.	At least 3 developmentally appropriate strategies are clearly presented. Student cites research to support own points and examples are provided for support. Work meets graduate level.	More than 3 developmentally appropriate strategies are discussed with multiple research citations to support own points. Student discussed differentiation and how different strategies can work for different students such as those with developmental delays. Work is superior.
Global interventions – school and community (10 points)	Student is not clear on how schools and the communities can work together. Student conceives schools and communities as mutually exclusive. No clarity on how systems interact. No examples are given to	Student fairly presents the importance of community and schools working together to solve the presented challenge. It is evident the student understands the importance of systems and how they interact. Examples are given	Student clearly describes and explains the importance and necessity of systems’ cooperation in combatting school challenges. It is clear the student has a superior grasp of stakeholders’ roles in the success of schools.

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	show how partnerships can work. student relies more on anecdotal evidence. Work is below graduate level.	and a few citations provided to support own points. Work fairly meets graduate level.	Successful projects of school and community cooperation are given as examples. Additionally, there is clear evidence the student has sampled a variety of resources and the paper fundamentally relates to the purpose of the assignment.
APA Style/Grammar (10 points)	Substantial APA errors (> 6 errors). Poor quality, not indicative of graduate level work	Some APA errors (3-4 errors). Good quality indicative of graduate level work.	Little to no errors (1-2 errors). Exceptional quality indicative of graduate level work.

## GRADING

Final grades in this course will be based on the following scale:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
< 59%	F

Assignment/Assessment	Point Value
Discussions	72
Accountability Project	50
Classroom Guidance Lesson	60
Research Paper	50

Total points possible = 232. Your Final Grade is determined adding the point values earned from each assignment and then dividing by 232. The resulting value is multiplied by 100 to yield a percentage. For example:  $(222 [\text{points earned}] / 232) \times 100 = 96\%$

Assignments are due on the day noted in the syllabus. Late assignments will have 10% deduction per day late from the final score. **I will not accept late discussion/response postings.**

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## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

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### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most

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current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)  
<http://www.java.com/en/download/manual.jsp>

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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## COMMUNICATION AND SUPPORT

### **Brightspace Support Need Help? Student Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Chat** or click on the words “click here” to submit an issue via email.



### **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

### **Interaction with Instructor Statement**

Communication with your professors is key to your professional growth. I am here to support and guide you along your academic journey. With that being said, I cannot help you if you do not communicate with me. Please make an appointment if you have any concerns or questions. Because I teach in different locations, email is the best way to reach me. I will attempt to answer all emails within 24 hours, Monday-Friday, but at times will need up to 72 hours to do so. When emailing, please use your university email and address me with courtesy and respect.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Course Specific Procedures/Policies**

Written assignments are due on the day noted in the syllabus. All papers are due at the beginning of the class period. Late papers will have 10% deduction per day late from the final score.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

*The syllabus/schedule are subject to change.*





## University Specific Procedures

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html>

### TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### ADA Statement

#### Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for

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reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

East Texas A&M University

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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## East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

### AI use policy [Draft 2, May 25, 2023]

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

*The syllabus/schedule are subject to change.*



*[Example]*

## COURSE OUTLINE / CALENDAR

### Course Calendar

Date	Topic	Readings	Assignments
Week 1	Introductions, Texts, Syllabus, & Expectations		-Review Syllabus
Week 1	Current Perspectives, Historical Roots and Future Challenges	-Erford (2019) Chapter 1: Becoming a professional -Martin et al. (2015): The identification of factors affecting.....	Discussions; Research Paper: -Initial discussion post 1 due 6/6 at 11:59pm -Response post due 6/10 at 11:59pm
Week 1	The ASCA National Model: Developing a Comprehensive, Developmental School Counseling Program.	-Erford (2019) Chapter 2: ASCA National Model... -Akos et al. (2019): Recognized ASCA model Program.... -American School Counselor Association (2019)	Discussions; Research Paper: -Initial discussion post 2 due 6/6 at 11:59pm -Response post due 6/10 at 11:59pm
Week 2	Transformational Thinking in Today's Schools	- Erford (2019) Chapter 3: Transformation thinking... -Havlik et al. (2019): "If we don't define our roles.... -TEA (2018) -American School Counselor Association (2019)	Discussions; Research Paper: -Initial discussion post 3 due 6/6 at 11:59pm -Response post due 6/10 at 11:59pm
Week 2	Complete Classroom Guidance Lesson	-Journal Articles; Class Lectures; Books (Lectures & Library Databases)	Classroom Guidance Lesson <b>Classroom Guidance Lesson Due July 2</b>
Week 2	Systemic, Data-Driven School Counseling Outcomes, and Evaluating Programs	-Erford (2019) Chapter 4: Systemic, Data-Driven School... -Young & Kaffenberger (2015): School counseling professional development..... -TEA (2018)	Discussions; Accountability Project: -Initial discussion post 5 due 6/13 at 11:59pm -Response post due 6/17 at 11:59pm
Week 3	Accountability: Assessing Needs, Determining Outcomes, and Evaluating Programs	-Erford (2019) Chapter 5: Accountability.... -Young & Kaffenberger (2015): School counseling professional development..... -TEA (2018)	Discussions; Accountability Project: -Initial discussion post 6 due 6/13 at 11:59pm -Response post due 6/17 at 11:59pm
Week 3	Work on Accountability Project	-Journal Articles; Class Lectures; Books (Lectures & Library Databases)	

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# Counseling

EAST TEXAS A&M

Week 3	Ethical, Legal, and Professional Issues in School Counseling	-Erford (2019) Chapter 7: Ethical, legal..... -Mullen et al. (2016): School counselors' general..... -TEA (2018) -ASCA Ethical Standards (2016)	Discussions; Research Paper:  -Initial discussion post 8 due 6/13 at 11:59pm -Response post due 6/17 at 11:59pm <b>-Accountability Project Due 7/2</b>
Week 4	Implementing the Developmental School Counseling Core Curriculum in the Classroom	- (Erford, 2019) Chapter 10: Implementing the developmental... - Lopez & Mason (2018): School counselors as curricular .... -TEA (2018) -American School Counselor Association (2019)	Discussions; Classroom Guidance Lesson  -Initial discussion post 9 due 6/20 at 11:59pm -Response post due 6/24 at 11:59pm
Week 4	Academic K-12 Development and Planning for College and Career Readiness	- Erford (2019) Chapter 11: Academic K-12..... -Gilfillan (2018): School counselors and college... - Hines et al. (2020): Making student achievement a priority... - Shields et al. (2018): Making student achievement a priority... -TEA (2018) -American School Counselor Association (2019)	Discussions; Classroom Guidance Lesson  -Initial discussion post 10 due 6/20 at 11:59pm -Response post due 6/24 at 11:59pm
Week 4	Promoting Career and Individual Planning in Schools	- Erford (2019) Chapter 12: Promoting Career... -ASCA National Model	Discussions; Research Paper; Classroom Guidance Lesson  -Initial discussion post 11 due 6/20 at 11:59pm -Response post due 6/24 at 11:59pm
Week 5	Consultation, Collaboration, and Encouraging Parent Involvement	-Erford (2019) Chapter 14: Consultation, Collaboration... - Cholewa, et al. (2020): School counselor consultation... - TEA (2018) - American School Counselor Association (2019)	Discussion; Research Paper  -Initial discussion post 12 due 6/27 at 11:59pm -Response post due 7/3at 11:59pm
Week 4	Helping Students with Mental and Emotional Disorders	- Erford (2019) Chapter 17: Helping Students with Mental... - Brock & Reeves (2017): School suicide risk assessment.... -TEA (2018)	Discussion; Research Paper  -Initial discussion post 13 due 6/27 at 11:59pm -Response post due 7/3 at 11:59pm
Week 4	Complete Research Paper	<b>Journal Articles and Books (Library Databases)</b>	<b>Research Paper due by Wednesday July 2</b>

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## Appendix A

Here is the breakdown of MEASURE: Accountability Project

1. *Mission* – School Counseling Mission – should include main areas/issues counselors work on in the school
2. *Element* – Critical data to measure e.g. graduation rate. Should include Baseline Data and the Goal (percentage of expected improvement. Also, include the time goal should be expected to be achieved)
3. *Analyze* -
  - a. Data is explained and broken down e.g., by demographics, grade level, etc. Data should be presented in graphs
  - b. Risk Factors identified
  - c. Interventions are discussed - broken down by medium/low/high risk
4. *Stakeholder-Unite*. Identify stakeholders and explain their detail role – what they would be doing in the project. Stakeholders include, but not limited to:
  - a. Teachers
  - b. Administrators
  - c. Parents and community
  - d. Student Support Services
  - e. Counselors
  - f. Psychologists (if available)
5. *Results* – provide results after the intervention. Provide baseline, intermediate, and final data. In addition to explaining data, it should be presented in a graph.

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6. *Educate and follow up* – Based on the findings, all the Stakeholders are educated. Clearly discuss who will provide education. In addition, discuss how and when follow up will be done.