

# INTRODUCTION TO PROFESSIONAL SCHOOL COUNSELING CSP 659

## Course Syllabus--Generic for Web Posting

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Conference Hours Posted on Office Door: By Appointment Only

Every attempt is made to accommodate students with disabilities. If you are a student with a documented disability, contact the Instructor of the course as early in the semester as possible to discuss necessary accommodations. You may also contact the MSUM Disability Services Office at 507-389-2825 (V) or 800-627-3529 (MRS/TTY).

**COURSE OBJECTIVE:** To introduce the profession of K-12 school counseling to students employed or considering employment in the school setting and to those in administrative positions who require a working knowledge of the role and function of the professional school counselor. The course is applicable to all personnel working in a school environment who wish to understand the role of the professional school counselor.

### REQUIRED TEXTS:

Gibson, R.L., & Mitchell, M.H. (Latest Edition). *Introduction to counseling and guidance*. New York: MacMillan.

Tyson, L., & Pederson, P. (Eds.) (Latest Edition). *Critical incidents in school counseling*. Alexandria, VA; American Counseling Association.

### RECOMMENDED TEXT:

American Psychological Association (Latest Edition). *Publication manual of the American Psychological Association*. Washington, D.C.:Author.

### GENERAL COURSE REQUIREMENTS:

• **Completion of all class assignments on time and at the highest standard expected of graduate level work** (See *Research Requirements for the Course* below).

• **Attendance at all class sessions and assigned functions.** Students must notify the Professor of the course as to the reason for any absence. Each absence deemed by the Professor to be inappropriate, excessive, or impairing the learning of the student will result in a 10% reduction of the student's final grade. **Note. CSP Department Policy:** Students are expected to attend all scheduled and announced classes unless extenuating circumstances exist. All absences must be explained to the Instructor of the course. Unexcused absences as determined by the Instructor may result in full final grade level reductions at the discretion of the Instructor of the course. *Students missing 3 class periods will receive an automatic grade of F* and will be required to retake the course prior to completion of degree or program requirements. Appeals of grade reductions for missed classes may come before the full department for review.

• **Participation in all class discussions and activities.** The expression of student

understanding and perceptions of their roles as they relate to the profession of school counseling and the discourse following such statements and questions play a vital role in discovering who the individual student is in relation to the profession of his/her choice.

**GRADING:** Grading is on an absolute scale by percentage. Grade categories are as follows:

Percentage	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D

Weights of required class assignments are as follows:

Midterm Examination	35 pts
Research Component	30 pts
Final Examination	35 pts

A final grade below the B level is unacceptable for professional school counseling students enrolled in the course. A student will be required to remediate areas of deficiencies or retake the class per recommendation of her/his Faculty Advisor if performance in CSP 659 is unacceptable to the CSP Department or the Professional School Counselor Track Program.

## **RESEARCH REQUIREMENT OF THE COURSE:**

### **APA Style**

All written assignment submissions are to adhere to APA writing style per standards set forth in the *Publication manual of the American Psychological Association*. Failure to follow this professional style of writing will result in reduced grades on submissions deemed inappropriate by the Instructor of the course.

*Grammatical, punctuation, and spelling errors are wholly unacceptable for students at the masters degree level of academia.* Students are required to have excellent communication skills--both oral and written--in the profession of school counseling. No further comments will be made on this subject.

### **Research & Writing Component**

In an effort to facilitate CSP degree-seeking student completion of their alternate plan paper (APP) or thesis requirements, as well as encouraging review of the professional literature, all introductory classes require the completion of a draft thesis submission or a draft research journal article prospectus prior to the conclusion of the course. Details of this requirement will be explained in class.

Non-CSP students, nondegree-seeking students, and licensure-only students have an alternative assignment. These students are required to read a specified number of articles from professional counseling journals and provide written summaries of these articles as a component of their final grade. Details will be provided in class.

