# University Mission Statement

Alliant International University prepares students for professional careers of service and leadership and promotes the discovery and application of knowledge to improve the lives of people in diverse cultures and communities around the world. Alliant is committed to excellence in four areas:

1. **Education for Professional Practice**: Alliant’s educational programs are designed to give students the knowledge, skills and ethical values they need to serve and lead effectively in a variety of professional settings. Alliant graduates are expected to achieve mastery of a body of knowledge and be able to apply that knowledge in professional practice in order to achieve desired and beneficial outcomes.
2. **Scholarship**: Scholarship in the Alliant context includes the discovery of new knowledge; the discovery of new applications of knowledge to solve practical problems; the integration of knowledge in new ways; and innovation in teaching knowledge and professional competencies.
3. **Multicultural and International Competence**: Alliant is an inclusive institution committed to serving diverse populations around the world by preparing professionals to work effectively across cultural and national boundaries, by increasing the number of professionals working in underserved areas, and by understanding and responding to the needs of diverse communities.
4. **Community Engagement**: Alliant’s faculty, students, alumni and staff are dedicated to making a positive difference in the world through professional education and practice. We measure the success of our university in part by the impact we have, both directly and indirectly, on the welfare of individuals, families, organizations and communities.

# The California School of Education (CSOE)

Alliant International University offers a full spectrum of credential, certificate and degree programs designed to address the educational needs of all learners in the 21st century, from infancy and entry into P-12 education system through adult life. Each program integrates significant, evidence-based, data-driven educational concepts into coursework, focusing on what is successful in education for diverse populations. The California School of Education’s mission and vision statements reaffirm our values and commitment to collaboration, diversity, and service to candidates, shared leadership, and the continuous support of the education profession.

**Mission**: CSOE prepares competent, confident, and conscientious educational leaders who will promote and empower personal growth, academic success, and professional achievement for all in a global society.

**Vision**: To develop and promote transformative educational experiences that optimize human potential.

**Goals**: The California School of Education has a set of overarching goals that drive the direction of the School’s programs and internal and external operations:

1. To provide the education and training of well-rounded professionals who will serve local, national and global schools and organizations.
2. To engage and partner with communities to translate professional practice and research to meet education needs.
3. To promote an academic culture of support to develop and apply transformative approaches to solve complex societal challenges.
4. To develop analytic skills and sound judgment as applied to content and professional issues.
5. To make warranted and thoughtful decisions about curriculum issues, student-related concerns and leadership that relate to the conduct of the school and the profession.
6. To provide professional educational opportunities for those who aspire to leadership in education settings.
7. To prepare candidates to meet the needs of all learners.

**Unit Guiding Principles**

CSOE's guiding principles are anchored in the belief that our mission is realized when our candidates are equipped with the skills to operationalize LEAD. LEAD stands for Leadership (L) Engagement (E) Application (A) and Dedication (D). As leaders, candidates demonstrate social responsibility, ethical action, and a commitment to be agents of change to improve the lives of their communities (L). We highlight for our candidates the value of authentic and collaborative engagement in advancing our communities (E). We train our candidates to be reflective professionals who incorporate theory into best practices; and utilize the knowledge, skills, dispositions, habits of inquiry, and technology that their preparation has honed (A). Courses and assignments are intentionally designed to engage experiences that promote the understanding of theories, concepts, principles, methodologies and approaches that candidates can readily utilize for practice. As candidates in both initial and advanced stages engage in observations, field experiences, and clinical practice, they provide service to their learners/clients, while simultaneously making instructional decisions that are grounded in educational research and/or theory (D).

**L**= Leadership: Innovation with Accountability

**E**= Engagement: Active Learning

**A**=Application: Theory to Practice

**D**=Dedication: Inclusive Excellence

**Theoretical Framework**

CSOE is based on two main theoretical frameworks: Boyer’s applied scholarship of learning and constructivist theory.

CSOE utilizes Boyer's model of the scholarship of application:

Boyer (1990) asserted the need for all disciplines to move beyond traditional research to engage the full scope of academic work. He posits that in order to advance disciplines holistically and to obtain rewards for professional practice, research should encompass four critical areas:

Discovery - generating new and unique knowledge;

Teaching - Faculty and candidates creatively build bridges between their own understanding and their students' learning;

Application – Taking the new knowledge acquired and utilizing to solve society's problems; and

Integration – Using collaborative relationships to uncover new knowledge among disciplines (Boyer, 1990).

These four aspects of scholarship are of paramount importance to CSOE. Each of the four areas informs the guiding principles of LEAD for CSOE.

*Scholarship of Discovery* (L, E, A, D): We subscribe to the centrality of the need to advance inquiry that produces the disciplinary and professional knowledge that frames our candidate preparation and training (Boyer, 1990). We ensure that our candidates are prepared to foster an environment that supports inclusive excellence with the commitment and understanding necessary to be responsive to all learners (D). Candidates acquire the ability to collaborate successfully (E) with parents, families, school districts, community members, faculty and staff in order to gain and maintain this disposition.

*Scholarship of Teaching* (L, E, A, D): CSOE subscribes to Boyer's model that underscores the notion of the scholarship of teaching as inquiry that produces knowledge to facilitate the transfer of the science and art of teaching, counseling and leadership from expert to novice. Thus we are very intentional in stewarding our mentoring relationships between faculty, school district master teachers, school site supervisors and our advisory boards. We view these relationships as critical to the transfer of teaching knowledge.

*Scholarship of Professional Practice* (A): Professional practice in CSOE is comprised of all aspects of the delivery of education, counseling, and leadership. Competence in practice is determined in school setting practicums and internships. Professional Practice is also the mechanism through which CSOE provides the environment and skills by which knowledge in the profession is both advanced and applied. In this segment, we also include the mentoring of candidates and leadership roles in developing practice. In all of the above, we highlight the scholarship generated through practice. Our Faculty and candidate professional certifications, degrees, and credentials and other specialty credentials demonstrate CSOE's attainments in this sphere.

*Scholarship of Integration* (L, E, A): In this sphere, faculty and candidates engage in the review and analysis of education policy, integrative models across disciplines, literature review and use all these to develop transdisciplinary educational programs and projects. Further, CSOE faculty are active and present at national and international conferences, serve on the leadership of professional organizations and contribute to journal articles. These are examples of how CSOE demonstrates the scholarship of integration. The guiding principles and candidate competencies are framed with the understanding that effective learning environments are social and collaborative in nature (Vygotsky, 1978).

The second theoretical underpinning for CSOE is constructivism. We concur with the assertion that our candidates and their students are active makers of meaning, rather than passive absorbers of knowledge (Dewey, 1944; Vygotsky, 1962; Brosio, 2000).

We expect our candidates to engage social constructivism by utilizing existing knowledge, interests, attitudes, and goals to select and interpret available information. Our faculty recognize the insider knowledge our candidates’ bring to our courses and provide the environment for them to utilize their uniquely personal knowledge to create meaning as they integrate these knowledge bases with their diverse cultural, ethnic, social, and economic circumstances through analysis, reflection, and research.

We model a humanistic learning environment that encourages critical inquiry to connect learners with one another (Rodgers, 2002; Greene, 2000; Palmer, 1998; Sergiovanni, 1999). Faculty members create caring environments where candidates are encouraged and supported to reach beyond themselves and to engage various points of view, diversity of ideas and practices.

# CTC Pupil Personnel Services Generic Program Standards

* **Standard 1 Program Design, Rationale and Coordination:** Coordinated effectively in accordance with a cohesive design that has a cogent rationale. Foundation and theoretical courses precede and are designed to be taken prior to more specialized and advanced courses.
* **Standard 2 Growth and Development:** Acquire an understanding of typical and atypical growth and development, including relevant theories, research, and other information related to pupils’ strengths and weaknesses that affect learning in school, community and family environments. The program provides candidates with an understanding of the effects of (a) health and developmental factors, (b) language, (c) cultural variables, (d) diversity, (e) socioeconomic status, and (f) factors of resiliency on pupil development.
* **Standard 3 Socio-Cultural Competence:** Display an understanding of ways in which ethnic, cultural, socioeconomic, and environmental factors influence pupil learning and achievement. Candidates will learn skills to work effectively with pupils and their families from diverse backgrounds. The program provides candidates with an understanding and appreciation for diversity. An understanding of the importance of developing cultural competence is provided to candidates in order to effectively serve diverse and changing communities. The program provides candidates with an understanding of the ways in which educational policies, programs and practices can be developed, adapted, and modified to be culturally congruent with the needs of pupils and their families.
* **Standard 4 Assessment:** Knowledge of current theories and methods of using assessment data to support data-based decision making for the purpose of understanding, evaluating and promoting positive pupil performance, program outcomes, and school climate. Candidates develop an understanding of the influence of multiple factors on pupil achievement. The program requires candidates to analyze assessment information in a manner that produces valid inferences when evaluating the needs of individual pupils and assessing the effectiveness of educational programs.
* **Standard 5 Comprehensive Prevention and Early Intervention for Achievement:** Display an understanding of the factors that contribute to successful learning. In order to help pupils attain high learning goals, the program provides candidates with the knowledge to identify problems in their earliest stages and to implement prevention and early intervention strategies for addressing these problems. The program requires candidates to demonstrate knowledge of classroom, school, family, and community factors that support pupil learning and to develop skills to assist pupils who experience learning difficulties.
* **Standard 6 Professional Ethics and Legal Mandates:** Display an understanding of professional codes of ethics and current legal mandates, as well as an awareness of the range of legal issues, such as, statutory, regulatory, and case law affecting the delivery of pupil services. The program requires candidates to demonstrate the ability to access information about legal and ethical matters.
* **Standard 7 Family-School Collaboration:** Display an understanding of the ways in which pupil development, well being, and learning are enhanced by family-school collaboration. The program requires candidates to work with parents to foster respectful and productive family-school collaboration.
* **Standard 8 Self-esteem and Personal and Social Responsibility:** Assess their own self-esteem and to demonstrate an understanding of principles associated with the building of (a) self-esteem, (b) personal and social responsibility, and (c) their relationship to the life-long learning process.
* **Standard 9 School Safety and Violence Prevention:** Understand ways in which school environments can enhance the safety and well-being of all pupils. The program provides candidates with the knowledge and models of systematic school safety planning that include comprehensive school climate and crisis response plans addressing elements of prevention, intervention, and treatment. The program provides candidates with opportunities and experiences to demonstrate knowledge and skills to assist in the development and implementation of a comprehensive program to reduce the incidence of school site violence. The program provides candidates with knowledge and skills that address the needs of witnesses, victims and perpetrators of violence as they relate to improved behavior and enhanced teaching and learning.
* **Standard 10 Consultation:** Demonstrate knowledge and application of theories, models, and processes of consultation. The program provides candidates with opportunities and experiences to display the ability to use communication, interpersonal, and problem-solving skills in consultation with teachers, administrators, other school personnel, family members, community groups, and agencies. Candidates demonstrate skills in using a decision-making process when consulting and collaborating with others to (a) identify problem areas, (b) collect and analyze information to understand problems, (c) make decisions about service delivery, and (d) evaluate the implementation and outcome of the service delivery plan.
* **Standard 11 Learning Theory and Educational Psychology:** Display an understanding of learning theories and factors influencing learning and teaching such as cognition, memory, attention skills, perceptual-sensory processes, emotional state, motivation, organizational skills, gender, cultural differences, and linguistic differences. Candidates know how to evaluate the congruence between instructional strategies and pupil learning assets and deficits.
* **Standard 12 Professional Leadership Development:** Display an understanding of the development, improvement and evaluation of programs that support effective pupil learning. The program also provides candidates with an understanding of the importance of leadership by the pupil personnel services provider in operating as a systems change agent.
* **Standard 13 Collaboration and Coordination of Pupil Support Systems:** Collaborate effectively with community-based organizations, agencies, and other professionals. Candidates demonstrate knowledge of programs and services within a comprehensive model of support at the school site level designed to promote high expectations and increase pupil learning and achievement.
* **Standard 14 Human Relations:** Demonstrate self-awareness, sensitivity to others, and skillfulness in relating to individuals and groups. The program provides candidates with opportunities and experiences to understand the importance of socio-psychological concepts of group formation, reference groups, inter-group and intra-group relations and conflict. The program provides candidates with opportunities and experiences to demonstrate an ability to facilitate group process and mediate conflict.
* **Standard 15 Technological Literacy:** Demonstrate skills in current technology for communication and collecting, organizing, distributing and analyzing data and resources in order to facilitate effective and appropriate outcomes in program management and individual student achievement.
* **Standard 16 Supervision and Mentoring:** Demonstrate knowledge of models of supervision used to mentor pre-professionals in practica and field experience placements. Candidates recognize the important role that field-site supervisors play in pre-professional training of future pupil personnel service providers.

# CTC Pupil Personnel Services School Counseling Credential Specialization Standards

**I. Core Knowledge Base and Foundations**

* **Standard 17 Foundations of the School Counseling Profession:** Knowledge and understanding of the core areas including history, philosophy and trends in school counseling; state and national standards; models of comprehensive and developmental school counseling and guidance programs; and the theoretical bases for counseling practices in schools.
* **Standard 18 Professionalism, Ethics & Legal Mandates:** Understanding of ways to develop a professional identity congruent with the knowledge of all aspects of professional functions, professional development, and organizational representation. The program provides candidates with knowledge of current legal mandates impacting school counselors and pupils. The program provides candidates with knowledge of the ethical standards and practices of the school counseling profession and how to apply these ethical standards to specific counseling situations.

**II. Professional Skills and Training**

**A. Domains of School Counseling and Guidance**

* **Standard 19 Academic Development:** Understanding of the concepts, principles, strategies, programs and practices for enabling pupils to experience academic success and achieve at high levels. Candidates are able to implement strategies and activities in the school setting for maximizing learning, producing high-quality work and preparing pupils for a full range of options and opportunities after high school, including the completion of a college and university education.
* **Standard 20 Career Development:** Knowledge of the components of career development programs and provides them with opportunities to develop, implement and evaluate such programs in schools.
* **Standard 21 Personal and Social Development:** Apply knowledge and understanding to the theories, concepts, processes, skills and practices required for successful personal and social development. Candidates are able to plan, organize and implement programs that enable pupils to acquire knowledge, attitudes and interpersonal skills that help them understand and respect themselves and others, make decisions, set goals and take necessary action to achieve goals, and to understand and develop safety and survival skills.

**B. Themes of School Counselor Preparation**

* **Standard 22 Leadership:** Know the qualities, principles, and styles of effective leadership. Candidates also possess the knowledge, skills and attitudes of effective leadership by acting as agents of change in planning, organizing, implementing, managing and evaluating the outcomes of school counseling and guidance programs that increase student learning and achievement.
* **Standard 23 Advocacy:** Demonstrate skills and attitudes essential for advocating for the learning and academic success of all pupils. Candidates are able to identify institutional, systemic, interpersonal and intrapersonal barriers to learning, and are able to plan and implement strategies to eliminate those barriers and effectively support positive learning and achievement outcomes for all pupils.
* **Standard 24 Learning, Achievement and Instruction:** Know appropriate classroom management strategies and techniques for assisting teachers with classroom organization. Candidates understand curriculum design, lesson plan development, and instructional strategies for teaching counseling and guidance related material.

**C. Functions of School Counselors**

* **Standard 25 Individual Counseling:** Demonstrate knowledge of the theories of counseling, the stages of the counseling relationship, and the elements of effective counseling, particularly as they pertain to the three domains of school counseling. Candidates also know and demonstrate skills in helping pupils cope with personal and interpersonal problems as well as skills in crisis intervention in response to personal, school, and community crises. Candidates are able to design and implement programs of wellness promotion, prevention, treatment and intervention services. In addition, candidates understand and possess skill for evaluating counseling outcomes, including the impact of individual and small group counseling on student learning and achievement. Candidates know community-based mental health referral resources and effective referral practices.
* **Standard 26 Group Counseling and Facilitation:** Understand group dynamics and possess skill in group work, including counseling, psycho-educational, task, and peer helping groups; and facilitation of teams to enable pupils to overcome barriers and impediments to learning.
* **Standard 27 Collaboration, Coordination and Team Building:** Apply skills of effective collaboration among school staff, parents, individuals, groups, and agencies in the community to meet developmental needs along a continuum of preschool through adult pupils. In collaborative efforts, candidates demonstrate competence in coordinating the services of community members, agency personnel and parents within a comprehensive school counseling and guidance program as it relates to the educational mission of the school. Candidates know and possess skills in building effective working teams of school staff, parents and community members for eliminating personal, social, and institutional barriers to learning and increasing student academic achievement and learning success.
* **Standard 28 Organizational and System Development:** Understand the organization, structure, and cultural context of schools as educational systems and are able to plan, develop, implement and evaluate systemic and comprehensive counseling and guidance programs that are part of an overall school plan. Such programs include student outcomes that reflect the impact of counseling and guidance programs on student learning and academic achievement.
* **Standard 29 Prevention Education and Training:** Know and have skill in the planning, organizing and implementing educational programs designed to promote pupil learning and high academic achievement. Candidates also have knowledge in preventing problems that pose barriers to learning and achievement. Candidates develop knowledge and skills in working with school staffs, parents, and family members to enable them to eliminate barriers to learning and achievement.
* **Standard 30 Research, Program Evaluation and Technology:** Knowledgeable about basic principles of research design, action research, and program evaluation. This includes traditional experimental design as well as qualitative and single-subject designs. Candidates are able to differentiate high quality from inadequate research, and understand measurement and statistics in sufficient depth to evaluate published research and conduct evaluations of counseling and guidance and other educational programs in terms of student outcomes. Candidates understand and utilize computer technology and attendant technological applications for conducting program evaluation.

**III. Field Experience and Competency Evaluation**

* **Standard 31 Field Experience:** Demonstrate knowledge and skills in applying the themes and functions of school counseling in school settings designed and organized to support the training and preparation of school counselors. Candidates demonstrate in field experience the knowledge of and skills in working with pre-K through adult pupils in the areas identified in the standards for school counseling.
* **Standard 32 Determination of Candidate Competence:** Determine that candidates have satisfied each professional standard. This determination is based on thorough documentation and written verification by at least one district supervisor and one institutional supervisor. Candidates have also documented that they have earned an appropriate graduate degree from an accredited institution of higher learning.

# CTC Pupil Personnel Services School Psychology Credential Specialization Standards

**I. Core Knowledge Base and Foundation**

* **Standard 17 Psychological Foundations:** Foundation in the knowledge base for the discipline of psychology in order to facilitate the individual development of all pupils. This knowledge base includes biological foundations of behavior, human learning, social and cultural bases of behavior, child and adolescent development, and the diversity of individual differences in development and learning.
* **Standard 18 Educational Foundations:** Foundation in the knowledge base of education concerning the organization and operation of schools, school and community-based resources, as well as alternative service delivery systems. The program requires candidates to be prepared to help design and operate programs to promote school-family interactions. The program requires candidates to be knowledgeable about: (a) family influences on pupil cognitive, motivational, and social characteristics that affect classroom performance; (b) family involvement in education; (c) ways to promote partnerships between parents and educators to improve outcomes for pupils; (d) cultural issues that impact home-school collaboration; and (e) methods to facilitate safe and caring school communities.
* **Standard 19 Legal, Ethical and Professional Foundations:** Knowledge base specific to the professional specialty of school psychology. This knowledge base includes (a) the history and foundations of school psychology, (b) legal and ethical issues, (c) professional issues and standards, (d) alternative models for the delivery of school psychological services, (e) emergent technologies, and (f) the roles and functions of the school psychologist. The program requires candidates to understand the diverse values that influence the lives of people, and to be prepared to practice in schools in ways that meet all appropriate ethical, professional, and legal standards both to enhance the quality of services and to protect the rights of all parties.

**II. Professional Skills and Training**

* **Standard 20 Collaborative Consultation:** Positive interpersonal skills with which to facilitate communication for the purposes of consultation and collaboration with teachers, teams of school personnel, community professionals, agencies, and families. Candidates are prepared to listen, adapt, deal with ambiguity, and be patient in difficult situations. Candidates are able to clearly present and exchange information in a variety of contexts with diverse audiences such as families, teachers, school boards, policy makers, business leaders, and fellow school pupil service providers.
* **Standard 21 Wellness Promotion, Crisis Intervention and Counseling:** Design, implement and evaluate wellness, prevention, intervention, and other mental health programs at the individual, group and system levels. They are knowledgeable about academic, behavioral, and serious personal difficulties. As primary mental health service providers, candidates are able to recognize the behaviors and contexts that are precursors to the development of internalizing disorders, externalizing disorders, and dropping out of school. Candidates can design programs and implement prevention, intervention, and treatment services across the hierarchy of pupils’ development needs. Candidates can work with school personnel, pupils, parents, and the general community in the aftermath of personal, school and community crises.
* **Standard 22 Individual Evaluation and Assessment:** Versed in a variety of assessment methods, including formal and informal test administration, behavioral assessment, interview, ecological or environmental assessment, as well as assessment methodologies to define a student’s problems and needs, to assess current status, and to measure the effects of the problems-solving process. Candidates also understand contextual influences on outcomes, such as: (a) personal attributes of the pupil; (b) types of aptitude; and (c) community, cultural, gender, and language influences, and (d) classroom climate and instructional practices. Candidates understand how to use assessment information in a problem solving process and are able to convey findings in an articulate way to a diverse audience. Candidates are able to use data-based decision making to improve outcomes for instruction, development of cognitive and academic skills, and the development of life competencies. Candidates also demonstrate an understanding of the process and procedures identified in federal and state laws related to special education services, such as the Individuals with Disabilities Education Act (IDEA).
* **Standard 23 Program Planning and Evaluation:** Understand the school as a system. Candidates work with individuals and groups to facilitate organizational structures and policies that create and maintain safe school environments that promote learning and enhance positive educational outcomes for pupils. Candidates utilize data-based decision making skills to (a) assist in the development of challenging but achievable goals for all pupils; (b) provide information about ways in which pupils can achieve these goals; and (c) monitor pupil progress toward these goals. Candidates are skillful in evaluating local school programs and in interpreting findings to other educators and to the public.
* **Standard 24 Research, Measurement, and Technology:** Know basic principles of research design. This includes traditional experimental designs as well as qualitative and single-subject designs. Candidates are able to differentiate high quality from inadequate research, and understand measurement and statistics in sufficient depth to evaluate published research and conduct investigations relevant to their work. Candidates understand and utilize computer technology and attendant technological applications.

**III. Field Experience and Practica**

* **Standard 25 Practica:** Engage in field-based activities in all areas of professional training. Specifically, candidates are provided with practica experiences in the areas of (a) collaboration and consultation, (b) wellness promotion, (c) counseling and crisis intervention, (d) individual assessment, (e) educational planning and evaluation, (f) program planning and evaluation, (g) and research and measurement. Candidates demonstrate the ability to select and apply core knowledge regarding psychological foundations, educational foundations, and legal, ethical, and professional foundations in their work in schools. Practica consists of a series of supervised experiences that occur prior to the field experience, are conducted in laboratory or field-based settings or both. They provide for the application of knowledge and mastery of distinct skills. There must be a systematic means of evaluating the practica experiences that seeks to ensure the acquisition of desired skills by pupils.
* **Standard 26 Culminating Field Experience:** Demonstrate the full range of skills acquired during formal training, and to acquire additional knowledge and skills most appropriately gained through supervised professional experience. Under the supervision of a credentialed school psychologist, candidates provide direct and indirect services to pupils, parents, and school staff in all areas of training.
* **Standard 27 Determination of Candidate Competence:** Determine that candidates have satisfied each professional standard. This determination is based on thorough documentation and written verification by at least one district supervisor and one institutional supervisor. Candidates have also documented that they have earned an appropriate graduate degree from an accredited institution of higher learning.

# Course Description

This course provides you with practical school counseling information to advise students and parents regarding college admission. In this course you will explore career advisement knowledge and skills related to: consult with parents, motivate students, academic and career preparation, career assessment, financial aid, and interventions to enhance students and parent’s decisions regarding post-secondary options.

# Professional Standards Alignment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **California School of Education (CSOE)** | | **California Commission on Teacher Credentialing**  **Pupil Personnel Services Program Standards** | | | **Supporting Assessment** |
| **Course Learning Outcomes (CLO)** | **Conceptual Framework** | **Generic** | **School Counseling Credential Specialization**  **(as applicable)** | **School Psychology Credential Specialization**  **(as applicable)** | **Assessment Title** |
| **CLO1**: Analyze theories, assessment instruments and techniques relevant to career planning and decision making. | Leadership | Standard 2 | Standard 21 |  | Week 1: Career Development Theories and Assessments |
| **CLO2**: Determine effective methods to individualize career and educational planning, placement, follow-up, and evaluation. | Application | Standard 7 and 10 | Standard 19 and 25 |  | Week 5: Public School Systems  Week 7: Financial Aid Award Letters |
| **CLO3**: Interpret career, vocational, educational, occupational and labor market information resources as tools for career and academic development. | Engagement, Application | Standard 2 and 15 | Standard 20, 21 and 24 |  | Week 4: Career Development Activities  Week 8: Preparing Students for Their Future Guidance Lesson |
| **CLO4**: Evaluate your cultural competence to assesses and interpret students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities. | Engagement, Application | Standard 3,8 and 10 | Standard 21 and 25 |  | Week 2: Cultural Competence Case Study  Week 6: Evaluating Student Transcripts |
| **CLO5**: Interpret various strategies and activities to effectively prepare students for a full range of postsecondary options and opportunities. | Leadership, Engagement | Standard 4 and 12 | Standard 17 and 27 (maybe) |  | Week 3: Daily Operations Reflection |

# Student Expectations

**Respectful Speech and Actions**: As an institution of higher education, Alliant International University has the obligation to combat racism, sexism, and other forms of bias and to provide an equal educational opportunity. Professional codes of ethics and the academic code shall be the guiding principles in dealing with speech or actions that, when considered objectively, are abusive and insulting.

**Professional Behavior**: This program is a graduate-level professional program, and each member of the program, both students and faculty, are expected to engage in professional behavior and conduct. Students should always display empathy, self-control, friendliness, generosity, cooperation, helpfulness, and respect in all of their interactions with other students, staff, and faculty. Students will strive to exemplify professional behavior in all aspects of their participation in this program, to be on time in all engagements, to thoughtfully and diligently complete activities and assignments, and to treat all other program members with respect and dignity.

# Expected In-class (Online) and Preparation Time per Week

|  |  |  |
| --- | --- | --- |
| **Weeks** | **In-Class (Online) Time**  (Discussions, interactions, delivering presentations, viewing lectures, exams) | **Preparation Time**  (reading, major assignments, homework) |
| Week 1 | 5 hours | 11 hours |
| Week 2 | 5 hours | 10 hours |
| Week 3 | 5 hours | 11 hours |
| Week 4 | 6 hours | 11 hours |
| Week 5 | 6 hours | 10 hours |
| Week 6 | 5 hours | 10 hours |
| Week 7 | 6 hours | 11 hours |
| Week 8 | 5 hours | 10 hours |

**Note**. Expected weekly time is calculated at the number of hours per unit, times the number of units, divided by the number of weeks in the course for the following:

* Online time: (15 x 3 of units) / 8 of weeks
* Preparation time: (30 x 3 of units) / 8 of weeks

# Required Course Materials

Niles, S. G., & Harris-Bowlsbey, J. (2017). *Career Development Interventions*. (5th ed.). New York, NY: Pearson Education, Inc.

ISBN: 978-0134286303

Savitz-Romer, M, & Bouffard, S. M. (2012). *Ready, willing, and able: A developmental approach to college access and success*. Cambridge, MA: Harvard Education Press.

ISBN: 978-1612501321

# University Administrative Policies & Student Resources

Administrative policies and students resources for the university can be accessed in the most current catalog posted on the university website <http://catalog.alliant.edu/index.php>.

**Course Overview**

[Week 1: Career Development Theories 16](#_Toc486320219)

[Week 2: Competent Career Development Interventions 18](#_Toc486320220)

[Week 3: Career Planning–Assessment, Resources, & Information 20](#_Toc486320221)

[Week 4: Career Development Interventions–Elementary, Middle, and High School 22](#_Toc486320222)

[Week 5: Post-Secondary Options–CA Higher Education Public School Systems 24](#_Toc486320223)

[Week 6: Post-Secondary Options–College Application Process 26](#_Toc486320224)

[Week 7: Financial Aid 101 28](#_Toc486320225)

[Week 8: Preparing Students for Their Future 30](#_Toc486320226)

# Course Grading

Grading is in accordance with the academic policies of Alliant International University.

|  |  |
| --- | --- |
| **Percentage** | **Letter Grade** |
| 94-100 | A |
| 90-93 | A- |
| 87-89 | B+ |
| 84-86 | B |
| 80-83 | B- |
| 77-79 | C+ |
| 74-76 | C |
| 70-73 | C- |
| 67-69 | D+ |
| 64-66 | D |
| 61-63 | D- |
| < 61% | F |

Final grades will be determined as follows based on the points obtained in the following categories:

|  |  |
| --- | --- |
| **Assignment Categories** | **% of Grade** |
| Discussion | 25 |
| Assignment | 30 |
| Guidance Lesson | 45 |

# Course Assessments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Assessment** | **Due** | **Assignment Category** | **Point Value** |
| **Week 1** | |  |  |  |
|  | Discussion: Career Development Influences |  | Discussion | 15 |
|  | Assignment: Career Development Theories & Assessments |  | Assignment | 20 |
| **Week 2** | |  |  |  |
|  | Discussion: Cultural Competence |  | Discussion | 10 |
|  | Assignment: Case Study |  | Assignment | 20 |
| **Week 3** | |  |  |  |
|  | Discussion: Assessments |  | Discussion | 10 |
|  | Assignment: Daily Operations Reflection |  | Assignment | 30 |
| **Week 4** | |  |  |  |
|  | Discussion: Career Development Tasks |  | Discussion | 10 |
|  | Assignment: Career Development Activities Wiki |  | Assignment | 15 |
| **Week 5** | |  |  |  |
|  | Discussion: Public-School Systems |  | Discussion | 30 |
| **Week 6** | |  |  |  |
|  | Discussion: Application Processes |  | Discussion | 15 |
|  | Discussion: Evaluating Student Transcripts |  | Discussion | 20 |
| **Week 7** | |  |  |  |
|  | Discussion: Financial Aid Forms |  | Discussion | 15 |
|  | Assignment: Financial Aid Award Letter |  | Assignment | 20 |
| **Week 8** | |  |  |  |
|  | Assignment: Guidance Lesson |  | Guidance Lesson | 30 |
|  | Discussion: Guidance Lesson Presentation |  | Guidance Lesson | 10 |
| **Total Points** | |  |  | **100** |

Week 1: Career Development Theories

Learning Objectives

|  |  |
| --- | --- |
| * 1. Analyze theories to inform various aspects of career development. | CLO1 |
| * 1. Interpret important factors in your life that has shaped or influenced your career development. | CLO2 |
| * 1. Interpret common career assessment instruments. | CLO3 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 1.1, 1.2, 1.3 |
| ***Career Development Interventions***   * Ch. 1: Introduction to Career Development Interventions * Ch. 2: Understanding and Applying Theories of Career Development | |
| ***Presentations***  **View** the following presentations to guide your reading:   * Ch. 1: Career Development Interventions * Ch. 2: Theories of Career Development | |

|  |  |
| --- | --- |
| **Preparation: Daily Operations Paper** | N/A |
| **Schedule** a time to interview a school counselor at any level, although a high school counselor may be easier to access, before Week 3.  **Review** the Daily Operations Reflection assignment for more information about the interview assignment. | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Career Development Influences** | 1.2 |
| **Write** a short version of your life, in the Career Development Influences discussion forum by Wednesday, that includes the following:   * Important factors in your life that have influenced your career development * Work experiences * Values * Appropriate personal information you believe will help us get to know each other   **Reply** to another classmate’s post, by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

|  |  |
| --- | --- |
| **Assignment: Career Development Theories & Assessments** | 1.1, 1.3 |
| **Complete** the [Holland Code Career Test](https://www.truity.com/test/holland-code-career-test) from Truity.  **Write** a one-to two-page response to the following prompts:   * What were your Holland Code Career results? * Did your results surprise you in any way? Why or why not? * Should career development theories address life roles other than work? Why?   **Submit** your paper as a Word document by Sunday. | |

Week 2: Competent Career Development Interventions

Learning Objectives

|  |  |
| --- | --- |
| * 1. Identify appropriate career development theories to provide individualized career counseling. | CLO2 |
| * 1. Analyze career development theories to identify if they meet the needs of various diverse populations. | CLO4 |
| * 1. Interpret important factors in your life that has shaped or influenced your cultural competence. | CLO4 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 2..1, 2.2, 2.3 |
| ***Career Development Interventions***   * Ch. 3: Understanding and Applying Recent Theories of Career Development * Ch. 4: Providing Culturally Competent Career Development Interventions | |
| ***Presentations***  **View** the following presentations to guide your reading:   * Ch. 3: Emerging Theories of Career Development * Ch. 4: Culturally Competent Career Development Interventions | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Cultural Competence** | 2.2, 2.3 |
| **Respond** to the following prompts in the Cultural Competence discussion forum by Wednesday:   * How well do the career development theories discussed in Ch. 3 of Career Development Interventions address persons from diverse backgrounds? * What are some strengths and weaknesses that stand out? * What three things are you good at? How did your own cultural background influence these skills or abilities? * How might your own cultural background affect the efficacy of the career intervention strategies you chose to use with your students?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

|  |  |
| --- | --- |
| **Assignment: Case Study** | 2.1 |
| **Review** the student case of Ronald presented in Ch. 3 of Career Development Interventions.  **Write** a one-to two-page paper describing Ronald’s career development using one or more of the theories presented in the chapter.  **Include** the following in your paper:   * Which theory or theories would you use to provide Ronald with career counseling? * What are the limitations of the theory or theories you selected for Ronald’s situation?   **Submit** your paper as a Word document by Sunday. | |

Week 3: Career Planning­–Assessment, Resources, & Information

Learning Objectives

|  |  |
| --- | --- |
| * 1. Analyze the daily operations of a career development program. | CLO3, CLO5 |
| * 1. Interpret data from career assessment instruments and report findings. | CLO3 |
| * 1. Determine appropriate career assessment instruments based on age groups. | CLO2 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 3.1, 3.2, 3.3 |
| ***Career Development Interventions***   * Ch. 5: Assessment and Career Planning * Ch. 6: Career Information and Resources | |
| ***Presentations***  **View** the following presentations to guide your reading:   * Ch. 5: Assessment and Career Planning * Ch. 6: Career Information and Resources | |
| ***Online Resources***  **Take** the following Personality Type test from Truity:   * [The 16 Personality Type Profiles](https://www.truity.com/view/types) to view your 4 letter code type * [The TypeFinder® Research Edition](https://www.truity.com/test/type-finder-research-edition) personality test based on the 4 Letter Personality Code developed by Briggs Myers. | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Assessments** | 3.2, 3.3 |
| **Respond** to the following prompts in the Assessments discussion forum by Wednesday:   * How accurate do you believe your results were taking the type finder personality test? * How can assessments be used when working with middle school students? High school students? College-age students? * What are some of the dangers or pitfalls of giving assessments?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

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| --- | --- |
| **Assignment: Daily Operations Reflection** | 3.1 |
| **Interview** a school counselor to learn about the types of information and resources provided to students and parents about career choices and college access.  **Write** a three-to five-page reflection on the information and resources:   * Is there specific information for students and parents from low socioeconomic and first generation families? * How is the information delivered? * What are the success and challenges the school counselor has had? * Reflect on the system, what works? Why? * How would you attempt to overcome the challenges shared during the interview?   **Submit** your paper as a Word document by Sunday. | |

Week 4: Career Development Interventions–Elementary, Middle, and High School

Learning Objectives

|  |  |
| --- | --- |
| * 1. Assess career development processes and techniques and determine which are applicable to specific populations. | CLO3 |
| * 1. Assess various career development activities that promote career development for various age groups. | CLO1, CLO3 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 4.1, 4.2 |
| ***Career Development Interventions***   * Ch. 10: Career Development Interventions in the Elementary Schools * Ch. 11: Career Development Interventions in Middle Schools | |
| ***Presentations***  **View** the following presentations to guide your reading:   * Ch. 10: Interventions in the Elementary Schools * Ch. 11: Interventions in Middle Schools | |
| ***Online Resource***  **Listen** to the “[550: Three Miles](https://www.thisamericanlife.org/radio-archives/episode/550/three-miles)” broadcast [60:00] from WBEZ’s This American Life. | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Career Development Tasks** | 4.1 |
| **Respond** to the following prompt in the Career Development Tasks discussion forum by Wednesday: What career development tasks do you think are most important to help elementary, middle, and high school students address?  **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

|  |  |
| --- | --- |
| **Assignment: Career Development Activities Wiki** | 4.2 |
| **Research** an age appropriate career development activity you would be able to implement in a classroom or small group setting that would promote career development.  **Post** a link to the activity you selected to the Career Development Activities Wiki.  **Include** a description of the grade level the activity would be appropriate for and what areas of career development it addresses. | |

Week 5: Post-Secondary Options–CA Higher Education Public School Systems

Learning Objectives

|  |  |
| --- | --- |
| * 1. Compare the major California higher education school systems. | CLO5 |
| * 1. Determine effective strategies to inform students about post-secondary options. | CLO2 |
| * 1. Determine effective strategies to inform and engage parents about post-secondary options. | CLO2 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 5.1, 5.2, 5.3 |
| ***Ready, Willing, and Able***   * Ch. 1: More Youth, More Ready: A Developmental Understanding of Gaps in Educational Equity * Ch. 2: Becoming Developmentally Aware: Applying Developmental Theory to College Preparation and Planning | |
| ***Online Resources***  **Review** the following University and College application or admissions websites:   * [CAL State Apply](https://www2.calstate.edu/apply) * [UC Admissions](http://admission.universityofcalifornia.edu/) * [California Community Colleges Requirements](https://home.cccapply.org/colleges/requirements) | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Public-School Systems** | 5.1, 5.2, 5.3 |
| **Respond** to the following prompts in the Public-School Systems discussion forum by Wednesday:   * What three differences did you find in the admissions or application requirements between the three California public school systems? * How would you inform students about their public-school choices? How would you encourage them to apply to the different options available? * How would you engage parents in the process?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

Week 6: Post-Secondary Options–College Application Process

Learning Objectives

|  |  |
| --- | --- |
| * 1. Compare higher education application processes, including public and private schools. | CLO3 |
| * 1. Determine methods to support the first-generation population in post-secondary options. | CLO4 |
| * 1. Appraise various higher education systems in order to support a student academic plan based on student strengths and needs. | CLO3, CLO4, CLO5 |

# Activities and Resources

|  |  |
| --- | --- |
| **Readings** | 6.1, 6.2, 6.3 |
| ***Ready, Willing, and Able***   * Ch. 3: Envisioning: Forming an Identity That Includes College-Going * Ch. 4: Believing: Seeing College as Possible and Probable | |
| ***Online Resources***  **Explore** the following websites:   * [The Common Application](http://www.commonapp.org/) * [Colleges that Change Lives](http://ctcl.org/) * [Peterson’s](https://www.petersons.com/#/sweeps-modal)   **Review** UC’s rules for GPA: [Calculating GPA](http://admission.universityofcalifornia.edu/counselors/q-and-a/calculating-gpa/)  **Review** college entrance exams at the Princeton Review: [SAT vs ACT](https://www.princetonreview.com/college/sat-act)  **Review** a listing of top tier schools that are test optional: [FairTest National Center for Fair & Open Testing](http://www.fairtest.org/sites/default/files/Optional-Schools-in-U.S.News-Top-Tiers.pdf) | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Application Processes** | 6.1, 6.2 |
| **Respond** to the following prompts in the Application Processes discussion forum by Wednesday:   * Compare the college application process for the CSU, UC and private school systems. * What are the differences you notice? How do you think this affects first generation college students? * How can you use this information for your future work with students?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

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| **Discussion: Evaluating Student Transcripts** | 6.3 |
| **Review** the case studies document and the student transcripts provided. Pay attention to the student number listed on the transcripts and case studies document to match students.  **Select** one of the students.  **Respond** to the following prompts in the Evaluating Student Transcripts discussion forum by Wednesday:   * How would you go about working with that student? * How did you consider students’ strengths, needs, as well as academic performance?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

Week 7: Financial Aid 101

Learning Objectives

|  |  |
| --- | --- |
| * 1. Interpret the requirements of various financial aid applications. | CLO2, CLO3, CLO5 |
| * 1. Interpret the benefits offered in financial aid award letters. | CLO2, CLO3, CLO5 |

# Activities and Resources

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| --- | --- |
| **Readings** | 7.1, 7.2 |
| ***Ready, Willing, and Able***   * Ch. 5: Aiming: Setting Goals That Set Up Success * Ch. 6: Organizing: Realizing College Dreams Through Self-Regulation | |
| ***Alliant Library***  **Read** the following article:  Carnevale, A. P. (2008). [A Real Analysis of Real Education](http://0-search.ebscohost.com.library.alliant.edu/login.aspx?direct=true&db=ehh&AN=35690591&site=ehost-live&scope=site). *Liberal Education*, 94(4), 54-61.  **View** the following videos:   * “[Find Journal Articles in PsycINFO](https://youtu.be/ra5_Br5Zj14)” [2:20] * “[Using the PsycINFO Thesaurus](https://youtu.be/KGIa2BSZm48)” [4:27] * “[Using E-Books at the Alliant Library](https://youtu.be/G-oQjPwnwy8)” [3:34] * “[Ordering and Picking Up Books from Off Campus](https://youtu.be/HNokWfovFL8)” [3:21] | |
| ***Online Resources***  **Read** Onink, T. (2017). [2017 Guide to college financial aid, the FAFSA and CSS profile](https://www.forbes.com/sites/troyonink/2017/01/08/2017-guide-to-college-financial-aid-the-fafsa-and-css-profile/#78b2128f4cd4) from Forbes online.  View the “[Searching eric.ed.gov](https://www.youtube.com/watch?v=WkUxARnUHn4)” video [5:04] from YouTube. | |

# Assignments

|  |  |
| --- | --- |
| **Discussion: Financial Aid Forms** | 7.1 |
| **Respond** to the following prompts in the Financial Aid Forms discussion forum by Wednesday:   * As a high school counselor, how would you inform students of the importance of completing the FAFSA? The CSS profile? * What are the different types of aid? Why is it important to explain this to students?   **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

|  |  |
| --- | --- |
| **Assignment: Financial Aid Award Letter** | 7.2 |
| **Read** the six sample financial aid award letters for the same student.  **Write** a one-to two-page response to the following prompts:   * Which school offers the best financial aid for this student? Consider using the award analyzer to compare the offers. * How did you feel reviewing these award letters? Were they confusing to you? Why or why not? * How did the UCs compensate for not being able to offer a CAL grant? * How would you work with this student regarding understanding their financial aid award letters?   **Note**. The family income was just under 100,000 – it is roughly 98,900 annually.  **Submit** your paper as a Word document by Sunday. | |

Week 8: Preparing Students for Their Future

Learning Objectives

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| --- | --- |
| * 1. Evaluate an issue or topic related to college admissions or career exploration. | CLO1, CLO2, CLO3, CLO4, CLO5 |

# Activities and Resources

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| --- | --- |
| **Readings** | 8.1 |
| ***Ready, Willing, and Able***  Ch. 7: Connecting: Marshaling the Support of Peers and Families | |

# Assignments

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| --- | --- |
| **Assignment: Guidance Lesson** | 8.1 |
| **Select** an issue or topic related to college admissions or career exploration. Consider one of the following topics or identify one of your own:   * A group of high school aged students explaining the importance of goal setting and career planning. Walk students through career planning by helping them:   + Learn about themselves   + Learn about various careers   + Setting a career goal by making a plan * Parent to a group of special population students, such as highly unmotivated 9th graders or first generation students, explaining the A-G UC/CSU college entrance requirements:   + What students need to do to be college-ready throughout their high school career   + How you will motivate the students   + What activity you have that will ensure students understand the A-G requirements   + What supports you will provide to ensure the students are successful in meeting the A-G requirements * The financial aid application process and the different types of aid available:   + Financial aid application timeline for FAFSA/CA DREAM ACT and CSS Profile   + Different types of financial aid such as state, federal, institutional, etc.   **Develop** a 30- to 45-minute guidance lesson on your selected topic for either students or parents. You may work individually or in pairs.  **Include** a handout and activity that supports your selected topic.  **Submit** your guidance lesson by Friday. | |

|  |  |
| --- | --- |
| **Discussion: Guidance Lesson Presentation** | 8.1 |
| **Create** a three- to five-minute PowerPoint presentation of your guidance lesson.  **Post** it to the Guidance Lesson Presentation discussion forum by Friday.  **Reply** to another classmate’s post, applying the [RISE Model for Meaningful Feedback](http://www.risemodel.com/), by Sunday. If possible, respond to a classmate that has not yet received feedback. | |
| Check into this discussion periodically to help guide students and to provide your own thoughts or insights. Mimic for them how you would like them to engage with each other beyond stating, ‘Good post! or I agree!’ | |

# Bibliography

1. Carnevale, A. P. (2008). A Real Analysis of Real Education. *Liberal Education*, 94(4), 54-61. Retrieved from <http://0-search.ebscohost.com.library.alliant.edu/login.aspx?direct=true&db=ehh&AN=35690591&site=ehost-live&scope=site>.
2. Onink, T. (2017). 2017 Guide to college financial aid, the FAFSA and CSS profile from Forbes online. Retrieved from <https://www.forbes.com/sites/troyonink/2017/01/08/2017-guide-to-college-financial-aid-the-fafsa-and-css-profile/#78b2128f4cd4>.

# Rubrics

**Discussion Rubric** (15 point)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary**  **100%** | **Good**  **67%** | **Needs Improvement**  **33%** |
| **Initial Response to the Forum Topic**  (7 points) | Topic is addressed thoughtfully, supported by citations to experts and personal experience, and builds on prior posts. | Topic is addressed thoughtfully, but not thoroughly supported by citations to experts, personal experience, or previous posts. | Topic is addressed superficially and without evidence that prior posts were considered. |
| **Feedback to First Peer’s Response to the Forum Topic**  (4 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |
| **Feedback to Second Peer’s Response to the Forum Topic**  (4 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |

**Discussion Rubric** (10 point)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary**  **100%** | **Good**  **67%** | **Needs Improvement**  **33%** |
| **Initial Response to the Forum Topic**  (6 points) | Topic is addressed thoughtfully, supported by citations to experts and personal experience, and builds on prior posts. | Topic is addressed thoughtfully, but not thoroughly supported by citations to experts, personal experience, or previous posts. | Topic is addressed superficially and without evidence that prior posts were considered. |
| **Feedback to First Peer’s Response to the Forum Topic**  (2 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |
| **Feedback to Second Peer’s Response to the Forum Topic**  (2 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |

**Discussion Rubric** (30 point)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary**  **100%** | **Good**  **67%** | **Needs Improvement**  **33%** |
| **Initial Response to the Forum Topic**  (16 points) | Topic is addressed thoughtfully, supported by citations to experts and personal experience, and builds on prior posts. | Topic is addressed thoughtfully, but not thoroughly supported by citations to experts, personal experience, or previous posts. | Topic is addressed superficially and without evidence that prior posts were considered. |
| **Feedback to First Peer’s Response to the Forum Topic**  (7 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |
| **Feedback to Second Peer’s Response to the Forum Topic**  (7 points) | Thoughtful feedback included all levels of the RISE model and will result in a substantive improvement in the work if implemented. | Feedback was thoughtful but did not include specific suggestions and references for improvement. | Feedback was superficial and did not cover all levels of the RISE model. |

**Guidance Lesson Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary**  **100%** | **Good**  **67%** | **Needs Improvement**  **33%** |
| **Content**  (10 points) | Addresses topic and demonstrates strong knowledge of content | Addresses topic but does not demonstrate strong knowledge of content | Does not address topic selected and includes limited information |
| **Activity**  (5 points) | Activity is aligned with the presentation topic, it is presented within the presentation at an appropriate time and seems to be engaging | Activity has some elements aligned with the presentation topic, but it is not presented in the appropriate time during the presentation | Activity does not have relevant elements aligned to presentation topic |
| **Handout**  (5 points) | Handout is aligned with the presentation topic and compliments the information presented | Handout is somewhat aligned with the presentation topic, but does not compliment well the information presented | Handout is not aligned with the presentation topic |

**Guidance Lesson Presentation Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary**  **100%** | **Good**  **67%** | **Needs Improvement**  **33%** |
| **Presentation**  (10 points) | Presentation is organized and flows to allow the audience to fully understand the content being presented | Presentation slides are organized in a logical sequence but may not flow in a manner that allows the audience to follow along | Presentation slides are not organized sequentially and presentation does not flow |