

LINDENWOOD

LIKE NO OTHER

Dear Conference Participant,

You can earn one hour of graduate credit from Lindenwood University through your participation in this conference. In order to earn credit, you will complete the following steps:

1. Visit <https://applylu.lindenwood.edu/loginws.asp>, complete the Enrollment Form and pay with your credit card. (**Tuition fees are non-refundable**)
2. Fully participate in conference activities
3. Complete the assignments and return by the deadline of March 23, 2018 . See attached for additional information.

To access your grade in your Lindenwood University student portal (you will be emailed this information within 72 hours of enrolling), please complete the following steps:

1. Visit <https://sportal.lindenwood.edu/estudent/login.asp>. You will be prompted to enter a user ID and password.
 - Use ID-- (2 to 3 letters and 3 numbers for example jse404).
 - Password= Birthday (4 digit=0522) and last 4 of your social security number.
2. Be sure the term in the upper left corner, in blue states SP WS 18. If not, you may change it by left clicking on it and scrolling until you find the SP WS 18 term.
3. From the left column menu, go to Administrative Services. In the My Grades section, click on Final Grades.

The document populated is printable. This is considered an official document from the university. If you need an official copy for your district, please visit:

<http://www.lindenwood.edu/academics/transcript.html>.

The attached information will provide you with the requirements to earn one hour of graduate credit. If you have specific questions regarding Cooperative Credit, please feel free to contact me at jedler@lindenwood.edu or by phone at 636-949-4612.

Thank you,

Jennifer Edler

LINDENWOOD

Jennifer S. Edler / Coordinator, Cooperative Credit

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**LINDENWOOD UNIVERSITY
2018 KCA CONFERENCE
EW 51186**

Conference: 2018 Kansas Counseling Association Conference – Hope for the Future

Location: Wichita, KS

Date(s): March 1 – March 2, 2018

Lindenwood University offers individuals the opportunity to earn graduate credit through the participation in professional conferences and the completion of assignments listed on a Conference syllabus. To earn any credit, all assignments indicated on this syllabus must be completed.

Directions for CC Assignment Submission:

To turn in assignments, please type directly on the templates provided at the end of the document. Please save your assignment in one Word file as “KCAyour last name, first initial]”

For example, Jen Edler would save her document as “KCAedler, J”

****Detailed Directions with screenshots for submission located at the end of the syllabus.**

Required Assignments

Assignments Titles	Expected Hours to Complete
1. Unit Plan	5
2. Attendance Requirements	8
3. Active Reflection	10

Detailed Assignment Descriptions

1. Unit Plan (5 hours):

Part 1

- Include a [SMART](#) goal (Template link included at the end of this document). It should be specific, measurable, action-oriented, realistic, and time-limited to qualify as a SMART goal.

Part 2

- Include 2-3 [lesson plans](#) located at the bottom of this syllabus from the American School Counseling Association (Template link included at the end of this document).

Description of the lesson plan sections:

- Select *one* Mindset and *one* Behavior from the ASCA site and record where noted on the lesson plan template. These are located at <http://tinyurl.com/ybbr8h49> beginning on page 2. Page 1 describes the rationale behind the ASCA Mindsets and Behaviors.

- Include a written explanation of the data you plan to use to explore your results on the lesson plan template and include a pre and posttest you would administer to your students before and after the unit plan.
 - *Process Data* refers to which group of students you will be working with when implementing the lesson. (e.g., 8th grade Health Class, all graduating seniors, etc.).
 - *Perception Data* refers to how the Attitudes, Skills and Knowledge will be different before the unit plan and after.

Attitude refers to the beliefs

Skills refer to abilities

Knowledge refers to content information about the topic

- *Outcome/Results Data* are existing measures in the school that might contribute to your understanding of how change occurred from your unit plan. Typically, this refers to attendance, achievement or behavioral data (e.g., increase in attendance, increase in grades, or decrease in discipline referrals).

2. Attendance Requirements (8 hours): Attend a minimum of 8 hours/sessions during the conference.

3. Reflection on Conference Sessions (10 hours):

(A minimum of 2-3 pages)

Part 1

- Briefly summarize the sessions you attended (one paragraph) in your own words (avoid using conference descriptions).
- Next, describe how you will apply specific information regarding “**Hope for the Future**” from the conference sessions and how this will benefit your school community.
- List any lingering questions or ones that arose as a result of the sessions from this year’s conference, “**Hope for the Future.**”

Part 2 [L] [SEP]

- How will you share the information with your stakeholders? Include the stakeholders to be included in benefitting from the information, the format you might share it in (verbal, written, etc.), and what you would like to see happen as a result of applying these practices in your school. [L]
[SEP]
- What are you doing in your current practice that could be shared in a conference forum?
- If you have not previously presented, identify the barriers keeping you from sharing. If you have presented, what did you find valuable in the process? [L]
[SEP]

The Grade Plan

To earn a grade of “A”: Fully participate in conference activities, and complete the written assignments including all of the detailed descriptions with clear explanations of your ideas. The assignments have minimal to no grammar or punctuation errors and are completed by the designated deadline. A written explanation of the data and a short 3-question pre and posttest measuring perception data (how students’ attitudes, skills and knowledge are different as a result of your unit plan) is included.

To earn a grade of “B”: Fully participate in conference activities and submit the minimum documentation required on the syllabus in a timely manner. Grammar and punctuation errors, using the wrong templates, or failure to thoroughly complete assignments as described in the detailed descriptions will result in point deductions.

To earn a grade of “C”: Less than full participation in conference activities, and/or incomplete assignments that do not meet the standards of “A” or “B”.

Failure to meet the requirement of an “A”, “B”, or “C” will result in failure of the class.

****If you have any questions on how to upload the assignment, please e-mail jedler@lindenwood.edu.**

Templates for Assignment 1-Unit Plan

SMART Goal Template



SMART GOAL
Writable ADOBE Ten

Alternatively, online at: <http://tinyurl.com/yd33cgj5>

Lesson Plan Template



LessonPlanTemplat
e.pdf

Alternatively, online at: <http://tinyurl.com/y8vg23mj>