

George Mason University
College of Education and Human Development
Counseling Program

EDCD 610.001 – Career and Educational Counseling
3 Credits, Fall 2020
Thursdays 7:20 PM – 10:00 PM – Synchronous Online

Faculty

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Prerequisites/Corequisites

EDCD 604 (or concurrent); B or better EDCE 606 or B or better in EDCE 609

University Catalog Course Description

Presents theories and counseling issues relevant to career counseling in schools and community agencies.

Course Overview

This course is designed to provide students with a comprehensive introduction to the theoretical and practical aspects of career counseling and development by: a) reviewing the history of career development theories and vocational counseling, b) discussing empirical studies and research questions on the psychology of work, and c) exploring the influence of the multicultural movement of career counseling and development. It is hoped that students will develop a broad understanding of the major theoretical, practical, and empirical based issues that characterize each theory discussed in this course. To facilitate students' self-awareness as careered individuals and career counselors, students will also have the opportunity to complete self-report instruments, conceptualize case study materials, conduct a written career assessment based on their own career-related personality and identity, conduct peer counseling, and develop and implement a career counseling intervention at a school or community-based agency.

Course Delivery Method

This course will be delivered online (76% or more) using synchronous and asynchronous formats via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Thursday, 8/20/20. The Blackboard components we will use for this course include: 1) Start Here: Welcome, 2) Syllabus; 3) Zoom Link (link to Thursday synchronous meetings and office hours); 4) Discussion Board 5) Contact Your Instructor; 5) Announcements; 6) Learn Here: Weekly Lessons (detailed

instructions, PowerPoint, and materials for each class); 7) Resources (SLP, Motivational Interviewing, and Course Partner Information); 8) Assignments (upload assignments here); and 9) Assessments (APA quiz and VIA link to upload Career Development and Assessment Paper).

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:
https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers

To get a list of supported operation systems on different devices see:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
 - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
 - Windows Media Player:
<https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
 - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

- Course Week: Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.
- Log-in Frequency: Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at

least [4] times per week. In addition, students must log-in for all scheduled online synchronous meetings.

- **Participation:**
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:**
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- **Technical Issues:**
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- **Workload:**
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- **Instructor Support:**
Students may schedule a one-on-one meeting to discuss course requirements, content, or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- **Netiquette:**
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- **Accommodations:**
Online learners who require effective accommodations to ensure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes

This course is designed to enable students to do the following:

Professional Standards

Council for Accreditation of Counseling and Related Education Programs (CACREP)

Upon completion of this course, students will have met the following professional standards and

this course is designed to enable students to do the following:

- theories and models of career development, counseling, and decision making (CACREP 2.F.4.a)
- approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors (CACREP 2.F.4.b)
- processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems (CACREP 2.F.4.c)
- approaches for assessing the conditions of the work environment on clients' life experiences (CACREP 2.F.4.d)
- strategies for assessing abilities, interests, values, personality and other factors that contribute to career development (CACREP 2.F.4.e)
- strategies for career development program planning, organization, implementation, administration, and evaluation (CACREP 2.F.4.f)
- strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy (CACREP 2.F.4.g)
- strategies for facilitating client skill development for career, educational, and life-work planning and management (CACREP 2.F.4.h)
- methods of identifying and using assessment tools and techniques relevant to career planning and decision making (CACREP 2.F.4.i)
- ethical and culturally relevant strategies for addressing career development (CACREP 2.F.4.j)
- use of assessments for diagnostic and intervention planning purposes (CACREP 2.F.7.e)
- use of assessments relevant to academic/educational, career, personal, and social development (CACREP 2.F.7.i)
- use of developmentally appropriate career counseling interventions and assessments (CACREP 5.3.e SC)

Required Texts

1. Tang, M. (2018). *Career development and counseling*. Thousand Oaks, CA: Sage. [CDC]
2. Hecklinger, F., & Black, N (2009). *Training for life* (10th ed.). Dubuque, IA: Kendall/Hunt. [TFL]
3. Career Assessments: MBTI and Strong Interest Inventory (SII) will be purchased from GMU'S University Career Services (\$15 per assessment). Assessments are taken online remotely (not at UCS). You will receive an email invitation from UCS to take the two assessments after the start of class. You must pay by credit card on the UCS online store BEFORE your results will be generated. Results will be sent to Dr. Carroll for group interpretation in class.
 - Online store for MBTI and SII payment:
https://secure.touchnet.com/C20788_ustores/web/store_main.jsp?STOREID=35&SINGLE-STORE=true.
 - The Clifton StrengthsFinder is free and available at

<https://strengths.gmu.edu/intro-to-cliftonstrengths/>

Articles (available on Blackboard Weekly Lessons)

4. Chope, R. C. (2005). Qualitatively assessing family influence in career decision making. *Journal of Career Assessment*, 13(4), 395-414. <https://doi.org/10.1177/1069072705277913>
5. Smith, V. (2011). Mediators of opportunity: High school counselors in the 21st century. *Sociology Compass*, 5(9), 792-806. doi: 10.1111/j.1751-9020.2011.00407.x

Additional readings will be assigned. See syllabus/Bb for details.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, hard copy).

- **Assignments and/or Examinations**

Upload all assignments in Microsoft word format.

A. APA Style Quiz

To ensure understanding and retention of APA style, students will be given an APA style quiz. The quiz can be taken twice.

B. Genogram and Summary Paper

Create a genogram that includes at least three generations or groups of people (can also include chosen family). For each person included, consider the following and note what is significant: (a) occupation; (b) values, skills, and interests; (c) unexpected events; (d) role in the family; (e) influence on your own career development or the career development of others in your family; and (f) contextual factors (culture, gender, location, etc.). You can use the format on the sample genogram or create your own. Creativity is encouraged. Write a short narrative and reflection that describes the main ideas in your genogram and how it relates to concepts discussed/covered in class. The reflection should be 3-4 pages (not including title page and references) and must include at least 3 citations from any assigned class readings. APA format, including in text citations and a reference list, is required.

C. Resume and Job Posting

Use a draft resume and a job description posting to review while completing class 10. The draft resume can be whatever resume you have on hand (could be from your graduate school application). The job posting should be for a job that might be of interest to you now or when you graduate. Using the information reviewed in class, you will revise your resume to fit the job description and send it to your partner to review. You may leave off any personally identifying information you would not like to share. You will turn in the final resume and job description.

D. Career Service Learning Project (SLP)

Each student will participate in a group service-learning project that will take place online. You will be responsible for designing, facilitating, and evaluating a career intervention program for clients in the community. The career counseling program you design will require the use of traditional and non-traditional methods of assessment and career counseling based on the needs of your site. You will work as a group to develop your career intervention program through communication with your site and application of class materials and outside sources. **You cannot miss other classes to complete this project.** CACREP Standards: 2.F.4.f. strategies for career development program planning, organization, implementation, administration, and evaluation; 2.F.4.g. strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy; 2.F.4.h. strategies for facilitating client skill development for career, educational, and life-work planning and management The assignments for this project are as follows:

1. SLP Proposal (group):

Your counseling intervention will take place virtually given the current need for social distancing. The format this counseling intervention will take is up to your service-learning site contact and your team capabilities and can include but is not limited to Zoom meeting, video, interactive "game," PowerPoint, handouts, etc. Create the intervention and deliver it according to what you arrange with your site contact. A video and handouts are a minimum expectation. **Your proposal must contain at least 3 references to peer-reviewed journal articles and at least 2 citations from the CDC text (including at least one from chapter 8 and at least one from chapter 10).** The proposal must clearly identify the needs of the site, the overall goals of the intervention, and the format the intervention will take. Paper should be 2-3 pages (not including references and title page).

2. SLP Intervention (group): You will provide at least two forms of counseling intervention (one virtual meeting and handouts for example). Include a pre- and post-test. You should record your intervention if possible or collect other data to discuss the intervention in supervision.

3. SLP Summary (group): Your group will turn in a brief summary of your intervention, including how you facilitated client skill development for career, educational, and/or life-work planning and management. It should include a summary of what you implemented (about 2 pages) and the evaluations you received from site supervisors.

4. SLP Reflection Paper (individual): Individually, you will turn in a reflection paper regarding your personal SLP experience. You should describe the strengths and challenges of the experience, as well as the implications for you personally/professionally. Your paper should be about 1-2 pages.

5. SLP Group Presentation: Your group will present an overview of your SLP project, lessons learned, and recommendations/resources for working with your population or in

your setting (including how counselors could advocate for clients). Provide handouts/resources (paper or electronic) to your classmates as a part of your presentation. Your presentation should be 15-20 minutes long.

E. Career Development and Assessment Paper (Key Assignment – See Rubric)

You will prepare a 7-8 page typed paper, using the 4 main headers below, double spaced, with one inch margins that examines your personal career development and integrates theory and assessment. CACREP Standard: 2.F.4.e. strategies for assessing abilities, interests, values, personality and other factors that contribute to career development

Part 1. Personal and Career History (about 2-3 pages)

- a) **Personal/ Family Background:** Address what personal and/or familial experiences appear to be relevant in shaping your career development, including perceived supports, challenges and barriers, intra-personal, and inter-personal in meeting and implementing career goals. What was the atmosphere in your home? What values prevailed, pertaining to gender roles, division of labor, education, and work? Where there any challenges based on ethnic, race, religious background?
- b) **Career Development:** Review your education and work history. Note successes and/or difficult areas. How did you make decisions about education and work? Be sure to discuss career theories and concepts when you present your career development. Which theory or aspects of theories help explain your development to date and future goals?
- c) **Theory:** Integrate theories and models of career development, counseling, and decision making and apply to personal history (at least 2 citations from CDC text)

Part 2. Assessment Results (about 2 pages, not including copies of StrengthsFinder)

- a) **Formal Assessments:** Present and interpret the results from the formal assessments assigned in class (MBTI, SII, and StrengthsFinder) Attach a copy of the results from the StrengthsFinder as an appendix.
- b) **Informal Assessments:** Present and interpret the results of at least two informal assessments (e.g., genogram, Holland party, Three Successes Activity).

Part 3. Assessment Analysis (about 2 pages)

- a) **Assessment Reflection:** Describe how the results and interpretations of the formal and informal assessments are useful (or not) in understanding your academic/ educational, career, personal, and/or social development. How do these results inform your career development/trajectory? Note any patterns and/or how pieces of data may support or contradict one another. What do the data say about your strengths and growth areas?
- b) **Recommendations:** Provide recommendations for how, when, and why you would use the assessments in counseling, or when they would be contra-indicated.

Part 4. Conclusion (about 1-2 pages)

- a) **Implications for Counseling:** Integrate all of the information you have accumulated and discuss how that shapes your current career trajectory. Based on the information you have, what are your strengths when working with clients? What challenges do you have? Based on your profile, values, and experiences, what client characteristics might you find difficulty working with? How will you counsel others? How does this information influence your personal and professional identity?

F. Class participation

Students are expected to demonstrate a high level of participation consistent with graduate level education. Students are expected to be on time and present for the duration of virtual classes; demonstrate engagement by asking questions and sharing thoughts and participating in groups as directed by the instructor; and students are expected to demonstrate preparedness for each class session. Every student is expected to volunteer a response to the instructor or classmate at least once during every whole class virtual meeting. Be prepared to reflect on your own life experiences as they relate to topics of discussion with the class and group process.

- **Other Requirements**

- **Course Expectations**

APA Format: Students in Counseling & Development courses are expected to use APA style (7th ed.) for written papers.

Attendance: In accordance with the policies of the Counseling and Development Program, on-time attendance at every class meeting is expected. Late arrival to class will be considered an absence. **Two or more unexcused absences will result in loss of course credit.** Attendance on the first day of class is required. Excused absences are permitted for illness, religious holidays, or emergency situations only; documentation is required for the absence to be considered excused. Work-related absences are not considered excused.

Course Requirements: Each student is expected to do the following: (1) attend each class, (2) complete all reading assignments and tasks as assigned, (3) arrive on time and stay for the entire class period, (4) participate in discussions and work groups, (5) regularly check GMU email, and (6) submit or access documents via Blackboard as assigned.

Assignments: **Submit an electronic copy by midnight on the date due via SafeAssignment on the course Blackboard site or as noted. The Final Career Development Paper via VIA on the Blackboard site and via SafeAssignment. Late assignments will be subject to a penalty of 20% for each day late.** Additional assignments and/or assessments may be added at the instructor's discretion.

- **Grading**

In accordance with the George Mason University Grading Policy, the following grades may be achieved:

A [100-97]; A- [96-94]; B+ [93-91]; B [90-87]; B- [86-84]; C [83-80]; F [79 and below]

Assignment	% of total grade
APA Style Quiz	5
Genogram and Summary Paper	15
Resume and Job Posting	5
SLP (each component is 5%)	25
Career Development and Assessment Paper	30
Class Participation, Blackboard Discussion Board & Other Assignments	20
Total	100

Professional Dispositions

See <https://cehd.gmu.edu/students/polices-procedures/>

Students must adhere to program professional dispositions: <https://cehd.gmu.edu/assets/docs/forms/Professional%20Dispositions.pdf>

Professional Dispositions Assessment

Professional Dispositions are assessed in all required courses. The minimum score (benchmark) is based on the level of the course, as described below.

Level of Assessment	CMHC	SC	Minimum Score
Basic	602, 609, 601, 525, 603, 604 654, 652, 656, 658	602, 606, 601, 525, 603, 604 613, 611, 626, 615	2
Intermediate	608, 750, 660, 628, 619, 621, 610, 797	608, 751, 660, 628, 619, 621, 610, 797	3
Advanced	792, 793	794, 795	4

Professional Dispositions assessments are scored as follows:

- **4: Consistently Evident** – The student demonstrates the disposition all or almost all of the time. This rank is considered exceptional, particularly for students who are at the beginning of their program. Students who are advanced in the program (i.e., in their last year of the program and enrolled in Internship I or II) should expect to achieve this rank.
- **3: Frequently Evident** – The student demonstrates the disposition often or most of the time. It is expected that students in the middle of the program (i.e., usually the second year for full time or third year for part time students) will achieve this rank. This reflects

that they have moved beyond the initial phase of counselor training and are developing well towards being a professional counselor.

- **2: Sometimes Evident** – The student demonstrates the disposition sometimes or inconsistently. It is expected that students at the beginning of the program (i.e., first year for most students) will achieve this rank. Students at the beginning of the program are expected to be developing towards these professional dispositions as a part of their counselor training and preparation for their future as a professional counselor.
- **1: Seldom Evident** – The student demonstrates the disposition rarely or not at all. In some instances, this may also indicate a harmful demonstration of professional disposition(s). Students at the beginning of their program may achieve this rank, which can be developmentally appropriate as they learn the expectations for students and future professional counselors. Should this occur, students should expect to meet with their advisor, who will assist them in addressing the area of concern.

N/A: Not Applicable – An instructor or supervisor may use this to note that they did not have the opportunity to observe the disposition or that it was not relevant in the given context. This is most likely to occur at the beginning of the program when some dispositions may not be germane to the particular class.

Class Schedule

Week	Lesson	Assignments	Due Dates
Week 1 8/27/20 Synch.	Lesson 1: Introduction; History and Current Issues of Career Counseling	Read CDC Chapter 1 Participate in the Zoom synchronous meeting	
Week 2 9/3/20 Asynch. Office Hours	Lesson 2: Career Theories 1	Read CDC Chapter 4 Read TFL Chapters 1-6 Post on the Discussion forum and reply to 2 peers Pay for MBTI and SII Optional office hours 7:20 - 8:20 on Zoom	Discussion Board Initial Post by: Friday midnight Reply by: Sunday midnight
Week 3 9/10/20 Synch.	Lesson 3: Social and Cultural Considerations for Work and Career	Read CDC Chapters 2 and 3 Participate in the Zoom synchronous meeting	
Week 4 9/17/20 Asynch. Office Hours	Lesson 4: Career Theories 2	Read CDC Chapter 5 Read TFL Chapters 7 - 12 Optional office hours 7:20 - 8:20 on Zoom	Due Date: 9/17/20 APA Quiz Discussion Board Initial Post by: Friday midnight Reply by: Sunday midnight

Week 5 9/24/20 Synch.	Lesson 5: Career Counseling and Assessment, Genogram Counseling Practice	Read CDC Chapters 6 and 7 Participate in the Zoom synchronous meeting	Due Date: 9/24/20 Genogram (can be a picture) & Reflection due to Bb assignments (and email genogram to your partner)
Week 6 10/1/20 Asynch. Office Hours	Lesson 6: Career Counseling in Community Settings: Resources and Strategies	Read CDC Chapters 9, 10, 13, and 14 Read TFL Chapters 13 - 20 Optional office hours 7:20 - 8:20 on Zoom	
Week 7 10/8/20 Synch.	Lesson 7: Ethical Academic, Career, and College Counseling in K-12 Schools	Read documents: Smith 2011, LCPS 2019, "Toward a better letter," "Recs that change lives," "Sample letters," and "Grades Action Plan" Participate in the Zoom synchronous meeting	Due Date: 10/8/20 SLP Proposal due to Bb assignments
Week 8 10/15/20 Asynch. Office Hours	Lesson 8: Holistic Career Counseling	Read CDC Chapter 12 Read TFL Chapters 21-28 Optional office hours 7:20 - 8:20 on Zoom	Due Date: 10/15/20 Case Conceptualization Form due to Bb Assignments
Week 9 10/22/20	Independent work on SLP No class meeting		Due Date: 10/22/20 Complete Clifton StrengthsFinder, MBTI, and SII
Week 10 10/29/20 Asynch. Office Hours	Lesson 10: University Career Services Overview and Re- sume Writing	Read CDC Chapter 12 Read TFL Chapters 21 - 28 Optional office hours 7:20 - 8:20 on Zoom	Due Date: 10/29/20 Email your resume to your partner on 10/29 Partner edit resume and return by 10/31
Week 11 11/5/20 Synch.	Lesson 11: Assessment Interpretations	Read articles: Katz 1999, Owens 2016, Shaff 2016, and review MBTI booklet Participate in the Zoom synchronous meeting	Due Date: 11/5/20 Resume and Job Posting due to Bb Assignments
Week 12 11/12/20 Synch.	SLP Group Supervision Day 1	Participate in the Zoom synchronous meeting	
Week 13 11/19/20 Synch.	SLP Group Supervision Day 2		Due Date: 11/19/20 Career Development and Assessment Paper due to VIA on Bb Assessments
11/26/20	No Class - Holiday		
Week 14 12/3/20	SLP Group	Participate in the Zoom synchronous meeting	Due Date: 12/3/20

Synch.	Presentations	SLP Personal Reflection and SLP Summary due to Bb Assignments
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Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Counseling Program Mission Statement

The Counseling Program is committed to preparing counselors who promote the social, psychological, physical, and spiritual health of individuals, families, communities, and organizations in order to contribute to the advancement of global well-being. The program strives for national and international excellence in implementing a counseling perspective which provides a foundation in basic counseling skills and focuses on social justice, multiculturalism, international, advocacy and leadership. It is our belief that a global perspective on development across the life span, and an understanding and appreciation of multiculturalism, diversity, and social justice are integral to the preparation of professional counselors, requiring that professional counselors are prepared to assume leadership roles, be proactive change agents and become advocates for social, economic and political justice. The program is committed to accomplish this mission by working through interdisciplinary teams as well as promote the interconnectedness of teaching, research, service and professional practice. Through this mission faculty will facilitate a continued tradition of international, national and regional leadership through the development of collaborative partnerships and projects, research, publications, presentations, consultation, and training.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730 or emailing titleix@gmu.edu.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/>.

Assessment Rubric(s)

Key Assignment

A.4.a.2 – CMHC & SC: Career Development and Assessment Paper in 610

Area Assessed	%	Exceeds Standards 4 A [100-97]; A- [96-94]	Meets Standards 3 B+ [93-91]; B [90-87]	Approaching Standards 2 B- [86-84]; C [83-80]	Below Standards 1 F [79 and below]
1. Writing Style/ Mechanics	10	Adheres to APA format (6th ed.) and is clear, understandable, exceptionally well organized, and grammatically correct. No APA errors. Language is appropriate for the type of paper. Adheres to paper requirements for page limit and headers/sub-headers.	Adheres to APA format (6th ed.) with only a few errors; is clear, well organized, understandable, and grammatically correct with only a few errors. Language is mostly appropriate for the type of paper. Adheres to paper requirements for page limit and headers/sub-headers with only a few errors.	Has errors in APA format (6th ed.), lacks clarity, not well organized, and has grammatical errors. Language is somewhat appropriate for the type of paper. Adheres to some of paper requirements for page limit and headers/sub-headers.	Does not follow APA format, is unclear, is poorly organized, and has many grammatical errors. Language is generally not appropriate for the type of paper. Adheres to few or none of the paper requirements for page limit and headers/sub-headers.
2. Personal/Family Background KPI A.4.a.1; CACREP 2.F.4.e	10	Exceptionally complete and thorough description of individual and family background.	Thorough description of individual and family background.	Some description of individual and family background.	Little or no description of individual and family background.
3. Career Development KPI A.4.a.1; CACREP 2.F.4.e	10	Exceptionally complete and thorough description of education and/or work history.	Thorough description of education and/or work history	Some description of education and/or work history and application of theory.	Little or no description of education and/or work history and application of theory.
4. Theory KPI A.4.a.1; CACREP 2.F.4.e; 2.F.4.i	10	Demonstrates excellent knowledge of theories and models of career development, counseling, and decision making and applies to personal history.	Demonstrates knowledge of theories and models of career development, counseling, and decision making and applies to personal history.	Some limited knowledge of theories and models of career development, counseling, and decision making.	Demonstrates little or no knowledge of theories and models of career development, counseling, and decision making.

<p>5. Formal Assessments KPI A.4.a.1; CACREP 2.F.4.e; 2.F.4.i</p>	<p>15</p>	<p>Results from the formal assessments assigned in the class presented and interpreted accurately and thoroughly, including an exceptional description of the factor being assessed (e.g., values, personality).</p>	<p>Results from the formal assessments assigned in the class presented and interpreted accurately, including a good description of the factor being assessed (e.g., values, personality).</p>	<p>Some results from the formal assessments assigned in the class presented and interpreted accurately, including some description of the factor being assessed (e.g., values, personality).</p>	<p>Little or no results from the formal assessments assigned in the class presented and interpreted accurately; little or no description of the factor being assessed (e.g., values, personality).</p>
<p>6. Informal Assessments KPI A.4.a.1; CACREP 2.F.4.e; 2.F.4.i</p>	<p>15</p>	<p>Results of at least two informal assessments (e.g., genogram, card sort) presented and interpreted thoroughly and accurately, including an exceptional description of the factor being assessed (e.g., values, personality).</p>	<p>Results of at least two informal assessments (e.g., genogram, card sort) presented and interpreted accurately, including a good description of the factor being assessed (e.g., values, personality).</p>	<p>Some results of at least two informal assessments (e.g., genogram, card sort) presented and interpreted accurately, including some description of the factor being assessed (e.g., values, personality).</p>	<p>Little or no results of at least two informal assessments (e.g., genogram, card sort) presented and interpreted accurately; little or no description of the factor being assessed (e.g., values, personality).</p>
<p>7. Assessment Reflection KPI A.7.a.2; CACREP 2.F.7.i; 2.F.7.e</p>	<p>10</p>	<p>Exceptionally thorough and meaningful description of how the results and interpretations of the formal and informal assessments are useful (or not) in understanding your academic/ educational, career, personal, and/or social development.</p>	<p>Thorough description of how the results and interpretations of the formal and informal assessments are useful (or not) in understanding your academic/ educational, career, personal, and/or social development.</p>	<p>Some description of how the results and interpretations of the formal and informal assessments are useful (or not) in understanding your academic/ educational, career, personal, and/or social development.</p>	<p>Little or no description of how the results and interpretations of the formal and informal assessments are useful (or not) in understanding your academic/ educational, career, personal, and/or social development.</p>

<p>8. Recommendations</p> <p>KPI A.7.a.2; CACREP 2.F.7.i; 2.F.7.e</p>	<p>10</p>	<p>Provides exceptionally relevant and meaningful recommendations for how, when, and why you would use the assessments in counseling, or when they would be contra-indicated.</p>	<p>Provides relevant recommendations for how, when, and why you would use the assessments in counseling, or when they would be contra-indicated.</p>	<p>Provides some recommendations for how, when, and why you would use the assessments in counseling, or when they would be contra-indicated.</p>	<p>Provides little or no recommendations for how, when, and why you would use the assessments in counseling, or when they would be contra-indicated.</p>
<p>9. Implications for Counseling</p>	<p>10</p>	<p>Exception integration of all information presented, including thorough, relevant, and meaningful discussion of implications for you as a counselor.</p>	<p>Good integration of most information presented, including thorough and relevant discussion of implications for you as a counselor.</p>	<p>Integration of some information presented, including some discussion of implications for you as a counselor.</p>	<p>Little or no integration of information presented, including little or no discussion of implications for you as a counselor.</p>

Additional assignments use the following scale:

4: A [100-97]; A- [96-94]; exceeds standards: The student meets the criteria described consistently and/or completely.

3: B+ [93-91]; B [90-87]; meets standards: The student meets the criteria; few errors.

2: B- [86-84]; C [83-80]; approaching standards: The student partially meets criteria; some errors.

1: F [79 and below]; below standards: The student does not meet the criteria; numerous errors.

Genogram

Area Assessed	%	4	3	2	1
1. Generations Included: Genogram clearly depicts at least three generations or groups of individuals in your family (or chosen family).	10				
2. Topics Addressed: Genogram addresses (a) occupation; (b) values, skills, and interests; (c) unexpected events; (d) role in the family; (e) influence on your own career development or the career development of others in your family; and (f) contextual factors (culture, gender, location, etc.).	25				
3. Summary: Summary provides a narrative and a personal reflection of your genogram.	30				
4. Use of Concepts: Concepts from readings are integrated into paper meaningful	15				
5. Citations: Citation requirements are met	10				
6. Writing Style/Mechanics: Accurate APA format (e.g., 1 inch margins, 12 point Time New Roman, references); free of spelling and grammar errors; clear expression; well organized; accurate citations	10				

Resume and Job Posting

Area Assessed	%	4	3	2	1
1. Writing/Mechanics: Resume is free of spelling and grammar errors; clear expression; well organized	30				
2. Content: Resume reflects the recommend formatting and reflects the job posting (that is also provided)	70				

Service Learning Project

Area Assessed	%	4	3	2	1
1. SLP Proposal (group): Clearly provides the needs of the site, the overall goals for the intervention, and the practices the group will employ & meets all requirements (citations, APA format, etc.)	20				
2. SLP Intervention (group): Student fully participates in the intervention, fulfilling equitable roles/responsibilities as assigned	20				
3. SLP Summary (group): Summarizes the intervention that aligns with the needs described by the clients and includes meaningful and appropriate evaluations	20				
4. SLP Reflection Paper (individual): Thoughtfully describes the strengths and challenges of the experience for you personally and professionally	20				
5. SLP Group Presentation (group): Professional presentation that provides overview, lessons learned, and recommendations that summarize experience, demonstrate reflexivity, and offer useful suggestions (including advocacy) to classmates working with a similar population/setting.	20				