



CED 7125: Postsecondary Planning and College Counseling

COURSE INFORMATION

Section:

Semester/Year:

Division:

Class location:

Class day/time:

Credit hours: 3

Class type: Lecture

FACULTY CONTACT INFORMATION

Name:

Office Address:

Office Hours:

Telephone:

E-mail Address:

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Accessibility

Accessibility provides helpful pathways for using materials and learning opportunities for all WSU students, including international students, students with disabilities, and LGBTQ+ students. Free text to speech software, screen readers, and learning support services may be available.

[Student Disability Services](#) can offer assistance with accessibility software and options. Here are more resources which may also be helpful.

[Accessibility](#)

[International Students](#)

[Student Disability Services](#)

[LGBTQ+ Resources](#)

Course Description

The course will explore the role of the School Counselor in relation to postsecondary planning and college counseling. The Eight Components of College and Career Readiness approach will be used to educate school counselors to prepare and inspire students for post-secondary and college success and opportunity.

Course Goal

Method(s) of Instruction: asynchronous



CED 7125: Postsecondary Planning and College Counseling

Course Materials

Required Text(s)

Mathis, J. D., Rall, R. M., & Laudino, T. M. (2015). *Fundamentals of college admission counseling: A textbook for graduate students and practicing counselors* (4th ed.). Arlington, VA: NACAC.

Additional References

<http://nosca.collegeboard.org/eight-components>

Journal Articles - To be determined.

Course Outcome Alignment with Assignments (& Standards)

2016 CACREP STANDARDS	LEARNING OUTCOMES	WEEKS	MEASURED WITH
5.G.2.c, 5.G.3.j,k,g,	1) Describe the process of preparing students for college success and opportunity.	3,4	Final Project
5.G.2.c, 5.G.3.j,k,g,	2) Describe the role of the school counselor in postsecondary and college counseling.	2,3	Reflection paper
5.G.2.k,l	3) Identify post-secondary resources available for students and school counselors.	7,8,9	Presentation
5.G.2.c, 5.G.3.j,k,g	4) Students will be able to identify and describe the types of services available in the community to promote postsecondary education.	7,11,12	Final Project

Grading System

Graduate Grading Scale

Grade Letter	Grade Percent Range
A	93-100%
A-	90-92%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
F	<74%

Participation & Attendance 10pts

Tool and Resource Kit 45pts

Chapter Presentations 30pts

Self-Evaluation/Reflection 15pts

Total 100pts

Course Assignments and Exams

Participation & Attendance [10 Points Possible]

This course is learner centered and will include lectures, discussions, presentations, interviews and team presentations. Assigned readings should be completed prior to each class session. Students will be expected to actively participate in class discussions. Handouts will be distributed in class and you are encouraged to bring articles to share with your classmates. Students must be actively engaged in the discussions. The presentations will be posted online, and discussions will take place after the presentations are posted.

Tool and Resource Kit - Final Project [45 Points Possible]

Develop a college resource kit that could be utilized if you were a school counselor. Consider planning workshops for students, parents or teachers, on how you might assist with the college application process and how you can support students through the financial aid process. Provide a minimum of 20 community and/or school resources available for students. Develop and collect information to promote a college going culture. Do not forget to include scholarship details, as parents and students are always very interested in this information. Many resources and suggestions will be made during the course to assist you with putting together the kit/resource package. Students will present their findings in class. A summary of the kit must be included. You will showcase the kit online for feedback.

Chapter Presentations [30 points Possible]

In teams of two, you will present on topics selected from the book. Teams will prepare a presentation of an assigned chapter from the required reading. The presentation must be creative and include handouts/artifacts. The presentations will be posted online, and discussions will take place after the presentations are posted.

Self-Evaluation/Reflection [15 Points Possible]

A self-evaluation will be completed at the end of the term. You will present a self-evaluation/reflection on the value of school counselors as leaders in providing rigorous academics for all students. Your reflection should

further discuss the critical role that school counselors play in inspiring young people and helping them achieve college admission, despite social, economic, and cultural challenges. Include in this reflection key counseling concepts that you have learned in this class. The reflection should be 3 to 5 pages in length.

Tentative Course Schedule

CLASS SCHEDULE

Week 1

- Introductions
- Syllabus
- Course Expectations

Week 2

- Role of School Counselor in Postsecondary Planning and College Aspiration
Reading: Chapters 1, 2, 4
- Select Teams and Identify Resource Kits

Week 3

- Eight Components of College and Career Readiness Counseling
- Academic Planning for College and Career Readiness
Reading: Chapter 5

Week 4

- Creating a College Going Culture
- Organizations and Professional

Week 5

- Working with School and Community Partners in Postsecondary Readiness
- Enrichment and Extracurricular Engagement
Reading: Chapters 3 & 6

Week 6 PREPARE FOR PRESENTATIONS

Week 7

- College and Career Exploration and Selection Processes
Reading: Chapters 7 & 12
- Team Presentations

Week 8

- College and Career Assessments
Reading: Chapter 13
- Team Presentations

Week 9

- College Affordability Planning
Reading: Chapter 17
- Team Presentations

Week 10 Gathering Information & Materials for Resource Kits

Week 11

- College and Career Admission Processes
- Transition from High School Graduation to College Enrollment
Reading: Chapter 18

Week 12

- Counselors Serving as Advocate to Ensure College Access for All
Reading: Chapter 11
- Counseling Students with Disabilities
Reading: Chapter 9

Week 13

- **Resource Kits and Self-Evaluation Due**

Class Policies

1. Students are expected to actively participate in **all** classes online.
2. Students are expected to have completed assigned readings **prior** to class.
3. Students are expected to adhere to assignment due dates. **NO EXCEPTIONS.**
4. All papers must be typed and comply with current APA standards for publications.
5. All papers should reflect graduate level content and preparation. Careless preparations and/or inappropriate presentations will adversely affect the grade for the assignment.
6. **Plagiarism will result in severe disciplinary action. See student handbook prepared by Wayne State University for specifics.**
7. Cell phone use, including texting during class is **strictly prohibited**. Your grade will be negatively affected should you fail to abide by this policy.
8. Communication between faculty and students will generally be through email or phone. Ensure that you have access to your Wayne State University email as this is the only email address that will be used. If you have problems with your Wayne State email, please contact the IT office as indicated on Pipeline and **let me know as well.**
9. Attendance for all scheduled classes is **mandatory.** An unapproved absence results in the loss of one letter grade. **Two unapproved absences result in a failing grade for the course.** “I” and “Y” grades will not be given.

Additional Writing Guidelines

- a. Cover page with relevant information, short abstract, and body of paper should include an introductory paragraph, following paragraphs elaborate on points from the introductory one, thus pursuing a central theme, and closing with a summary paragraph. If you quote or paraphrase other material, a reference page must be included.

- b. Spelling and grammar are important. All papers should reflect graduate level content *and* preparation. Careless preparation and/or inappropriate presentation will adversely affect the grade for the assignment.
- c. A few quotations and a little paraphrasing from experts is permissible and desirable but your words and your way of interpreting are essential. *****Plagiarism will result in severe disciplinary action. See student handbook prepared by Wayne State University for specifics.**
- d. Your reactions and views from material read, and the way you present your learning is really what is crucial and expected.

Religious Holidays

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Student Disabilities Services

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. However, during the fall 2020 semester SDS will only be delivering services remotely. The SDS telephone number is 313-577-1851 (main number) or 313-202- 4216 for videophone use. Please continue to use these numbers as SDS is still receiving calls. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at www.studentdisability.wayne.edu

To register with Student Disability Services, complete the online registration form at: https://wayne-accommodate.symphlicity.com/public_accommodation

Counseling and Psychological Services (CAPS)

It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services (caps.wayne.edu; 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, and the Counseling Psychology Training Clinic, in the WSU College of Education (<https://education.wayne.edu/counseling-clinic>). *Services at all three clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about.* Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

Sexual Misconduct and Title IX

Sexual Misconduct and Mandatory Reporting

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Please be advised: Most faculty and staff are considered **“Responsible Employees”** and are **required to report** information they receive about incidents of sexual misconduct (including sexual assault, intimate partner violence, sexual harassment, and stalking) to appropriate authorities when it involves WSU students, faculty, or staff.

Free, confidential, and anonymous support is available 24 hours a day, seven days a week to survivors, their friends, and their family through the [Rape, Abuse & Incest National Network \(RAINN\)](#). Call [1-800- 656-4673](#) or [Chat](#) online with a professional support specialist.

Please visit [TitleIX.wayne.edu](#) to learn more about resources and support on campus and in the local community.

Options for Reporting Sexual Misconduct

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Reporting to the University

[The Title IX Office](#) is available to consult with individuals impacted by sexual violence or discrimination regarding resource referrals, supportive and protective measures, and reporting and resolution options. Where WSU has jurisdiction, the affected party may request an administrative investigation by the University.

Phone: 313-577-9999

Email: TitleIX@wayne.edu

Reporting to Law Enforcement

[The Wayne State University Police Department](#) is available 24/7 to assist individuals reporting criminal activity or concerns on or near campus. Report off-campus incidents to the appropriate police jurisdiction. In the event of an emergency or imminent threat, reporting to the police is highly encouraged.

Phone: 313-577-2222

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

If you or someone you know has been impacted by sexual violence or discrimination, please visit [TitleIX.wayne.edu](#) to learn more about resources and support on campus and in the local community.

Academic Dishonesty – Plagiarism and Cheating

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

- Plagiarism: To take and use another's words or ideas as your own without appropriate referencing or citation.
 - College of Education policy on plagiarism: The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Students are advised to think

carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.

- **Cheating:** Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
- **Fabrication:** Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.
- **Other:** Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University. <https://doso.wayne.edu/conduct/academic-misconduct>

Course Drops and Withdrawals

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Academica. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the tenth week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: http://reg.wayne.edu/Withdrawing_From_a_Course.php

Student Services

- The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit www.success.wayne.edu for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
- The Writing Research and Technology Zone is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing> to obtain information on tutors, appointments, and the type of help they can provide.
- Library research assistance: Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? Wayne State librarians provide on-campus or online personalized help. Contact them at <http://library.wayne.edu/consult>

Class Recordings (Face to Face Instruction)

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as posting to the internet or sharing with others. Students registered with Student Disabilities Service (SDS) who wish to record class materials must present their specific

accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

Technology Access and Support

Because this is a WEB course, all or part of your instruction will require reliable hardware including a desktop or laptop computer with reliable internet access, camera, microphone, and speakers, as well as appropriate software including a web browser, Microsoft Office ([available at no charge to students](#)), and the Canvas app (also free to students). For assistance with Canvas, see [C&IT's Student Intro to Canvas Course](#) and [Comprehensive Student Guide](#). For assistance with any of these technology issues, contact [C&IT Helpdesk](#) M-F from 7:30 am to 8 pm at 313-577-4357 or helpdesk@wayne.edu.

Students who lack adequate hardware or reliable internet access should email doso@wayne.edu or call 313-577-1010 for assistance. Students on campus also have access to equipment through University Libraries. See [Equipment Checkout Policy and Procedures](#). The University Libraries also have [computer labs](#) in several campus locations.

Support for Online Learning

"[The Effective Online Learner](#)" is a self-paced Canvas course to bolster the skills needed for remote and online learning. **WSU's** [Learn Anywhere](#) webpage provides resources and tips for taking online courses. [WSU's Academic Success Center](#) offers resources for improving study skills, building study groups, and similar activities. The [Study Skills Academy](#) offers [free study skills counseling](#) and other services.