

Revised: 05/2011

## **DIRECTIONS FOR APPLICATION TO CLINICAL COHORT IN SCHOOL COUNSELING**

**All of your materials should be placed in a 2 inch hardback three ring notebook. BE SURE YOU NAME IS ON THE SPINE AND THE FRONT OF THE NOTEBOOK**

Please three hole punch the course projects/assignments and put in the notebook (Do NOT place in plastic covers)

Include (in order):

- Resume (see directions)
- Personal Statement (see directions)
- Field Experience Agreement form signed by principal (for teachers & other school personnel)
- Terms of Agreement for IUS Counseling Program; signed and dated
- Assertion Paper from G500 plus instructor comments/rubric

**If you are still taking courses in the spring in which you apply, you must submit a form from your instructor indicating your grade at midterm. (Form is at the end of this document.)**

Use the forms provided for the 3 letters of recommendation. Have the recommender send these directly to Dr. Mary C. Bradley, or the current Program Coordinator, by March 1<sup>st</sup> of the year you are applying.

The contact information for Dr. Bradley is:  
4201 Grant Line Road  
Indiana University Southeast  
School of Education, Hillside Hall  
New Albany, IN 47150

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### **DIRECTIONS FOR PERSONAL STATEMENT**

Please answer the question(s) below in no more than 2 typed double-spaced pages using 12 point Times New Roman font.

Tell us about yourself. What kinds of experiences have you had that define the person you are right now? What are some of the reasons that have made you choose school counseling as your next profession?

**PERSONAL STATEMENT AND RESUME MUST BE TYPED IN 12 POINT TIMES NEW ROMAN FONT; SINGLE SIDED PAGES ONLY.**

#### **All materials must be received by March 1.**

Candidates may bring completed applications to Dr. Bradley's office (School of Education, Hillside Hall room 0011) or leave them in the School of Education Office. Materials will be reviewed immediately.

In Person interviews will be held in Mid-March.

Someone from the School Counseling program will contact candidates, probably via email, to set up dates and times for interviews.

Candidates will be notified of their admission status in early April.

If accepted into the Clinical Cohort, the first class will begin in early May. That class is G504 Techniques in Counseling. The second class will begin in July, that class is G507 Career and Lifestyle Counseling. **Check the Schedule of Classes for exact time and dates.**

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## **DIRECTIONS FOR RESUME**

The resume is an opportunity for candidates to explain the experiences they have had that will make them a good candidate for the school counseling program. Candidates should be clear and specific when describing these experiences so the. **This particular resume is not like a 1-page business resume. For this resume, more information and explanation is better.**

Things to be included in the Resume (in this order)

- Name**
- Address**
- Phones (work, cell, and home)**
- Student ID Number**
- Email**

### **Start Date – End Date**

**Education:** Degree(s) and Institution(s) (Be sure to include any honors you received.)

**Courses completed in the pre-counseling core** (List semester and year you completed each course. If you are currently in a course, include the name of the instructor.)

### **Start Date - End Date**

**Current Job(s):** Give place, address, and job title.

Use three or four lines to describe your duties; focus on those pertinent to the school counseling program.

### **Example:**

#### **2007 – Present**

Fourth grade teacher, Smithville Elementary.

I work with two other teachers to teach 90 fourth grade students. I have primary responsibility for reading and social studies lessons. I also serve on the curriculum committee for fourth grade and am the building representative for the district crisis team. I am the sponsor for the student council which includes students from grades 4-6.

### **Start Date – End Date**

**Job History:** Give place, your job title, and pertinent duties, again using several lines for each job. List chronologically, starting with the most recent (indicate years you worked there). Only include jobs that would be important for the counseling program.

Unless you are a recent graduate, include only jobs held since your bachelor's degree; recent graduates can include jobs held during college. We use this job history to

establish the experiences you have had with K-12 children **SINCE** your bachelor's. If you have had several part-time jobs, please give us a statement showing how you meet the minimum requirement of 18 months and if you have additional experience. When it is difficult for us to count your experience, we tend to count on the low side.

**Start Date – End Date**

**Volunteer Work or Pre-Bachelor work:** Give place and pertinent duties; list chronologically starting with the most recent. List only the experiences that would be important and relevant for the Counseling Program.

**Additional Training:** Include a list of workshops, conferences, etc., and the dates you attended. List only workshops, conferences, etc that would give you additional expertise in the field of education and/or school counseling. Indicate the length of training (ex. 2 days, 5 days, over 1 year, etc.). Include only significant training.

**Bonus Experience:** We want to give applicants credit for significant experience in the following areas: special education, diversity (other than disability), and leadership. Document any experience you have in any of those areas and give us a reference, so we may call for verification.

**Example.** Diversity – My school has 24% racial/ethnic diversity. For two years I have served on a committee to plan programs for ENL students in our school, who make up 5% of our students. I have been to four days of training on services for ENL students. Reference: Ms XXX, 812/555.555.