

Revised: 11/2009

DIRECTIONS FOR APPLICATION TO CLINICAL COHORT IN COUNSELING

All of your materials should be placed in a one inch hardback three ring notebook.

You may put the course projects in pocket folders and put these in the notebook, or you may hole punch the papers and put them in the notebook. Be sure your name is on the spine and front of the notebook.

Include (in order):

- Resume (see directions)
- Goals 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
- School Counseling 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 and you must submit a paper from that class that is graded. (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 the last Monday in March (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 GOALS STATEMENT

Please number each question and answer it. Answers to all five questions should not be more than two typed pages (single space, 12 point font).

- 1. Why do you want to be a School Counselor?**
- 2. A School Counselor fills many roles: explain what skills and personal characteristics you have that would help you fill these differing roles.**
- 3. A School Counselor faces many challenges within the job. What do you think will be the most challenging aspect of the position for you? How will you deal with this challenge?**
- 4. How do you plan the time requirements and expectations of this two-year program?**
- 5. How will you manage to complete the practicum and internship requirements within your current job?**

GOALS STATEMENT AND RESUME MUST BE TYPED IN 12 POINT FONT ON ONE SIDE OF THE PAPER ONLY. DO NOT USE UNUSUAL FONTS OR ALL CAPS.

All materials must be received by the last Monday of March. You may bring them 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 at the beginning of April for completeness. You will be notified by e-mail if there is anything missing and you will be given 7 days to get those missing materials to us. You will be notified regarding your admission to the program by the end of April so that you have plenty of time to register for the first class.

If you are accepted the first class will be G504, Summer I Intensive (June). Check the Schedule of Classes for exact time and dates.

DIRECTIONS FOR RESUME

The resume is an opportunity for you to explain the experiences that will make you a good candidate for the counseling program. Be sure to include enough explanation that we can get a complete picture of your experiences. **This is not like a business resume where they only want one page. For this resume, more is better.**

- **Name**
- **Address**
- **Phones (work, cell, and home)**
- **Student ID Number**
- **Email**
- **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.)
- **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:** Fourth grade teacher, Smithville Elementary 1998 – Present. 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.
- **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.
- **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., that you have attended that would give you additional expertise in the field of education and/or 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.

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Grade in Spring Course(s)

Course Number and Title:

Instructor:

Grade at midterm; prediction of likely grade in the course:

Signature of Instructor _____ Date _____

Instructor should put this form in an envelope and leave in the mailbox of Dr. Bradley. The same information may be e-mailed to Dr. Bradley (mabradle@ius.edu)