

APPLICATION TO CLINICAL COHORT IN SCHOOL COUNSELING

1. All of your materials should be placed in a 1 inch hardback three ring binder.
2. Be sure your name is on the Spine and the Front of the three-ring binder
3. Please three hole punch the course assignments and put in the three-ring binder (Do NOT place in plastic covers)
4. Letters of Recommendation will be completed electronically by your 3 recommenders; instructions for recommendations are below

In the Binder, please include the following items in this 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
- School Counselor Role Assignment, with instructor comments, rubric
- Assertion Paper from G500 with instructor comments, rubric

NOTE: you do NOT need to provide information about your mid-term grades

Application Deadlines:

January Cohort application deadline is **First Monday of November** by 5:00pm.

May Cohort application deadline is **First Monday of March**, by 5:00pm.

Candidates may bring completed applications to Dr. Bradley's office (School of Education, Hillside Hall room 0008) or leave them in the School of Education Office. Materials will be reviewed immediately

NOTE: because March 1st is a Sunday, you may submit your application by Monday, March 2nd

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. This particular resume is not like a 1-page business resume. For this resume, more information and explanation is better.

In your Resume, include the following items, in this order:

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

Education: Start Date – End Date

Include degree(s) earned, institution name, dates attended (include any honors you received)

Pre-Requisite and Pre Core courses completed: List semester and year you completed each course. If you are currently in a course, include the name of the instructor.

Employment Information: Start Date - End Date

Current Job: Provide place, address, and job title.

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

For example

2007 – Present

Fourth grade teacher, Smithville Elementary in Clarksville, IN

I work with two other teachers to teach 90 fourth grade students. I have primary responsibility for reading and social studies lessons. I 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 Information: Start Dates- End Dates

State the place, including city & state, your job title, and pertinent duties, again using 3-4 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 2 years 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: Start Date – End Date

State place, title or role, and pertinent duties; list chronologically starting with the most recent. List only the experiences that would be important and relevant for the school counseling.

Bonus Experience: We want to give applicants credit for significant experience in the following areas: working with the special education population, working with students from diverse backgrounds (other than ability status), additional training related to school counseling OR their area of specialty, and

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leadership roles or experiences. Document any experience you have in any of these areas, provide a brief description or explanation of these experiences, and provide a reference, so we may call for verification.

Bonus Experience Examples:

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.

Additional Training: Include titles of workshops, conferences, trainings, 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, 1day/week for 3 months, once/month during the school year, etc.) and provide a brief description of these training experiences. Include only significant training related to school counseling, the field of education, or your specialty area.

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?

Letters of Recommendation

Letters of Recommendation will be done electronically!

For each of your recommenders, you must provide to Dr. Bradley:

- Full name
- Professional title
- Work phone number
- Work email address

The School Counseling Faculty will send your recommenders a link via email. We would like to have your recommendations by your application deadline (i.e., Nov 3 or March 1st). Therefore the sooner you can provide this information to Dr. Bradley, the better.

In Person Interviews

Interviews for the January cohort will be held in mid-November. Interviews for the May Cohort will be held in Mid-March. Someone from the School Counseling program will contact you, probably via email, to set up dates and times for interviews. Your interview will last approximately 1 hour. You will also participate in a short activity immediately following your interviews. This activity will take no longer than 30 minutes.

Notification of your Acceptance

Candidates will be notified of their admission status as soon as possible. If accepted into the Clinical Cohort, classes will begin immediately. Candidates must be ready to begin classes within 4 weeks of their acceptance. Registration and information about books and other necessities will be provided in your admittance notification!