**FIELDWORK COMPETENCY CHECKLIST**

**(final portfolio should include evidence of the following)**

At the close of GCCE 671, the following should be evidence in a final program portfolio. While some competencies will be met only once, it is encouraged that candidates experience some reoccurring competencies more than once. Candidates should keep documentation of the following for future reference and for the exit interview and portfolio.

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| Competency | GCCE  651 | GCCE 661 | GCCE 671 |
| Core Standard I – Foundation |  |  |  |
| I.A - History and Philosophy of School |  |  |  |
| Assist school counseling team in program assessment |  |  |  |
| Assist with aligning program to professional standards |  |  |  |
| Share professional knowledge in school community |  |  |  |
| Conduct a current issue in school counseling research paper |  |  |  |
| Interview a Professional School Counselor at the Elementary Level (PK-6) |  |  |  |
| Interview a Professional School Counselor at the Secondary Level (7-12) |  |  |  |
| Interview a Career Technology Counselor |  |  |  |
| Attend the meeting of a school committee |  |  |  |
| Review the ASCA National Standards for Students |  |  |  |
| Review the ASCA National Standards for School Counselors |  |  |  |
| Review the ASCA National Model and all of the domains and components |  |  |  |
| Complete a school counselor role and function reflection paper |  |  |  |
| 1.B - Ethical and Legal Issues |  |  |  |
| Review the ASCA Ethical Standards |  |  |  |
| Conduct interviews with school counseling, school psychologists, and school administrators regarding one or more legal, ethical, and professional issues |  |  |  |
| Conduct counselor-to-counselor consultations regarding legal, ethical, and professional issues for individual students |  |  |  |
| Consult ethical resources to provide appropriate counseling services to a student in need |  |  |  |
| Locate school district policies on website |  |  |  |
| Locate school district procedures in school counselor office or on website |  |  |  |
| Review school district parent manual |  |  |  |
| I.C - Social and Cultural Diversity |  |  |  |
| Conduct individual counseling sessions with one (1) student at least 5 times who is either culturally, linguistically, or ethnically different from yourself |  |  |  |
| Participate in a Student Assistance Team meeting |  |  |  |
| Develop an awareness of the pertinent and culturally, linguistically, or ethically appropriate referral sources that are available to help students with their issues |  |  |  |

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| I.D - Academic Development |  |  |  |
| Conduct an assessment of academic achievement of exceptional pupils with a variety of disabilities |  |  |  |
| Participate in administering and disseminating information regarding group assessment |  |  |  |
| Participate in an IEP development conference |  |  |  |
| Interview three (3) special education teachers about their students’ unique needs and then conduct a classroom observation of each class |  |  |  |
| Conduct an academic planning session with two students using testing data, classroom performance and other data to guide the discussion. |  |  |  |
| Create a lesson plan in academics, aligned with ASCA National Standards, State Standards and Common Core Standards |  |  |  |
| Conduct a classroom lesson with an independently designed lesson using appropriate classroom management techniques |  |  |  |
| Review School District Program of Studies |  |  |  |
| I.E - Career Development |  |  |  |
| Preview guidance and career-related materials available in the district |  |  |  |
| Participate in a career education program |  |  |  |
| Participate in a “college/career night” |  |  |  |
| Review student cumulative and academic records using this information to facilitate the student’s career plan |  |  |  |
| Administer a battery of career-related tests and assessment to at least 2 students – prepare a report of findings and discuss findings with students to assist them in developing academic and career goals |  |  |  |
| Review PA Career Standards for Career Education and Work |  |  |  |
| I.F - Personal/Social Development |  |  |  |
| Conduct five counseling sessions with age appropriate activities for a student (PreK-6) |  |  |  |
| Conduct five counseling sessions with age appropriate activities for a student (7-12) |  |  |  |
| Teach an age appropriate school counseling unit |  |  |  |
| Core Standard II – Management and Delivery |  |  |  |
| II.A - Program Planning |  |  |  |
| Review the districts program of studies |  |  |  |
| Participate in the implementation of a new program |  |  |  |
| Observe and/or participate in discussions of assessment/evaluation regarding the efficacy of existing programs |  |  |  |
| Conduct a time-task analysis |  |  |  |

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| II.B - Counseling, Prevention, and Interventions |  |  |  |
| Conduct individual counseling sessions under the direction of the site supervisor |  |  |  |
| Interview and counsel with students regarding academic and personal problems |  |  |  |
| Identify a theoretical orientation and three evidence based techniques to utilize with the chosen theory. |  |  |  |
| Conduct six counseling sessions with one student utilizing the theoretical orientation and evidence-based practices. |  |  |  |
| Participate in weekly counseling supervision to hone clinical skills in individual and group counseling sessions |  |  |  |
| Participate in a series of group counseling sessions under the direction of the site supervisor |  |  |  |
| Conduct six small group sessions using evidence based interventions – conduct pre-post survey (either student assessment, teacher assessment or use of data) |  |  |  |
| Core Standard III - Accountability  III.A - Research and Program Evaluation |  |  |  |
| Review a school district school based data (PVAAS; PSSA) and develop goals to address areas of need |  |  |  |
| Develop two outcome based research goals and identify appropriate data to collect (test scores) |  |  |  |
| Conduct research on a school counseling relevant topic, find three sources on the topic and present findings to school staff (i.e. retention, behavior interventions, school-wide programs, prevention, etc.) |  |  |  |
| III.B. Appraisal and Assessment |  |  |  |
| Assist with dissemination of standardized test information (to parents) |  |  |  |
| Create a letter from the school counseling office explaining test results to parents/teachers for a school district assessment |  |  |  |
| Provide a needs assessment form to be used to determine school needs in the areas of academic, career, and personal/social |  |  |  |
| Conduct a needs assessment with the assistance of site supervisor |  |  |  |
| Core IV – Skills and Attitudes |  |  |  |
| IV.A Collaboration and Consultation |  |  |  |
| Conduct interviews with school counselors and school psychologists |  |  |  |
| Conduct counselor-counselor consultations regarding individual students |  |  |  |
| Consult with teachers regarding individual students |  |  |  |
| Seek out opportunities to work with the assistant principal or district counselor in highly charged conflict situations |  |  |  |
| Develop an awareness of the pertinent referral sources that are available to students and personnel in the district |  |  |  |
| Counsel students with discipline and attendance difficulties |  |  |  |
| Work with students who need to develop decision-making skills |  |  |  |
| Attend a 504 meeting |  |  |  |
| Facilitate a parent meeting |  |  |  |
| Attend a peer mediation training (meeting) or review literature on peer mediation programs |  |  |  |
| Identify two mentoring program interventions and how to coordinate them |  |  |  |
| IV.B - Advocacy |  |  |  |
| Attend District School Counseling Department meeting |  |  |  |
| Review District School Counseling Developmental program (if there is one), review a local district school counseling developmental program |  |  |  |
| IV.C - Leadership |  |  |  |
| Creates a plan to challenge the non-school related tasks that are assigned to school counselors |  |  |  |
| Compiles a list of non-related school counselor tasks at practicum and internship |  |  |  |
| IV.D - Systemic Change |  |  |  |
| Review district policies |  |  |  |
| Observe or participate in district school district strategic plan meeting |  |  |  |
| Attend a school board meeting |  |  |  |
| Review district strategic plan document |  |  |  |

**Upon completion of GCCE 671, your instructor should completely review your portfolio and have an exit meeting with you to ensure that you are eligible for certification. Once this is complete, notify the program director of graduate studies.**