

NIAGARA UNIVERSITY
Department of Education

Dr. S. Pappalardo

I. Course Number and Title

EDU 662 - Organization and Administration of the Guidance Program (3 credit hours)

II. Catalog Description

This course is designed to develop a philosophy of guidance activities with emphasis on the Major services, plans of organizing them, school personnel needed and their functions, continual Growth of the services, and the evaluation of the effectiveness of the program.

III. Course Objectives

The overall objectives of this course will be to provide students with an understanding of an Increased awareness to the practical problems encountered in organizing and administering a Guidance program; as well as the dynamics involved in the supervision of counselors. More Specifically, the following competencies will be developed in the student as a result of his/her participation in the course:

- A. Demonstrate the ability to use and interpret research data
 - 1. The ability to relate research data to program development and evaluation
 - 2. The ability to interpret and use research data in working with students, staff, parents, community and training institutions
 - 3. The ability to use research data to modify personal professional techniques and approaches
- B. Demonstrate the ability to effectively deal with other staff members in planning and developing programs appropriate to the needs of students by interpreting behavioral principles and theory as well as characteristics of students
- C. Communicate features of the counseling and guidance program to parents, staff and community groups via oral and written means
- D. Demonstrate ability to initiate and conduct follow-up studies related to placement and the use of the results in the counseling situation
- E. Illustrate the ability to plan programs which allow for flexibility regarding the future role of the counselor and for changes in the concept of guidance and counseling services
- F. Demonstrate ability to develop and conduct in-service programs for teachers and other school staff relative to features of the counseling and guidance program, and application of these features to instructional and curriculum programs
- G. Demonstrate the ability to initiate, develop and coordinate the organization and maintenance of education, occupational and placement materials in such a way as to be most unstable by students, staff and parents
- H. Demonstrate the ability to initiate and conduct research which focuses on the improvement of guidance services in the school environment
- I. Demonstrate the ability to provide information to appropriate publics concerning ethical standards, state and local policies, statues, regulations, and professional standards relevant to counseling and guidance practices

IV. Methods of Instruction

The weekly sessions will be devoted to a seminar approach to the topics under consideration. students will have an opportunity to report their specific situations (if applicable) to the topic being discussed.

V. Outline of Course Content

- A. Models of man
- B. Guidelines for the organization of a program
- C. Determination of a plan and a program
- D. Determination of staff qualifications
- E. The public relations effort
- F. Counselor functions and relation to other school staff
- G. The counselor's schedule and load
- H. Relating school guidance program to the community
- I. Financial considerations
- J. Physical facilities necessary
- K. Supervision of the program and staff
- L. Evaluation of the guidance program
- M. The marketing of counseling

VI. Course Requirements (strictly adhered to)

- A. Regular Attendance
In order to allow students to attain a well-rounded picture of how, why, when, where and to whom the guidance program is a viable concept, attendance will be taken. Poor attendance will affect the final grade for the course.
- B. Term Project
One research topic appropriate to the course and for which the instructor's approval has been received.
DUE DATE: _____
- C. Title of Text
Baker, S. (1996). School counseling for the 21st century (3rd ed.). Englewood Cliffs, NJ: Merrill/Prentice-Hall.
- D. Method of Evaluation for Grades
 - 1. Individualized supervision by professor
 - 2. Degree of participation and contribution to class discussion
 - 3. Completeness and comprehensiveness of term project
- E. Other
 - 1. Office Hours - as scheduled with department secretary/any time by appointment
 - 2. Location of Office: O'Shea Hall, B-14
 - 3. Telephone: Office - 716/286-8545
Home - 716/745-3264

VII. Bibliography

- Gibson, R., Mitchell, M., & Higgins, R. (1983). Development and management of counseling programs and guidance services. New York: Macmillan.
- Grysbers, N., & Henderson, P. (1994). Developing and managing your school guidance program. Alexandria, VA: American Counseling Association.
- Schmidt, J. (1993). Counseling in schools: Essential services and comprehensive programs. Boston: Allyn and Bacon.
- Van Zandt, C., & Hayslip, J. (1994). Your comprehensive school guidance and counseling program. New York: Longman