**2014-2016 SPIRING SEMESTER**

**GPC 200 Observation in Schools (2 3) 3**

**Instructor** : Prof. Dr. Fidan Korkut Owen

**Office and phone :** R 134

**Office time** : Monday, 15.30-17.30  
**e-mail :** [kfidan@metu.edu.tr](mailto:kfidan@metu.edu.tr)

**Class time** : Monday, 13.40-15.30

**Practicum time** : Tuesday, 8.40-10.30

**Classroom :** TAZ 8

***Catalog Description*** : Experiencing school environment and school climate with its organization, process and problems. Understanding roles of all the personnel and their activities; their interactions and parent-school collaborations and school-community relationships.

***Objectives****:* By the end of this course, each of the students will be able to:

1. discuss organizational structure of guidance services in the schools;
2. describe the school climate in public schools;
3. recognize school guidance activities observed at practicum site;
4. develop an understanding and appreciation of the school counseling system;
5. describe guidance related concepts which are used in schools;
6. understand the relationship between education and guidance;
7. discuss regulations which guide and control school counseling services;
8. describe ideas about guidance feedback from counselors, students

***Course Requirements****:* Through personal observation students will be required to:

Visit schools, observe school counselor, students, programs, school climate and review of MONE Web page and report some of them. MONE Özel Eğitim ve Rehberlik Hizmetleri Genel Müdürlüğü will be your basic link. <http://orgm.meb.gov.tr>. With this link you would find whatever you need about MONE Guidance Services. Programs, Regulations, Forms, Projects, Publications, Activities, etc.. Details are given below and you will find more information and guidelines end of this syllabus.

Students will review some documents, will observe school counseling system, will interview with counselor and students. After then, each of them should be reported with a form or as a separate report. **School observation reports (an example is given in weebly) and other reports will be reported as group with two students**. If there is no form about report then, all reports will be written with New Times Roman, 12 punto, 1.5 line space, 2 cm margins on both sides and **will be about at least 500-1000 words**. Each report will have your names, report number and students email address.. All reports will be sent electronically to instructor, you will get feedback electronically as well.

1. **Foundation.** 
   1. Review MONE Guidance Program: There are 10 links under this address. (<http://orgm.meb.gov.tr/alt_sayfalar/sinif_reh_progrm.html> All of them are important. Especially 7th will be your one of the basic source. Just in case file will send as Attachment 1 to you. (Report 1-**R1**.)
   2. Review the school counseling program (SCP) in your school (**R2A**)
   3. Interview with counselor about what were done according to SCP (academic, career and personal/social area) **(R3A)**
2. **Delivery System**
   1. Which kind of activities counselors perform directly with student (classroom activities, helping student in establishing personal, educational goals, individually, group settings. crisis response) or indirectly (parents, teachers, related organizations etc. (related with R4. You should add these information as (**R2B**)
   2. Observe a classroom during a guidance and counseling activity **(R4).**
   3. Interview at least one student about counseling services (**R5A)**
   4. Review elementary and secondary school guidance activities books. Will be sent as Attachment 3 and Attachment 4 (**R6)**
3. **Management (of the program)**
   1. Read regulations and other legal issues. In MONE web page there are 6 links <http://orgm.meb.gov.tr/alt_sayfalar/mevzuat.html> Just Regulation (Yönetmelik) link is important for you. (**R7)**
   2. Interview with counselor about school counseling program assessments; Use-of-time, Annual agreements, Annual and weekly plans (**R3B)**
4. **Accountability**
   1. Interview with counselor about school counseling program’s effectiveness (**R3C)**
   2. Interview at least one student about effectiveness of counseling services (Same student) (**R5B)**

***OTHER ISSUES:***

1. Every week we will meet two hours.
2. Each student will be required to sign and date the academic honesty statement and contract found at the end of this syllabus. So all of you have to complete the required plagiarism tutorial by Indiana University (<https://www.indiana.edu/~istd/>) and have attached the signed and dated completion certificate as it is seen Appendix 1 end of the syllabus. **If student had this certification from earlier semesters no need to complete again.**
3. About your reports, activities and presentation, **you should complete Appendix 2**.

***Some rules to follow while you go to school***

1. Follow the schools regulations (dress code and others).
2. Communicate with people (counselor, principle, teacher, student, etc.) in positive and respectful way.
3. As a professional in training you will leave behind your student dress and behavior, and adopt the dress, behavior, and demeanor of a professional educator.
4. Regular visits to the school are required.
5. Communicate with students in a professional manner.
6. Remember, you are not yet a counselor but a counselor-in-training.

***Methods of Instruction:*** Various teaching methods such as pairwork-groupwork, experiential exercises; small and large group discussion; role-play, and student presentations will be used. Lecture will be used a small amount.

***Class Attendance Policy****:* Attendance is compulsory. Please also refer to the assessment details.

***Class Web-Page:*** In an attempt to provide a single source of information and material for this class, a web-page has been created. This web-page will contain the course syllabus, lecture PowerPoint presentations, assignments, and additional readings or other materials that may assist you during the course of the semester. Since material will be added on a continually during the semester students are ***STRONGLY*** encouraged to visit the site frequently (at least once/week) to insure that they have the most current information. The web-page may be found at the following location:

[***http://korkutfidan.weebly.com***](http://korkutfidan.weebly.com)

***Policies on Late Submission:*** Late work will not be accepted. However I do have exception for some circumstances (e.g., death in the family, illness, accident). If you have such a situation, please email me with the explanation of what have happened and the assignment you missed.

***ADA Statement****:* This course will be conducted in compliance with the Americans with Disabilities Act (ADA). All qualified students enrolled in this course are entitled to “reasonable accommodations”. It is the student’s responsibility to inform the instructor of any special needs or accommodations required as the result of physical disability or other handicapping condition by the second class meeting*.*

***Expectations of Professionalism***

Please:

1. Always be on time
2. Do not use cell phone, laptop, and I-pad etc. during the class. Turn-off cell phones or change setting to vibrate, put away from your desk (no cell phones on the desks)
3. Use your METU email in your communication with maintain confidentiality (do not discuss the content of personal material that are shared in class activities or in class discussion outside of class, while sharing personal material set limits to yourself)

***Student Assessment:***

Students will be assessed on the following four (4) main components. **Just to give reports does not mean you will get all score☺**. According to your performance you will get it.

1. MONE reports Points
   1. MONE Guidance Program report **R1** 15
   2. MONE elementary and secondary exercise books **R6** 15
   3. MONE Guidance regulation report **R7** 15
2. School observation (Weekly report form is given end of the syllabus)
   1. Weekly observation reports 10
   2. Review school guidance counseling program **R2** 15
   3. Interview school counselor **R3** 15
   4. Review activities **R4** 15
   5. Interview with at least one student **R5** 15
3. School counselor’s evaluation (Form will be given) 10
4. Participation, attendance, etc. 15

Total 140

At the conclusion of the semester each student’s total point value will be converted into a percentage and final grades will be assigned according to the METU-NCC grading policy as depicted below.

|  |
| --- |
| **METU-NCC Grading Scale** |
| PERCENTAGE COURSE GRADE COEFFICIENT  90-100 AA 4  85-89 BA 3.5  80-84 BB 3  75-79 CB 2.5  70-74 CC 2  65-69 DC 1.5  60-64 DD 1  50-59 FD 0.5  49 and below FF 0  Incomplete I N/A  Withdrawn W N/A |

**Tentative Lecture and Practicum Schedule**

**GPC 200 Observation in Schools 2015-2016 Spring**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Week date*** | ***Subjects*** | ***Requirements*** | ***Some notes*** |
| 1 | 22.02.16 | Meet, general information, planning |  |  |
| 2 | 29.02.16 | What is guidance? Your guidance experience |  |  |
| 3 | 07.03.16 | History of guidance | Establish report groups and inform instructor as one list till 09 March 2016, 24.00 | **Start to prepare R1** |
| 4 | 14.03.16 | Function of guidance | First weekly observation report will be sent till 19 March 2016, 24.00 | Go to school |
| 5 | 21.03.16 | ASCA-1 |  | Go to school |
| 6 | 28.03.16 | ASCA-2 | R1 will be sent till 2 April 2016 , 24.00 | Go to school  **Start to prepare R6** |
| 7 | 04.04.16 | MONE Guidance Program | R2 will be sent till 09 April 2016, 24.00 | Go to school ? |
| 8 | 11.04.16 | Educational domain | R3 will be sent till  16 April 2016, 24.00 | Go to school ? |
| 9 | 18.04.16 | Personal-Social domain | R6 will be sent till 23 April 2016, 24.00 | Go to school  **Start to prepare R7** |
| 10 | 25.04.16 | Career domain | R4 will be sent till 30 April 2016, 24.00 | Go to school |
| 11 | 02.05.16 | Relationship with school | R7 will be sent till 07 May 2016, 24.00 | Go to school |
| 12 | 09.05.16 | Some exercises | R5 will be sent till 14 May 2016, 24.00 | Go to school |
| 13 | 16.05.16 | Regulation |  | Go to school |
| 14 | 23.05.16 | Discussion |  |  |
|  | 30.05.16 | Evaluation supervision |  |  |
|  |  |  |  |  |

***References***

Gibson, R. L., &: Mitchell, M. H. (2008). *Introduction to counseling and guidance* (7th ed.). Upper Saddle River, NJ: Pearson.

Kuzgun, Y. (2014). *Rehberlik ve Psikolojik Danışma* (13. Baskı) Ankara: Nobel Yayıncılık

Özyürek, R. (2012). *Okullarda psikolojik danışma ve rehberlik uygulamaları el kitabı* Ankara: PegemA.

***Important links***

[***http://mebk12.meb.gov.tr/meb\_iys\_dosyalar/34/28/965180/dosyalar/2014\_09/19010716\_rehberl%C4%B1etk%C4%B1nl%C4%B1kler%C4%B1.pdf***](http://mebk12.meb.gov.tr/meb_iys_dosyalar/34/28/965180/dosyalar/2014_09/19010716_rehberl%C4%B1etk%C4%B1nl%C4%B1kler%C4%B1.pdf)

[***http://orgm.meb.gov.tr/alt\_sayfalar/form\_standar/sinif\_rehber\_prog/O\_R\_Y\_P\_E\_O.pdf***](http://orgm.meb.gov.tr/alt_sayfalar/form_standar/sinif_rehber_prog/O_R_Y_P_E_O.pdf)

***Appendix 1*** **ACADEMIC HONESTY DECLARATION AND CONTRACT**

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Class Name | GPC 200 Observation in Schools |
| Instructor | Prof. Dr. Fidan Korkut Owen |
| Date |  |
| Campus of Enrollment | METU-NCC |
| DECLARATION AND CONTRACT  I certify that I have thoroughly reviewed the academic rules and regulations and the academic code of ethics as adopted by Middle East Technical University and published on the following University websites:  <http://www.ncc.metu.edu.tr/studaffairs/acadrules.php>  <http://www.ncc.metu.edu.tr/academic/acadcode-of-ethics.php>  Additionally, I have successfully completed the required plagiarism tutorial by Indiana University( <https://www.indiana.edu/~istd/>) and have attached the signed and dated completion certificate. Having completed these two preliminary requirements I fully accept the responsibility to conduct myself in accordance with these commonly accepted standards of academic behavior and fully understand that violations of these standards may result in failure in the registered class and may ultimately result in my dismissal from the university.  Signature:………………………………………………………………………. | |

***Appendix 2*****PRESENTATION OUTLINE COVER SHEET, METU – NCC**

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Class Name | GPC 200 Observation in Schools |
| Instructor | Prof. Dr. Fidan Korkut Owen |
| Date |  |
| Campus of Enrollment | METU-NCC |
| DECLARATION  I hold a copy of this assignment that I can produce if the original is lost or damaged. I hereby certify that no part of this assignment/product has been copied from any other student’s work or from any other source except where due acknowledgement is made in the assignment. No part of this assignment/product has been written/produced for me by another person except where such collaboration has been authorized by the subject lecturer/tutor concerned.  Signature:……………………………………………………………………….  Note: An examiner or lecturer has the right not to mark this assignment if the above declaration has not been signed. | |

**For reports some information, guideline and some questions which can help you….**

**Please remember!!!!**

**If there is no form about report then, all reports will be written with New Times Roman, 12 punto, 1.5 line space, 2 cm margins on both sides and will be about at least 500-1000 words. Each report will have your names, report number and students email address.All reports will be sent electronically to instructor, you will get feedback electronically as well**.

***R1- Review MONE Guidance Program***

1. <http://orgm.meb.gov.tr/alt_sayfalar/sinif_reh_progrm.html>, 7th link. Download and read it.
2. Was it understandable and clear?
3. Which parts were interesting for you?
4. What would you say about educational, career and personal/social domain?
5. Your impressions about students’ competencies?
6. Positive parts of it?
7. Negative parts of it?
8. List your questions to ask school counselor when you visit the school.
9. Anything else?

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

***R2 A. Review the School Guidance Program***

* + - 1. You should say the counselor that you would love to see School Guidance Program which s/he developed. In that program you will see all year long what a school counselor is doing.
      2. How this program was prepared?
      3. Who developed the program? A commission?
      4. How are educational, career, personal/social domains shown in the program
      5. Which kind of activities are there in program?
      6. Which competencies are there in program?

***B. Review guidance activities used by school counselor***

1. Some of the direct services
   1. Orientation
   2. Small or big group guidance
   3. Short term individual counseling
   4. Academic and career planning and scheduling
   5. Assessment
   6. Development of individual program and transition plans/individual program plans
   7. Crises management
2. Some of the direct services
   1. Consultation with colleagues, parents
   2. Collaboration
   3. Coordinating services
   4. Referral

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

***R3A Interview with school counselor***

Meeting with her/him

1. Daily activities?
2. Challenges?
3. Positive part of being counselor?
4. In one day which kind of activities s/he does?
5. In one week how many hour s/he spends for direct services?
6. How was their counseling education
7. When s/he was a student what was her/his perception about working in school system. What about now?
8. What are differences to work state or private school? (Elementary, secondary and higher education)
9. Where else we can work as counselor except school system?
10. How is principal’s attitude toward counseling services?
11. How is teachers’ attitude toward counseling services?
12. What about collaboration, consultation studies?
13. What s/he can suggest you to be prepared for future?
14. Anything else?

**R3B** interview with counselor about school counseling program assessments;

1. Use-of-time of daily with students and other school staff?

3. Annual and weekly plans?

4. How is his/her calendar?

5. Which kind of activities s/he is organization school wise, with teachers, with parents etc?

6. Which kind of tests counselor use? KDE, ABKO, Exam anxiety etc

7. Which kind of non-test techniques counselor use? Problem list, socio-meter ,

8. Which three (3) techniques are mostly used by school counselor? Please learn about them more and report it. When, how it is used, which purpose it is used, how it is scored, how it is interpreted etc….

9. Anything else?

**R3C.** Interview with counselor about school counseling program’s effectiveness

1. Since last year what change in your school because of guidance studies?
2. How do you evaluate your counseling program in end of the semester?
3. Which instruments do you use?

4. Did students’ academic achievement improve?

5. Did students’ emotional/social problems tend to decrease?

6. Is there any research report to show result of your activities?

7. What about student satisfaction evaluation?

8. Which kind of feedback you are getting from parents, teachers, administration?

9. Anything else

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

***R4 Observe school counselor***

1. Observe her/him while s/he is doing a guidance activities (classroom guidance, giving a test or informal techniques etc)
2. What was about? To whom? Which kind of techniques s/he used?
3. How was the process? What was the students’ feedback?
4. What did you learn?
5. Anything else?

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

**R5A and R5 B Interview with at least one student about counseling and its effectiveness**

Find a volunteer student and interview with him or her.

1. You can ask these questions to him or her
   1. Do you know where guidance service is?
   2. Do you know your school counselor name(s)?
   3. What school counselors do?
   4. What guidance all about?
   5. Which kind of guidance activities have been done in your school?
   6. Did you visit counselor to get help? If so what was about? How was it for you?
   7. If you did not get any guidance services which kind of services you would prefer to take?
   8. What do you think helpfulness of guidance activities in your school?
   9. What do you think effectiveness of guidance activities in your school?
   10. What else can be done in terms of guidance services?
   11. Anything else?

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

***R6* *Review separately elementary and secondary school guidance activities books***

1. Review school guidance activities books
2. What are the rules, guıdelines?
3. Which kinds of techniques are used?
4. Are they practical?
5. Which exercises were more interesting for you?
6. Anything else?

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!

**R7 Review Guidance Regulation**

1. <http://orgm.meb.gov.tr/alt_sayfalar/mevzuat.html>, down load and read the regulation link
2. What are differences and similarities to work Guidance Research Center and School
3. How are your roles defined?
4. Which activities you should not do?
5. What are the other members (teacher, classroom guidance teacher, etc) responsibilities?
6. List your questions. If you wonder why principal is leader of counseling service, you would ask school counselor when you visit the school.

Even you would write reports as group after your discussions in the end of the reports, you should add your impressions, feelings, thoughts and general evaluation not as group, you should write your personal reflections as individually!!