

Revised January 2021

APPLICATION TO CLINICAL COHORT IN SCHOOL COUNSELING

1. All of your materials should be placed in a large, 8.5 x 11 manila envelop
2. Be sure your name is printed clearly on the front of the envelop
3. Letters of Recommendation will be completed electronically by your 3 recommenders;instructions for recommendations are below

In the 8.5 x 11 manila envelope, please include the following items in this order:

- Resume (see directions below)
- 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 Deadline:

Application #2 Clinical Cohort deadline is **First Monday of March**, by 5:00pm. Candidates may bring completed applications to Dr. Bradley's office (School of Education, Hillside Hallroom 0008) or leave them in the School of Education Office

Directions for Resume/Curriculum Vitae

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. This is more like a curriculum vitae which includes, specific, detailed information and explanation about your experiences

In your Resume/Curriculum Vitae, 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 name, place, address, and job title.

Using specific detail, describe your tasks and responsibilities; focus on tasks and responsibilities most pertinent to school counseling and the role of a school counselor.

Example

2018 – 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 teaching reading and social studies. The other two teachers focus on Math, Science, and writing. The other teachers and I collaborate with one another almost daily. We collaborate on things such as...As a Team we meet every two weeks to discuss things such as...During these meetings we brainstorm teaching strategies to help...as well as ideas for how to edit our lessons to.... I serve on the curriculum committee for fourth grade and am the building representative for the district crisis team. The curriculum committee is responsible for...The district crisis team is responsible for...and I personally am responsible for...I am the sponsor for the student council which includes students from grades 4-6 and we work on things such as...My responsibility as the sponsor is...

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 and Work Experience BEFORE you finished your Bachelor's Degree

Start Date – End Date:

Name and Address of the place you volunteered or worked (make sure its clear which was a volunteer position and which was paid employment)

State your Title or Role: Give description of your tasks and responsibilities, focusing primarily on those related to school counseling or the role of the school counselor

First and Last Name of your primary supervisor, their phone number and email (if possible)

Bonus Experiences: please describe & explain experiences you have had:

- Working with Diverse Student Populations Date(s)
- Working with the Special Education Population Date(s)
- Working in Leadership Positions (personally or professionally) Date(s)
- Training on content and issues relevant to the school counseling profession Date(s)

Provide the dates of these experiences, as well as clear, specific, detailed explanation about your experiences. If you do NOT have experience in these areas, that is fine. These experiences are NOT required for admission to the Clinical Cohort

Examples

Leadership Experience: August 2019 - Present

I am on the curriculum committee at my school. As a member of the curriculum committee I am responsible for...

I am also the faculty sponsor for student council and am responsible for...

I am a member of the district crisis management team and we are responsible for things such as...and as a committee member I attend 2 district level meetings each year, and provide a 90 minute training each year to all teachers in our school building

Working with Diverse Student Populations: August 2017 – Present

I completed by student teaching experience at XYZ school and am currently working at Smithville Elementary. The racial/ethnic diversity at XYZ school was...and the racial/ethnic diversity at Smithville Elementary is..... There is also significant SES diversity in both of these schools. Because of this diversity I have learned...and this impacts my classroom and my instruction because...

Working with the Special Education Population August 2018 – Present

As a classroom instructor I have worked with the special education population in the following ways...

Trainings Relevant to School Counseling – Dates:

Include titles of workshops, conferences, trainings, etc., and the dates you attended. List only trainings that provide more information or skill necessary for the role of a school counselor. 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.

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. Please answer the fo

Tell us about yourself. What kinds of experiences have you had that have influenced you and the person you are right now? What are some of the reasons you have selected school counseling as your next profession?

Letters of Recommendation

All candidates will email the names and contact information, to Dr. Bradley, for three people who will complete our electronic recommendation form.

If you are a teacher or are working in a school, your 3 recommenders are:

1. Your G500 Instructor
2. One of the School Counselors in your Building (the one who knows you best)
3. Your Principal or Assistant Principal (whoever knows you best)

If you are NOT a teacher nor working in a school, your 3 recommenders are:

1. Your G500 Instructor
2. Direct Supervisor at your Current Place of Employment
3. Another recent supervisor (either from your current place of employment or a previous place of employment)

Please email the following information about each of your recommenders to Dr. Mary Bradley, mabradle@iu.edu

- Full name of the Recommender
- Professional title (i.e., G500 Instructor OR School Principal or Director of HR, etc.)
- Work phone number
- Work email address

The School Counseling Faculty will send your recommenders an electronic recommendation form via email. We would like to have your recommendations close to the application deadline. Please provide the above information soon.

In Person Interviews

Sometimes the School Counseling Program faculty wish to complete In-Person Interviews for admission to the School Counseling Cohort. If we opt to complete in-person interviews, someone from the faculty will contact you, most likely via email, to schedule these. Interviews typically last 60 - 75 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!

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