The Lindenwood University’s Professional and Continuing Education Office, in cooperation with select educational agencies and recognized experts in their field, will provide graduate credit opportunities. Up to six hours of credit can be applied toward requirements of the Master of Arts in Education degree at Lindenwood University. Graduate credit may not be counted toward degree certification.

The Professional and Continuing Education Department supports Lindenwood University’s commitment to assisting educators by extending the learning environment beyond the classroom. We serve as the link between school districts as well as our community by offering lifelong learning opportunities.
We offer diverse content areas and work with multiple organizations throughout the world on a variety of topics.

**Procedures**

Students who desire to receive Lindenwood University graduate credit for approved workshops will utilize the following procedures:

1. **Register for and complete the course through ASCA first.** Registration for ASCA’s Specialist Trainings is $99 for members and $249 for non-members. To complete the training, you will read/view the required training materials and take a short quiz online about each to indicate mastery of the subject matter. ASCA U Specialist Training is worth **3 graduate credits**. ASCA will submit grades to Lindenwood University’s Coordinator by the end of each semester. The standard A, B, C, or F grading system will be utilized.

   **Current ASCA U Courses approved for graduate credit:**
   - Anxiety and Stress Management Specialist
   - Career Development Specialist
   - Closing the Achievement Gap Specialist
   - Cultural Competency Specialist
   - Grief and Loss Specialist
   - Legal and Ethical Specialist
   - Mental Health Specialist
   - Students With Special Needs Specialist
   - Trauma and Crisis Specialist
   - Bullying Prevention Specialist

2. You’ll then need to register for the graduate credit through Lindenwood University. To do so, visit [https://applylu.lindenwood.edu/applicationws.asp](https://applylu.lindenwood.edu/applicationws.asp), complete the Enrollment Form and pay the special tuition fee of $75 per credit hour ($225) with your credit card. (Tuition fees are non-refundable)

3. You can access an official grade report through the Lindenwood University student portal. Go to [https://sportal.lindenwood.edu/estudent/login.asp](https://sportal.lindenwood.edu/estudent/login.asp). Enter your username and password. The password is your birth month, birth day and last four of your social security number, but you can change this at any time. Go to My Grades on the left column under Administrative Services. Grade Type – select Final Grades.

4. If you wish to request an official transcript, you can visit Lindenwood University’s website, [http://www.lindenwood.edu/academics/transcript.html](http://www.lindenwood.edu/academics/transcript.html).

5. Professional and Continuing Education hours are not eligible toward the total hours required in one term for student financial assistance. Students must take regular graduate level coursework for student financial assistance.

6. Because of the substantially reduced tuition rate, the cost of the Cooperative Credit workshops must be paid online with a credit card.
Dear ASCA U Participant,

You can earn three hours of graduate credit from Lindenwood University through your participation in this conference. In order to earn credit, you will complete the following steps:

Instructions on how to receive graduate credit:

1. Register and pay for the ASCA U Specialist course
2. Complete the course (Must complete the course before registering for graduate credit)
3. Register for the Graduate credit through Lindenwood University’s application portal https://applylu.lindenwood.edu/applicationws.asp
4. Grades will be sent to Lindenwood at the end of each term: Fall 2019 - December 6th, Spring 2020 – May 1st, Summer 2020 – August 7th.
5. Once you receive your ASCA transcripts, please send them to me and I will get your grade recorded ASAP. Otherwise, ASCA will submit all at the end of each semester.
6. If you have any questions about the process, please feel free to contact Jennifer Edler at jedler@lindenwood.edu or 636-949-4612.

You can access an official grade report through the Lindenwood University student portal. Go to the https://sportal.lindenwood.edu/estudent/login.asp. Enter your username and password. The password will be provided from the university. Please allow 3-5 business days for the registration process to be completed. Go to My Grades on the left column under Administrative Services. Grade Type – select Final Grades. The document populated is printable. If it is not sufficient for your school district, a transcript will need to be requested through this link https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afrLoop=124695261878666&_afrWindowMode=0&_adf.ctrl-state=f3bmh37kn_4#normalload.

If you have questions regarding the process, your username/password, how to request an official transcript, or any other information, please feel free to contact me at jedler@lindenwood.edu or by phone at 636-949-4612.

JENNIFER S. EDLER  MBA
Coordinator, Professional and Continuing Education
636.949.4612 (o) / jedler@lindenwood.edu
Lindenwood University offers individuals the opportunity to earn 3 graduate credits through the participation in professional courses and the completion of assignments listed on a Course Syllabus. To earn any credit, all assignments indicated on this syllabus must be completed.

**Course Description:**
School counselors recognize the need for all students to attend school in a safe, orderly and caring environment. To promote this type of environment, comprehensive school counseling programs should include anti-bullying/harassment and violence-prevention programs along with comprehensive conflict-resolution programs to foster a positive school climate. Prevention programs increase the opportunity for improved academic achievement, appropriate behavior, positive relationships, successful resolution of conflicts, safe school climate, and increased attendance. Participating in prevention activities empowers and encourages students to take responsibility for their behavior and for the climate of their school and community.

School counselors play a critical role in the development of policies supporting a safe school environment, and they provide leadership to the school by assisting in the design and implementation of schoolwide anti-bullying/harassment/violence-prevention and conflict-resolution prevention activities and programs. Learn how to create a comprehensive bullying prevention program in your school that promotes a safe and positive learning environment for your students.

**Learning objectives:**
Upon completion of this course you should be able to:

- Explain the need for all students to attend safe, orderly and caring schools
- Define and recognize bullying and describe its various forms, including the key differences between rudeness, mean behavior and bullying in schools
- Describe the best practices in bullying prevention and response
- Include effective bullying prevention programs as a part of the comprehensive school counseling program
- Recognize differentiated interventions are needed for bullying and resolving a conflict
- Strategize how to collaborate with teachers, administrators, parents/guardians and the community to deliver prevention programs that encourage student growth and achievement and ensure a safe school climate.

Earn the Bullying Prevention Specialist designation to be best prepared to prevent bullying or intervene when bullying occurs and create a safe school climate.

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: <em>ASCA National Model: A Framework for School Counseling Programs</em> (third edition) and pass knowledge assessment with 100%</td>
<td>7</td>
</tr>
<tr>
<td>Book: <em>Bullying and Cyberbullying: What Every Educator Needs to Know</em> and pass knowledge assessment with 100%</td>
<td>17</td>
</tr>
<tr>
<td>Title</td>
<td>Details</td>
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<tr>
<td>Book: <em>Bullying Today: Bullet Points and Best Practices</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Review <em>ASCA Ethical Standards for School Counselors</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>ASCA Position Statement: <em>The School Counselor and the Promotion of Safe Schools through Conflict Resolution and Bullying/Harassment Prevention</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>Evaluation of a Brief, School-Based Bullying Bystander Intervention for Elementary School Students</em>, Vol. 20, No. 1 (2016-2017)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>School-Based Mental Health Professionals' Bullying Assessment Practices: A Call for Evidence-Based Bullying Assessment Guidelines</em>, Vol. 18, No. 1 (2014-2015)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>Children's Tendency to Defend Victims of School Bullying</em>, Vol. 20, No. 1 (2016-2017)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>Preventing and Responding to Bullying: An Elementary School's 4-Year Journey</em>, Vol. 18, No. 1 (2014-2015)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>School Counselor Use of Peer Nominations to Identify Victims of Bullying</em>, Vol. 18, No. 1 (2014-2015)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>Ethnic Identity and Subjective Well-Being of Bully Participants</em>, Vol. 19, No. 1 (2015-2016)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Journal article: <em>Effectiveness of an Afterschool-Based Aggression Management Program for Elementary Students</em>, Vol. 19, No. 1 (2015-2016)</td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>Magazine article (May/June 2015): <em>Mean Girls and Rough Boys</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>View Webinar: <em>Rude, Mean or Bullying?</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>View Webinar: <em>Bullying Prevention: Move From Awareness to Action</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>View Webinar: <em>Schoolwide Bully Prevention</em></td>
<td>and pass knowledge assessment with 100%</td>
</tr>
<tr>
<td>View/Listen to Podcast: <em>TED Talk: To this day...for the bullied and beautiful</em></td>
<td><a href="https://www.ted.com/talks/shane_koyczan_to_this_day_for_the_bullied_and_beautiful#t-704632">link</a></td>
</tr>
<tr>
<td>View/Listen to Podcast: <em>TED Talk: When online shaming goes too far</em></td>
<td><a href="https://www.ted.com/talks/jon_ronson_what_happens_when_online_shaming_spirals_out_of_control?referrer=playlist-ted_talks_for_national_bully_prevention_month">link</a></td>
</tr>
<tr>
<td>View/Listen to Podcast: <em>TED Talk: How I turn negative online comments into positive offline conversations</em></td>
<td><a href="https://www.ted.com/talks/shane_koyczan_to_this_day_for_the_bullied_and_beautiful#t-704632">link</a></td>
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<td>Total:</td>
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**Supplemental Material:**
- [www.stopbullying.gov](http://www.stopbullying.gov)
- Owning Up Curriculum: Empowering Adolescents to Confront Social Cruelty, Bullying, and Injustice” by Rosalind Wiseman
- Netflix Documentary: Bully

**Course Information:**

**THE GRADE PLAN**

To earn a grade of “A”: Fully participate in conference activities and submit all assignments required on
the syllabus in a timely manner.

**To earn a grade of “B”:** Fully participate in conference activities and submit the minimum of one document required on the Syllabus in a timely manner.

**To earn a grade of “C”:** Less than full participation in conference activities, and/or incomplete assignments that do not meet the standards of “A” or “B”.

Failure to meet the requirement of an “A”, “B”, or “C” will result in failure of the class.