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://portal.lindenwood.edu/estudent/login.asp](https://portal.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](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 [https://sportal.lindenwood.edu/estudent/login.asp](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](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](mailto: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 must navigate some of the most challenging ethical and legal dilemmas facing counselors today and have many distinct roles that can lead to conflicting priorities. Their primary clients are minors whose legal rights belong to their parents or guardians—so conflicts are inevitable. Additionally school counselors deal with some of society’s most perplexing and difficult issues on a daily basis, including confidentiality, suicide, self-harm that is not lethal, violence, teen pregnancy, divorce, drug and alcohol abuse, child abuse and neglect, subpoenas, and clinical and administrative supervision. Add to this long list more recent societal challenges including the use of technology by students and counselors, addressing the needs of racial and sexual minority students, and the risk of being sued. Because of these challenges, which change daily, keeping current with professional literature is essential for school counselors.

Learning objectives:
Upon completion of this course, participants should be able to:

- Practice the latest thinking in important areas of counseling ethics and law in a school setting.
- Summarize the major components of the ASCA Ethical Standards for School Counselors.
- Explain the progression and major changes of the ASCA Ethical Standards for School Counselors over the last three revisions (2004, 2010, 2016).
- Discuss the intent, meaning and use of the ASCA Ethical Standards for School Counselors.
- Discuss court cases involving school counselors and the ethical and legal implications associated with them.
- Examine your own values in ethical decision-making.
- Develop a tolerance for ambiguity in ethical decision-making.
- Learn about the minimum standard of care for the reasonably competent professional.
- Apply guiding principles as established by the courts.

Assignments:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read: <em>School Counseling Principles: Ethics and Law</em> (fourth edition), by Carolyn Stone, Ed.D. and pass knowledge assessment with 100%</td>
<td>20</td>
</tr>
<tr>
<td>Read: <em>Ethical and Legal Issues in School Counseling</em> (fourth edition) by Theodore P. Remley, Jr., JD, Ph.D.; Wendy Davidson Rock, Ph.D.; Rashunda Miller Reed, Ph.D., eds. and pass knowledge assessment with 100%</td>
<td>20</td>
</tr>
<tr>
<td>Review <em>ASCA Ethical Standards for School Counselors</em> and pass knowledge assessment with 100%</td>
<td>1</td>
</tr>
<tr>
<td>View Webinar: <em>Legal and Ethical Complications in Working with Minors in Schools</em> and pass knowledge assessment with 100%</td>
<td>1.25</td>
</tr>
<tr>
<td>View Webinar: <em>2016 ASCA Ethical Standards for School Counselors</em> and pass knowledge assessment with 100%</td>
<td>1.25</td>
</tr>
</tbody>
</table>
**Course Information:**
https://www.schoolcounselor.org/school-counselors-members/professional-development/asca-u/legal-specialist-training

**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.

| View Webinar: Professional Distance, Dual Relations and Boundary Crossing and pass knowledge assessment with 100% | 1.25 |
| View Webinar: Title IX: Legal Muscle for School Counselor Advocacy | 1 |
| Journal article: When is it Ethical to Inform Administrators About Student Risk-Taking Behaviors? Perceptions of School Counselors and pass knowledge assessment with 100% | 1 |
| Journal article: Exploratory Study of Common and Challenging Ethical Dilemmas Experienced by Professional School Counselors and pass knowledge assessment with 100% | 1 |
| Journal article: Maintaining Confidentiality with Minors: Dilemmas of School Counselors and pass knowledge assessment with 100% | 1 |
| Journal article: Student Risk-taking Behaviors: When Do School Counselors Break Confidentiality? and pass knowledge assessment with 100% | 1 |
| Magazine article: Legal and Ethical Issues in Writing Recommendation Letters | .25 |

Total: 50