

# LINDENWOOD

REAL EXPERIENCE. REAL SUCCESS.

Dear All,

Counselors must first register with ASCA U for the course. You may then apply to Lindenwood for graduate credit any time during your ASCA U specialist training or conference. To avoid transcript delays, we encourage you to register with Lindenwood at least a month prior to course completion.

To earn graduate credit, follow the instructions below:

- Complete the Lindenwood [workshop application](#) form by paying \$75 per credit hour with a credit card. Fill out the workshop application each time you pursue one or more professional development courses. Allow 5-7 business days for registrations to be processed.
- Once the application is processed, you can check your grade status, unofficial transcript, or billing statement by accessing the *Student Portal* at [My Lindenwood](#). For Lindenwood student login credentials, please call IT (636)- 255-5100 or email [IT Helpdesk](#) with your full name and initials as per our records. **Note:** If grading or registration is a work in progress, courses and grades will not show on the unofficial transcript.
- **Graduate credits are nonrefundable.** Participants are strongly encouraged to verify with their school districts to determine if this graduate credit is applicable. These may be applied, in most cases, to satisfy CEUs or professional development requirements (plus hours) for salary advancement or licensure renewal. It is up to individual school districts and state certification renewal requirements as to whether they will approve these graduate credits.
- Grades are posted two weeks after the term ends. See our [academic terms](#) to ensure timely registrations.
- An official transcript may be ordered online through [Parchment](#). Official transcripts are sent directly to a district, employer, or student and bear the university seal.

If you have questions, feel free to check our [Frequently Asked Questions](#) page or reach out to Lindenwood University Professional and Continuing Education (PACE) at [pace@lindenwood.edu](mailto:pace@lindenwood.edu).

*Sincerely,*

**Azam Nathaniel**

Program Manager, K-12 Professional and Continuing Education

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**LINDENWOOD UNIVERSITY**  
**ASCA@HOME Conference**

**Conference:** ASCA@HOME

**Course Title:** EW 52432 ASCA At Home - 1 Credit Hour

**Location:** Virtual

Lindenwood University offers individuals the opportunity to earn graduate credit through the participation in professional conferences and the completion of assignments listed on a Conference Syllabus. To earn any credit, all assignments indicated on this syllabus must be completed. For information regarding the assignments, contact Wendy Linton at [WLinton@lindenwood.edu](mailto:WLinton@lindenwood.edu).

**Directions for Assignment Submission:**

Please upload all assignments on **CANVAS** for grading purposes.

If you have any questions regarding the assignments or submitting the assignments, please email [WLinton@lindenwood.edu](mailto:WLinton@lindenwood.edu)

**Required Assignments**

<b>Assignment Titles</b>	<b>Assignment Templates</b>	<b>Expected Hours to Complete</b>
1. Attend a minimum of 8 hours/sessions during the conference.	Certificate of Attendance or Log sheet with session and time of attendance	8 hours
2. PPT	Select one session or more to summarize and share. Identify your audience and provide 10-14 slides including a title slide and a source slide.	7 hours

**Detailed Assignment Descriptions**

**1. Attendance Requirements (8 hours):** Attend a minimum of 8 hours/sessions during the conference.

**2. PPT Presentation (7 hours):** Attendees will choose an audience- students, teachers, other counselors, parents, etc. Attendees will share information learned in one or more sessions. Presentations will be 10-14 slides with a title slide and a source slide following APA guidelines. Presentations may include information from other sources besides the conference but must include information from at least one session of the MSCA conference.

## **The Grade Plan**

**To earn a grade of “A”:** Fully participate in conference activities and complete the written assignments including all of the detailed descriptions with clear explanations of your ideas. Minimal to no grammar or punctuation errors and completed by the designated deadline. Include a short 3-question pre and posttest measuring perception data (how students’ attitudes, skills and knowledge are different as a result of your unit plan).

**To earn a grade of “B”:** Fully participate in conference activities and submit the minimum documentation required on the syllabus in a timely manner. Grammar and punctuation errors, using the wrong templates, or failure to thoroughly complete assignments as described in the detailed descriptions will result in point deductions.

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

**The assignments must be submitted TWO weeks before the term ends through CANVAS. Reach out to the instructor if any additional time is needed.**