

# 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:** ASCA@HOME

**Course Title:** EW 52433 - ASCA At Home – 2 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 the 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 15 hours/sessions during the conference.	Certificate of Attendance or Log sheet with session and time of attendance	15 hours
2. Reflection	6-8 pages	15 hours

**Detailed Assignment Descriptions**

**1. Attendance Requirements (15 hours):** Attend a minimum of 15 hours/sessions during the conference.

**2. Reflection (15 hours)**

a. Write a summary of each session attended in your own words

(Not conference description)

- b. What new information did you learn in each session?
- c. How will this new information impact you, your students and your school?
- d. Identify important stake holders to help implement the ideas
- e. How and who will you share this new information with? Will you share it with multiple audiences?
- f. What changes do you hope will occur because of the sessions you attended?

Identify one session you would like more information on and explore additional opportunities to learn more about the topic. Please address why you chose this session to explore and the importance of it to your school's counseling goals. Be sure to identify at least 5 outside resources which may include a list of articles and/or professional development opportunities in this area.

### **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.

**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.**