

LINDENWOOD

REAL EXPERIENCE. **REAL** SUCCESS.

Dear Conference Participant,

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

1. Visit <https://applylu.lindenwood.edu/applicationws.asp>, complete the Enrollment Form and pay with your credit card. Tuition fees are \$75 per graduate credit, so \$150 total for the two credit option (**Tuition fees are non-refundable**) (**Tuition fees are non-refundable**)
2. Fully participate in conference activities
3. Complete the assignments and return by February 1, 2022 to pceassignments@lindenwood.edu. See attached for additional information

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?_afLoop=124695261878666&_afWindowMode=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.

Sincerely,

Jennifer Edler

JENNIFER S. EDLER MBA

Coordinator, Professional and Continuing Education

[636.949.4612](tel:636.949.4612) (o) / jedler@lindenwood.edu

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UNIVERSITY

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LINDENWOOD UNIVERSITY
2021 ASCA AT HOME

Conference: ASCA@HOME

Location: Virtual

Date(s): December 1st and 2nd 2021

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.

Directions for Assignment Submission:

Complete assignments and return by February 1st, 2022 to pceassignments@lindenwood.edu. Please submit your certificate of attendance or log sheet and your assignment as one document,

Required Assignments

Assignment Titles	Assignment Templates	Expected Hours to Complete
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	4-8 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?

g. 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 many 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. 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.

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 withdrawal of the class.

****If you have any questions, please e-mail jedler@lindenwood.edu.**

The assignments must be submitted to pceassignments@lindenwood.edu by Tuesday,

February 1st, 2022 for credits to be earned **