

# 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 \$75 total for the one credit option (**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](mailto: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](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](mailto:jedler@lindenwood.edu) or by phone at 636-949-4612.

Sincerely,

Jennifer Edler

**JENNIFER S. EDLER** MBA

Coordinator, Professional and Continuing Education

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LINDENWOOD  
UNIVERSITY

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[lindenwood.edu](http://lindenwood.edu)



## ASCA@Home Conference

**Conference:** ASCA@HOME

**Location:** Virtual

**Date(s):** December 1<sup>st</sup> and 2<sup>nd</sup> 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](mailto:WLinton@lindenwood.edu).

### Directions for Assignment Submission:

Complete assignments and return by February 1st, 2022 to [pceassignments@lindenwood.edu](mailto: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 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, parent, 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.

**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](mailto:jedler@lindenwood.edu).**

**The assignments must be submitted to [pceassignments@lindenwood.edu](mailto:pceassignments@lindenwood.edu) by Tuesday,**

**February 1<sup>st</sup>, 2022 for credits to be earned \*\***