LINDENWOOD
U N I V E R S I T Y

Dear Counselors,

You may apply to Lindenwood for graduate credit any time during or after the conference. The graduate credit registration is open for Summer 2025 and Fall 2025.

For detailed syllabus and smart goals template, visit: [Syllabus and Templates](). See our [Frequently Asked Questions]() and [Academic Terms]() to better understand our timelines.

To earn graduate credit:

- Complete the Lindenwood [workshop application]() form by paying $75 per credit hour with a credit card. *Make sure to select the correct term/course title/district/organization.* Fill out the workshop application each time you pursue one or more professional development courses. Allow up to 2 weeks for registrations to be processed.

- Once the Lindenwood 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 application is a work in progress, courses and grades will not reflect on the unofficial transcript.*

- **Grades are posted approximately two weeks after the term ends.** We encourage you to check the unofficial transcript prior to ordering an official transcript.

- 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.

- **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.

If you have questions, feel free to check our page or reach out to Lindenwood University Professional and Continuing Education (PACE) at [k12pd@lindenwood.edu]().

Sincerely,
Azam Nathaniel
Program Manager, K-12 Professional and Continuing Education
636-949-4612 / [anathaniel@lindenwood.edu]()

EW 52650 ASCA Conference: Navigate and Innovate (3 Credit)

Course: ASCA Conference: Navigate and Innovate (3 Credit)

Term/Duration: Summer 2025 / Fall 2025

Course Code: EW 52650

Credit hours: 3 Credit Hours

Graduate Credit Registration: (Available for 2 Academic Terms)
- Summer 2025
- Fall 2025
- For **4 graduate credits**, see the table at the end of the syllabus

Instructor/Facilitator: Wendy Linton

Contact Information: k12pd@lindenwood.edu

Directions for Assignment Submission:

Please email all assignments as a single PDF document to anathaniel@lindenwood.edu and cc a copy to k12pd@lindenwood.edu

Course Objectives:

- Students will actively expand their general knowledge base in the field of counseling and apply the knowledge to their area of practice based on the sessions they attend.

- Students will go beyond knowledge and use critical thinking to evaluate the knowledge presented.

- Students will develop SEVEN SMART Goals to implement changes to their counseling programs.

Summary of Coursework for 3 Credit Hour:

Requirements
1. Conference Attendance
2. Active Reflection and 7 SMART Goals (5-7 pages APA style including title page, double-spaced and source page.

> 3. PPT Presentation - 20-25 slides

Details of Coursework:

1. **Attendance Requirements (15 hours):**

Attend a minimum of **15 hours of sessions** during the conference. Hours may be from preconference, conference, sessions, and/or meetings. List meetings and/or sessions and their duration in the following format on a Word Doc as well as the total number of hours.

Session Name	Length of Time
	TOTAL TIME

NOTE: **If you want to earn a total of 4 graduate credits, see the table at the end of the syllabus document.**

1. **Active Conference Reflection (5-7 pages):**

- In your own words, write a summary of at least 7 sessions attended. Do not use the conference description.

- What new information did you learn in each session?

- How will this new information impact you, your students, and your school?

- What challenges will you face implementing and how will you address those challenges?

- Develop at least SEVEN SMART goals to implement the ideas learned. SMART Goal Template Syllabus and Templates. *(If you are doing both 1-hour and 3-hour credit options you must choose different topics and identify different SMART goals)*

- Identify one area you would like to receive more training on and research some opportunities in this area. Provide a list of resources books, articles and/or

websites. (If you are doing both 1-hour and 2-hour credit options you must choose two different topics and identify different SMART goals)

2. **PPT Presentation:**

Develop a presentation using PPT or similar program on selected topic(s) from the conference. This may be an in depth look at one topic or more presented or an overview of the entire conference to share with your counseling colleagues who were unable to attend. Please identify the audience. Include a title slide, 20-25 slides and a source slide.

	Excellent	Good	Fair
Title Slide	Title Slide lists the title, your name, presentation title, any important information and your identified audience	Title Slide lists 3/4 required elements.	Title Slide lists less than 3 of 4 required elements
Intro, Body, Conclusion Slides	15 -20 required slides or with relevant information. Topic is discussed clearly and adequate points are made.	12 required slides with relevant information. Topic is somewhat discussed but more information is required.	10 required slides with relevant information. Topic is slightly discussed but more material is needed.
Powerpoint/Graphics	Slides are attractive. Text is legible. No grammatical errors. Graphics and effects are used throughout to enhance presentation. Information is at the advanced level and consistently supports images.	Slides are attractive. Text is legible. No grammatical errors. More than half of the slides use graphics and effects to enhance presentation. Information adequately supports images.	Slides are legible. Amount of text is too great for the amount of space provided. Some grammatical errors. Less than half the slides have graphics or effects. Information supports images at times.
Citations & Resource Slide (Remember if using info from a conference presentation from the you need to include it in your resource list)	All sources of information are cited so that the audience can determine the credibility and authority of the information presented. You may do this on each slide but you must have a resource slide which follows APA guidelines.	Most sources of information use proper citation, and sources are documented to make it possible to check on the accuracy of information. You have a Resource Slide	Sometimes copyright guidelines are followed and some information do not use proper citations. No Resource slide is provided.

The Grade Plan:

To earn a grade of "A": Fully participate in conference activities, submit the documentation required on the syllabus in a timely manner and develop a PPT to share your new knowledge. Students must meet APA standards on both written assignments with no more than 3 errors on each assignment.

To earn a grade of "B":   Students must meet APA standards on both written assignments with no more than 5 errors on each assignment.

Failure to meet the requirement of an "A" or "B" will result in failure of the class.

Lindenwood University grade rosters are sent at the end of each semester and the upcoming terms are:

- **Summer 2025:** May 19, 2025 - August 10, 2025
- **Fall 2025:** August 25, 2025 - December 12, 2025

**Grade rosters are processed after each term and may take up to two weeks to post the grades.

<u>Summary of Coursework:</u>

Requirements	1 Credit	3 Credit	4 Credit
1. Conference attendance	5 hours	15 hours	15 hours
2. Active conference reflection and SMART goals	3 SMART Goals and reflection	7 SMART Goals and reflection	7 SMART Goals and reflection
3. Journal article review or PowerPoint presentation	Journal article review 4-5 pages	PowerPoint presentation 20-25 slides	Complete both article and presentation**

4 graduate credits - Complete the work outlined in both 1-credit and 3-credit options and show attendance of at least 15 hours in preconference, conference, and/or meetings. Identify 7 SMART goals and choose different topics for journal article review and presentation.