

# APPENDIX

(Additional information that may prove helpful to Counselors)

**NOTE:** The Counselors of the Consortium want all A.C.E. member counselors to use the **Appendix** to the Montana School Counseling Program Standards as a guide.

## **Counseling Guide and Indicators for K-6**

### **Academic Development**

**GK-6 1.0 Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.**

- .1 Demonstrate pride in work and in achievement.
- .2 Use communication skills to know when and how to ask for help when needed.
- .3 Demonstrate appropriate techniques in getting a person's attention.
- .4 Articulate feelings of competence and confidence as a learner.
- .5 Demonstrate they accept mistakes as essential to the learning process.
- .6 Demonstrate they can cope with disappointment and frustration in an appropriate manner
- .7 Demonstrate how effort and persistence positively affect learning.
- .8 Show responsibility for their actions.
- .9 Demonstrate the ability to work independently, as well as the ability to work cooperatively with other students.

**GK-6 2.0 Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.**

- .1 Set challenging academic goals at each grade level
- .2 Demonstrate the motivation to achieve individual potential
- .3 Demonstrate themselves as self-directed and independent learners
- .4 Understand the relationship between classroom performance and success in school
- .5 Seek information and support from faculty, staff, family, and peers

**GK-6 3.0 Students will understand the relationship of academics to the world of work, and to life at home and in the community.**

- .1 Seek co-curricular and community experiences to enhance the school experience.
- .2 Explain the relationship between learning and work.

### **Career Development**

**GK-6 4.0 Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.**

- .1 Demonstrate appropriate interaction and work in a cooperative in team.
- .2 Compare traditional and nontraditional occupations.
- .3 Explain an effective way to make decisions.
- .4 Demonstrate setting goals.
- .5 Demonstrate employability skills such as working on a team, problem-solving and organizational skills.

**Counseling Standards and Indicators for K-6 (cont.)**

**GK-6 5.0 Students will employ strategies to achieve future career goals with success and satisfaction.**

- .1 Demonstrate knowledge of the career planning process.
- .2 Identify personal skills, interests, and abilities and relate them to current career choices.
- .3 Report first hand information gained from those practicing a career.
- .3 Tell the responsibilities involved in various careers.

**GK-6 6.0 Students will understand the relationship between personal qualities, education, training and the world of work.**

- .1 Work cooperatively with others as a team member.
- .2 Identify personal preferences and interests which influence career choices and success.
- .3 Use conflict management skills with peers.

## **Personal/Social Development**

**GK-6 7.0 Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.**

- .1 Develop a positive attitude toward self as a unique and worthy person.
- .2 Identify and express feelings.
- .3 Distinguish between appropriate and inappropriate behaviors.
- .4 Make and keep friends.
- .5 Explain the need for self-control and how to practice it.
- .6 Demonstrate the goal-setting process.
- .7 Recognize personal boundaries, rights, and privacy needs.
- .8 Demonstrate cooperative behavior in groups.
- .9 Identify personal strengths and assets.
- .11 Recognize that everyone has rights and responsibilities.
- .12 Recognize, accept, respect, and appreciate individual differences.
- .13 Recognize, accept, and appreciate ethnic and cultural diversity.
- .14 Demonstrate affective communication skills.

**GK-6 8.0 Students will make decisions, set goals, and take necessary action to achieve goals.**

- .1 Demonstrate a respect and appreciation for individual and cultural differences.
- .2 Explain consequences of decisions and choices.
- .3 Demonstrate when, where, and how to seek help for solving problems and making decisions.
- .4 Apply conflict resolution skills.

**Counseling Standards and Indicators for K-6 (cont.)****GK-6 9.0 Students will understand safety and survival skills.**

- .1 Demonstrate knowledge of personal information (i.e., telephone number, home address, emergency contact).
- .2 Explain the difference between appropriate and inappropriate physical contact.
- .3 Demonstrate the ability to assert boundaries, rights, and personal privacy.
- .4 Demonstrate techniques for managing stress and conflict.
- .5 Demonstrate coping skills for managing life events.
- .6 Report the possible effect of substance use and abuse.

# Counseling Guide and Indicators for 7-8

## Academic Development

**G7-8 1.0 Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.**

- .1 Display a positive interest in learning
- .2 Apply time management and task management skills
- .3 Demonstrate through electives and extra curricular activities, a broad range of interests and abilities.

**G7-8 2.0 Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.**

- .1 Apply the study skills necessary for academic success
- .2 Use assessment results in educational planning
- .3 Apply knowledge of aptitudes and interests to goal setting
- .4 Use knowledge of learning styles to positively influence school performance

**G7-8 3.0 Students will understand the relationship of academics to the world of work, and to life at home and in the community.**

- .1 Explain how school success and academic achievement enhance future career and avocation opportunities.
- .2 Demonstrate the ability to balance school, studies, extracurricular activities, leisure time, and family life.

## Career Development

**G7-8 4.0 Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions**

- .1 Demonstrate a positive attitude toward work and learning.
- .2 Demonstrate skills to locate, evaluate, and interpret career information.
- .3 Report the pros and cons of career choices
  - a. The consequences of choosing various careers.

- b. The requirements and prerequisites of various careers.
- c. Recognize career opportunities
- .3 Develop an awareness of personal abilities, skills, interests, and motivations.
- .4 Explain the importance of planning.
- .5 Develop hobbies and avocational interests.
- .6 Demonstrate the ability to utilize time- and task-management skills.

### **Counseling Standards and Indicators for 7-8 (cont.)**

#### **G7-8 5.0 Students will employ strategies to achieve future career goals with success and satisfaction.**

- .1 Apply decision-making skills to career planning, course selection, and career transitions
- .2 Describe traditional and nontraditional occupations and how these relate to career choice
- .3 Demonstrate awareness of the education and training needed to achieve career goals
- .4 Use the Internet to access career planning information.
- .5 Demonstrate knowledge of where to locate job information.
- .6 Demonstrate job-keeping skills (punctuality, cooperation, honest, persistence).

#### **G7-8 6.0 Students will understand the relationship between personal qualities, education, training and the world of work.**

- .1 Demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals.
- .2 Understand the relationship between educational achievement and career success.
- .3 Explain how work can help to achieve personal success and satisfaction.
- .4 Understand that work is an important and satisfying means of personal expression.

## **Personal/Social Development**

#### **G7-8 7.0 Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.**

- .1 Identify values, attitudes, and beliefs.
- .2 Understand change as a part of growth.
- .3 Respect alternative points of view.
- .4 Use effective communication skills.
- .5 Articulate and explain that communication involves speaking, listening, and nonverbal behavior.

#### **G7-8 8.0 Students will make decisions, set goals, and take necessary action to achieve goals.**

- .1 Use a decision-making and problem-solving model.

- .2 Identify alternative solutions to a problem perseverance in acquiring knowledge and skills.
- .3 Develop effective coping skills for dealing with problems.
- .4 Identify when peer pressure is influencing a decision.
- .5 Use persistence and perseverance in acquiring knowledge and skills.

### **Counseling Standards and Indicators for 7-8 (cont.)**

#### **G7-8 9.0 Students will understand safety and survival skills.**

- .1 Differentiate between situations requiring peer support and situations requiring adult professional help.
- .2 Describe effective problem-solving and decision-making skills to make safe and healthy choices.
- .3 Report the possible effect of substance use and abuse.
- .4 Explain and demonstrate how to cope with peer pressure.

# Counseling Guide and Indicators for 9-12

## Academic Development

**G9-12 1.0 Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.**

- .1 Identify attitudes and behaviors which lead to successful learning.
- .2 Apply knowledge of learning styles to positively influence school performance.
- .3 Demonstrate dependability, productivity, and initiative.
- .4 Share knowledge.

**G9-12 2.0 Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.**

- .1 Identify and use critical thinking skills.
  - a. Identify product, problem, or decisions to be analyzed.
  - b. Identify the characteristics of the product, problem, or decision.
  - c. State the analysis used:
    - 1) List good characteristics
    - 2) List characteristics which would improve the product, problem or decision
- .2 Organize and apply academic information from a variety of sources.
- .3 Develop and implement an annual plan of study to maximize academic ability and achievement.
- .4 Use problem-solving and decision-making skills to assess progress toward educational goals.
- .5 Identify postsecondary options consistent with interests, aptitude, achievement, and abilities.

**G9-12 3.0 Students will understand the relationship of academics to the world of work, and to life at home and in the community.**

- .1 Explain how school success is the preparation to make the transition from student to community member.
- .2 Demonstrate an understanding of the value of lifelong learning as essential to seeking, obtaining, and maintaining life goals.



**Counseling Standards and Indicators for 9-12 (cont.)****Career Development****G9-12 4.0 Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.**

- .1 Pursue and develop competency in areas of interest.
- .2 Balance between work and leisure time.
- .4 Apply job readiness skills to seek employment opportunities.
- .5 Demonstrate knowledge about the changing workplace.
- .6 Identify the rights and responsibilities of employers and employees.
- .7 Write a resume.
- .8 Explain the importance of responsibility, dependability, punctuality, integrity, and effort in the workplace.
- .9 Respect individual uniqueness in the workplace.

**G9-12 5.0 Students will employ strategies to achieve future career goals with success and satisfaction.**

- .1 Demonstrate employability and job readiness skills in internship, mentoring, shadowing, and/or other world of work experiences.
- .2 Select course work that is related to career interests.
- .3 Assess and modify their educational plan to support career goals.
- .4 Identify various ways which occupations can be classified
- .5 Use research and information resources to obtain career information.
- .6 Describe how changing economic and societal needs influence . employment trends and future training.
- .7 Maintain a career planning portfolio.

**G9-12 6.0 Students will understand the relationship between personal qualities, education, training and the world of work.**

- .1 Understand that the changing workplace requires lifelong learning and acquiring new skills.
- .2 Describe the effect of work on lifestyle.
- .3 Relate the importance of equity and access in career choice.
- .4 Apply academic and employment readiness skills in work-based learning situations such as internships, shadowing, and/or mentoring experiences.

**Counseling Standards and Indicators for 9-12 (cont.)****Personal/Social Development****G9-12 7.0 Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.**

- .1 Recognize and respect differences in various family configurations.
- .2 Identify and discuss changing personal and social roles.
- .3 Identify and recognize changing family roles.

**G9-12 8.0 Students will make decisions, set goals, and take necessary action to achieve goals.**

- .1 Develop an action plan to set and achieve realistic goals.
- .2 Identify long-term and short-term goals.
- .3 Identify alternative ways of achieving goals.

**G9-12 9.0 Students will understand safety and survival skills.**

- .1 Describe the relationship between rules, laws, safety, and the protection of an individual's rights.
- .2 Identify resource people in the school and community, and know how to seek their help.