School Counseling Program  
*Positive Impact Award*

**Application Guidelines**

**Purpose:**
The Clemson University *School Counseling Positive Impact Award* (PI Award) seeks to recognize school counselors who make a difference in their schools and who collect and disseminate data to demonstrate their effectiveness.

**Eligibility:**
During the 2015-16 academic year, Clemson University’s School Counseling Program will recognize one individual who is a graduate of Clemson’s school counseling program (or a team of counselors led by one of our graduates).

Applications may be submitted from individual school counselors or from a group of school counselors. The *lead applicant* must:

- be a graduate of Clemson’s school counseling program
- be a certified school counselor, and
- be employed in at least a half-time school counseling position.

**Recognition:**
One recipient/group will be selected this year. The recipient will receive a plaque and a $200 gift card for her/his school counseling program. The award will be presented to the recipient by the school counseling program faculty.
Evaluation Criteria:
Applications for the School Counseling PI Award must be submitted in two parts:
1. Initial Application Materials (see details below)
2. Summary Materials (see details below)

Timeline:
- August 30: Application packets available
- November 2: Initial Application Materials due
- April 15: Summary Materials due
- April 30: Award Recipients announced

Application Materials and Guidelines:

1. Initial Application – Due November 2
The initial application requires the following information:
   - Project title
   - Lead applicant, team, and school information
   - Educational history
   - School profile
   - Target area/population and rationale
   - Counseling goal, intervention plan, and data collection plan

2. Summary Materials – Due April 15
The summary materials include:
   A. Results report
   B. Letter of support from administrator
   C. Letter of support from colleague or other relevant stakeholder
   D. State of permission for us to share the project

General Formatting Guidelines
All materials must be submitted electronically in pdf or MS Word format.
Documents must be formatted with 1-inch margins and content double-spaced throughout.
When provided, any references should be cited per APA 6th edition guidelines.
Guidelines for Initial Application Materials

Section I - Applicant Information

All items must be answered and supporting documentation provided.

Section II - Educational History and Professional Development Activities

Lead applicants must provide the information listed below and/or attach a resume in which they provide the following information, with the most recent information listed first.

A. Colleges and universities attended, dates of attendance, major/program of study, and degrees awarded
B. School counseling employment history (district, position, grade level assignments)
C. Professional association memberships and any positions held within those organizations
D. Professional development activities and other relevant leadership activities
E. Awards and other recognition of your work

Section III - School Profile

Applicants must attach a school profile (if available) or briefly describe your school, including grade levels, student enrollment and demographic information, counseling staff, special programs, etc.

Section IV - Target Area/Population and Rationale
(approximately 1 double-spaced page)

Applicants must identify the target area and target population for whom the intervention is designed. The target area must be specific and may address any academic, career, or personal/social issue. The population can be very small or quite large. Examples of populations might include, but are not limited to, an individual student, a small group, a specific demographic group, a classroom, a grade level, or the entire school population. The intervention could be designed to target students, parents, or teachers.

Data must be provided to justify the target area and population. These data could come from a needs assessment or from existing school data and should help illustrate to what extent a “problem” exists for the identified population. Disaggregated data should be provided to help clarify differences between the target population and the general school population or some other relevant subset of the population. Data can be provided in a table or chart, but a brief narrative must be provided to explain the data presented.
The rationale should be in the form of a succinct paragraph in which a justification is provided for targeting the area and population. This brief paragraph will help us understand how you came to the conclusion that this target area and population warranted attention this year.

**Section V - Counseling Goal, Intervention Plan, and Data Collection Plan**
*(approximately 2 double −spaced pages)*

The counseling goal(s) must be written in measurable terms. Examples of measurable goals include:

- Through the intervention we will decrease the percentage of 8th grade Latino males who do not meet benchmark scores of 60 on the PASS test from the current 25% (N = 25) to 20% (N = 20) of that population.
- At the end of the small group intervention, all participating first generation college students will be able to accurately identify the pre-requisites (GPA, SAT scores, high school courses) for entering a specific post-secondary course of study.
- At the end of 4 counseling sessions, the student will list five strategies for coping with social anxiety and demonstrate effective use of at least one technique.

Details regarding the intervention plan must address (1) who will receive the intervention (including number of and characteristics of participants as well as how they will be identified), (2) where the intervention will occur, (3) when the intervention will occur, (4) who will be involved in implementing the intervention and the specific roles they will assume, (5) the resources needed for the intervention, and (6) the logistics of the intervention (i.e., timeframe, format, etc.).

Support must be provided for why you believe this particular intervention would be effective. Illustrate the connection between your intervention and either theory, evidence-based practices, or previously collected outcome data at your school to explain why you are approaching the problem through this intervention. Any references cited should be listed on a separate page at the end of this document.

The data collection plan must include discussion of how and when you will collect process, perception, and outcome data (see ASCA National Model for information about these types of data).
Guidelines for Summary Materials

A. Results Report
(approximately 3 double-spaced pages)

The results report must include a summary of how and when you collected your process, perception, and outcome data.

The results report also must include a summary of your results. The use of tables, pie charts, bar graphs, or other visuals is encouraged to illustrate your results, but a brief narrative must be included in which you highlight major results.

The results report also must include an implications/recommendations section, in which you discuss how you made sense of your results in relation to your intervention. Describe how your results will inform future interventions. Further, based on your results and your experience implementing the intervention, share any recommendations you have for someone implementing a similar project.

B. Administrator Support Letter

A letter of support from one of your school administrators must be included.

C. Colleague Support Letter

A letter of support from a colleague from your school or a partner agency/organization must be included.

D. Signed Permission to Disseminate form

In an effort to promote the accountability practices of school counselors, we want to share information about the projects that were submitted. Applicants must grant us permission to do this using the Permission to Disseminate form. Applicants and their administrator must sign the form, check the relevant boxes, and scan and attach as a pdf file.