

University of California, Berkeley (UCB)
Center for Educational Partnerships (CEP)
Fisher Counseling Fellow Application (2009-2010)

Program Goal:

The goal of UC Berkeley through this Program is to collaborate with San Francisco State University Department of Counseling, the University of San Francisco Counseling Psychology Program, and San Jose State University Department of Counselor Education, to enrich the training and hands-on preparation students receive in the areas of academic and college guidance. Through this collaborative, selected graduate students (Fisher Counseling Fellows) earning the required masters and/or credential necessary to be California school counselors will receive additional training and support as they implement knowledge gained at target schools in either San Francisco Unified School District or San Jose Unified School District. The Fisher Counseling Fellows Program will prepare graduate students to deliver academic/college advising via individual student services, classroom guidance and trainings, responsive services, system support and parent engagement. This initiative re-envision the role of middle and high school counselors as leaders in championing college and career going culture and college access.

Fellowship Benefits:

- \$3,000 annual stipend. Distribution: \$1,500 end of first semester, \$1,500 end of second semester.
- Fellows can use experience to satisfy University fieldwork requirements. *(Fellowship will not interfere with University requirements - fieldwork application protocols, coursework, hours, assignments, required paperwork, competencies, etc. - or University supervision practices. Fisher Counseling Fellows are expected to adhere to all requirements deemed necessary by their respective graduate program fieldwork requirements.)*
- Fellows are placed at a middle or high school for the entire 2009-2010 school year, or at a middle school in the fall and high school in the spring (or vice versa).
- Fellows receive pre-service and on-going training, valuable hands-on experience, and on-going support from CEP staff.
- Fellows provide needed services in target schools, improving the educational opportunities for students, schools, and communities.
- CEP identifies fieldwork location and fieldwork site supervisor.
- Fieldwork site supervisor is required to attend meetings/trainings to strengthen their supervision and support of fellows (receive annual stipend).

Fellowship Qualifications:

- **Second year graduate student in one of the following programs:**
 - San Francisco State University Department of Counseling
 - University of San Francisco Counseling Psychology Program
 - San Jose State University Department of Counselor Education
 - Meet University requirements for commencing fieldwork in the Fall 2009 semester.
 - Ability to attend training at UCB (**Sunday, August 16, 2009 – Friday, August 21, 2009**).
 - Must dedicate **20 hours a week** to a San Francisco or San Jose middle school or high school during the following dates: **August 31, 2009 – June 4, 2010**. (*20 hours include 5 hours per week of independent off-site planning and/or time participating in CEP program meetings and trainings.*)
 - Prior experience working with middle or high school age students is preferred.
 - Students from diverse backgrounds are encouraged to apply.
 - Genuine interest in increasing educational opportunities for youth.
 - Ability to demonstrate initiative and to work independently.
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Application Deadline: May 12, 2009 at 5pm.
Due to Dr. Dolores DeHaro Mena
Drop off at Department Office: Sweeney Hall Room 404

Selected applicants will be offered an interview beginning in early June.

Applications may also be mailed to following location:

UC Berkeley
School University Partnerships:
Attn. Dr. Claudia Canizales Aguilar
2150 Kittredge Street, Suite 4C
Berkeley, CA 94720-1060

For more information contact:

CEP Director of Counselor Education –
Dr. Claudia Canizales Aguilar, (510) 205-7385, claudia_cmc@yahoo.com

CEP Regional Manager –
Claudia Morales, moralesc@berkeley.edu

Fisher Counseling Fellow Application Checklist (2009-2010)
San Jose State University

Applicant Name _____

All of the following documents must be completed and included in your application:

- ☐ **Application Checklist**
- ☐ **Personal Information Form**
- ☐ **2 Recommendation Forms**
- ☐ **Personal Statement:** Attach a 2 page, double-spaced, typed personal statement addressing the following:
 - Why are you interested in the Fisher Counseling Fellowship?
 - Previous experiences working with middle and/or high school students?
 - Previous experiences working with a diverse student population?
 - How can school counselors help foster a college going culture at schools?
- ☐ **Resume**
 - Please include a copy of your current resume highlighting your professional, academic, and student life experiences relevant to this position. Include volunteer work as appropriate.

By signing below, you certify that:

- The information contained in this application is true to the best of your knowledge.
- You are eligible to participate in this program.
- You are committed to completing the service-hour and training requirements, and will participate fully in all aspects of the fellowship.

Signature

Date

CEP Use ONLY

☐ Complete Application ☐ Yes ☐ No

☐ Interview _____

Fellowship Offer ☐ Yes ☐ No

Fellowship Acceptance ☐ Yes ☐ No

Placement _____

Notes:

Fisher Counseling Fellow Application - Personal Information Form (2009-2010)
San Jose State University

Last Name _____ First name _____ MI _____

Address _____ CA
Street Address _____ City _____ State _____ Zip Code _____

Phone () _____ Cell Phone () _____

Email _____ Date of Birth _____

Current University _____

Grad. Date _____ Masters/Credential Program _____

Previous College / University & Major _____

Ethnicity (optional) _____

Fluent in a language other than English? If so, which one(s)? _____

High School Attended _____ City, State _____

☐ Yes ☐ No I am able to attend a 6-day training at UC Berkeley (**Sunday, August 16, 2009 – Friday, August 21, 2009**).

☐ Yes ☐ No I am able to dedicate **20 hours a week** to a San Francisco or San Jose middle or high school during the following dates: **August 31, 2009 – June 4, 2010**. (20 hours include 5 hours per week of independent planning and/or time participating in CEP program meetings and trainings.)

Any additional information you would like to share:

Placement Preferences

Region Placement Preference: (Please check one)

_____ San Francisco _____ San Jose _____ Either

Grade Level Placement Preference: (Please check all the placements you are able to do)

_____ Middle School (Yr Long) _____ High School (Yr Long) _____ Middle / High School Split

Fisher Counseling Fellow - Recommendation Form (2009-2010)

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Applicant _____

The person named above is applying for the Fisher Counseling Fellowship with the Center for Educational Partnerships at UC Berkeley. The goal of UC Berkeley through this Program is to collaborate with San Francisco State University Department of Counseling, the University of San Francisco Counseling Psychology Program, and San Jose State University Department of Counselor Education, to enrich the training and hands-on preparation students receive in the areas of academic and college guidance. Through this collaborative, Fisher Counseling Fellows will receive additional training and support as they implement knowledge gained at target middle and high schools in San Francisco or San Jose Unified School Districts. The Program will prepare fellows to deliver academic/college advising via individual student services, classroom guidance and trainings, responsive services, system support and parent engagement. This initiative re-envision the role of middle and high school counselors as leaders in championing college and career going culture and college access.

Once completed, please return the form and any additional documents in a sealed and signed envelope to the applicant. Applicants must submit a complete application by May 12, 2009.

Section I: Applicant Background

How long have you known the applicant? _____

In what capacity? ☐ Supervisor/Employer ☐ Co-Worker ☐ Instructor ☐ Other _____

Your Name _____

Title/Position _____

Organization/Company _____

Address _____

Contact Information _____

Section I: Applicant Rating

Emotional Maturity ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Professional Commitment ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Ability to work Independently ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Initiative ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Work/interaction with others ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Social Awareness & Concern ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Oral Expression ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Leadership ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Prior performance ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Ability and adaptability to stressful working conditions (e.g. students in distress, changing situations, different points of view): ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Overall Recommendation:

☐ Highly recommend ☐ Recommend ☐ Recommend with reservation ☐ Not recommend

Fisher Counseling Fellow - Recommendation Form (2009-2010)

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Please answer the following questions (provide examples if possible):

Applicant's experience and ability to work with middle and/or high school age students:

Applicant's ability to work independently and take initiative:

Applicant's ability to work collaboratively with teachers, counselors, administrators and staff:

Fisher Counseling Fellow – Expectations (2009-2010)

Individual Student Caseload Services: Provide a small caseload of students with intensive college preparation services. Focus on those facing the greatest barriers to college going (low income and first generation college-going). Fellows are expected to meet with each student at least 4 times per semester (2 individual meetings and 2 small group grade level meetings).

High School – 9th – 12th graders (5 per grade – 20 total)

Fellows will offer services such as:

- Grade monitoring;
- Transcripts evaluations and Individual Academic Plans (IAP) to prepare for an meet college admissions eligibility requirements;
- Academic, organizational skills and goal-setting support;
- SAT and ACT registration assistance;
- College admissions application assistance; and
- Financial aid (FAFSA) and scholarship application assistance.

Middle School – 6th – 8th graders (20 total – equal distribution across grades)

Fellows will offer services such as:

- Transition from ES to MS, and MS to HS (utilizing Believing and Realizing The College Dream curriculums, and other materials from collegetools.berkeley.edu);
- Career awareness, exploration, planning;
- Understanding different post secondary options;
- Understanding financial aid opportunities;
- Grade monitoring;
- Individual Academic Planning (IAP) to prepare for college/career ready;
- Goal setting;
- Academic skills support (time management, organization, study, test taking);
- Pre-Registration for HS courses;
- Applications for HS or HS Academic Prep Programs; and
- Applications for Summer Enrichment / Leadership Programs.

Classroom Guidance: Consult and collaborate with school staff (counselors, teachers, college/career centers, academic program staff, and CEP staff) in order to plan and deliver the following services to students:

Lunch / After-School Workshops

- 2 workshops per semester (reaching approximately 80 students per year)

Classroom Guidance (High School)

- 2 workshops per grade / per semester (8 total) - reaching approximately 280 students per year

High School – Possible Classroom Guidance and Workshop Focus

9 th	Transitioning to HS / HS requirements CA College System / a-g Requirements Developing a 4-year Academic Plan
10 th	College Requirements and Admission Process College 101: Researching Colleges and Universities (Realizing)
11 th	Financial Aid & Scholarship Information College Applications, Testing, Deadlines, & Personal Statements Transcript Analysis / Calculating GPA
12 th	College / Financial Aid Applications and Your Senior Year Transitioning to College

Classroom Guidance (Middle School)

- 6th – 8th grade sites – 2 or 3 classes per grade / per semester (8 total) - reaching approximately 280 students per year
- 7th – 8th grade sites - 4 classes per grade / per semester (8 total) - reaching approximately 280 students per year

Middle School – Possible Classroom Guidance and Workshop Focus

From Believing the College Dream Curriculum:

- What does Success Mean to Me?
- Roadmap to Success
- The Benefits of College
- Educating Myself Benefits Others
- What Type of Student Am I?
- What Types of Students do Colleges Want?
- Preparing for High School and Beyond

From Realizing the College Dream Curriculum:

- Dream a Little Dream: Imagining My Future
- Exploring Career Options
- College 101: Researching Colleges and Universities
- Mock College Admissions

College Planning/Preparation Events: Consult and collaborate with school staff (counselors, teachers, college/career centers, academic program staff, and CEP staff) in planning and delivering 1-2 existing school-wide events related to college awareness, planning and/or application, such as:

High School –

- College Night/Fair
- Financial Aid Night
- Career Day/Fair
- College Fieldtrip

Middle School –

- Career Day/Fair
- College Fieldtrip

(Note: If none of the events noted above are existing site practices, Fisher Counseling Fellows are expected to consult and collaborate with school site and CEP staff to plan and deliver 1 event per semester.)

Parent Engagement: Consult and collaborate school staff (counselors, teachers, college/career centers, academic program staff, and CEP staff) in planning and delivering 2 existing parent meetings/trainings regarding college preparation, college requirements, financial aid/scholarships and transitioning to college.

(Note: If parent meetings/trainings on the stated topics are not existing site practices, Fisher Counseling Fellows are required to consult and collaborate with school site and CEP staff to plan and deliver 1-2 meetings/trainings per semester.)

Fisher Counseling Fellow – Pre-Service Training (2009-2010)

Prior beginning the fellowship, Fellows will participate in a 6-day training at UC Berkeley (Sunday, August 16, 2009 – Friday, August 21, 2009). Tentative training agenda:

Day 1 – “Team Building & Context”

- Fisher Program, Roles and Expectations
- Community Building – Life Maps
- Evaluation of Prior Knowledge
- Understanding Statewide / District Context
- Understanding Needs of First Generation College Bound Students

Day 2 – “Theory and Best Practices”

- College Going Culture Theory and Best Practices
- Models for “Choosing College” Theory and Best Practices
- Academic / College Advisor Role
- High School vs. Middle School Approach

Day 3 – “Post Secondary Option Basics”

- Systems of Higher Education (Private, UC, CSU, CC, out of state)
 - Purpose/Mission
 - Data/Rates – Enrollment, Transfer, Graduation
- Pathways
 - HS to CC Transitions
 - CC to 4-year Transitions
 - HS to 4-year Transitions
 - HS to Career Tech Education Transitions

Day 4 – “College Advising & Admissions Basics”

- UC & CSU Admissions Overview
 - Eligibility & Selection
 - “a-g” and Doorways
 - Testing Requirements
 - Role of the personal statement
 - Common Application
 - Application cycle
- CC Admissions Overview
 - Application cycle (Application, Placement Tests, Enrollment
 - General Education (IGETC, CSU Breadth, Campus Specific GE)
- Calculating a College GPA
- Transcript Analysis

Day 5 – “Applying Knowledge Learned”

- Applying Brief Solution Focus Counseling to Academic Advising
- Workshop and Classroom Guidance Development / Best Practices
- Creating a 4-year Individual Academic Plan (IAP)
- Tracking Senior Progress & College Information
- Planning the School Year

Day 6 – “Policies, Protocol & Closing”

- Supervision Structure
- Review Fisher Counseling Fellow Manual & Forms
- Regional Breakout Session
- Culminating Activity

Fisher Counseling Fellow – On-going Training & Support (2009-2010)

Fisher Counseling Fellows are required to attend relevant on-going program meetings, training sessions, and conferences that may take place at non-school site locations. *(Hours spent participating in CEP program meetings and trainings count towards 20 weekly hours.)*

Trainings & Meetings Facilitated by CEP:

- Fisher Program meetings/trainings with site supervisors (2 per semester)
- District-wide trainings (1 per semester)
- Fellow meetings/trainings (2 per semester)

Possible training session focus:

- Consulting & Collaborating with Administrators, Counselors and Faculty
- Working with Parents
- Financial Aid & Scholarships
- Undocumented Students & AB540
- Career Exploration Tools and Curriculum
- Working with Student Athletes, English Language Learners
- Working with English Language Learners
- Facilitating Senior Transition to College Trainings

Support & Supervision

- 1 hour weekly supervision by site supervisor
- Weekly check-in with CEP Director of Counselor Education
- 1-2 monthly site visits by CEP Director of Counselor Education
- Occasional site visits by CEP Regional Manager