

M.Ed. in School Counseling
Professional Development Plan (PDP)

Please complete this form following the processes and including applicable parties as delineated on the *Remediation Flow Chart* or *Clinical Remediation Flow Chart* below.

Candidate Name: _____ ID#: _____

I. Description of circumstances leading to professional development concerns:

II. Summary of discussion that has taken place thus far:

III. Recommendations for action plan:

Action plan recommendations must be met by: _____
Date

IV. Consequences: (if action plan recommendations are not met by specified date)

V. Signatures

Faculty Member/Faculty Supervisor: _____ Date: _____

Faculty Mentor: _____ Date: _____
(as applicable)

Program Director: _____ Date: _____
(as applicable)

Site Supervisor: _____ Date: _____
(as applicable)

Clinical Director: _____ Date: _____
(as applicable)

Dean/Associate Dean: _____ Date: _____
(as applicable)

III. Candidate Acknowledgement

I acknowledge the areas for growth in my professional development as specified above and have been provided a plan of action. I also acknowledge I understand the intent of my action plan and the consequences if I fail to meet the items specified in the action plan by the deadline indicated above.

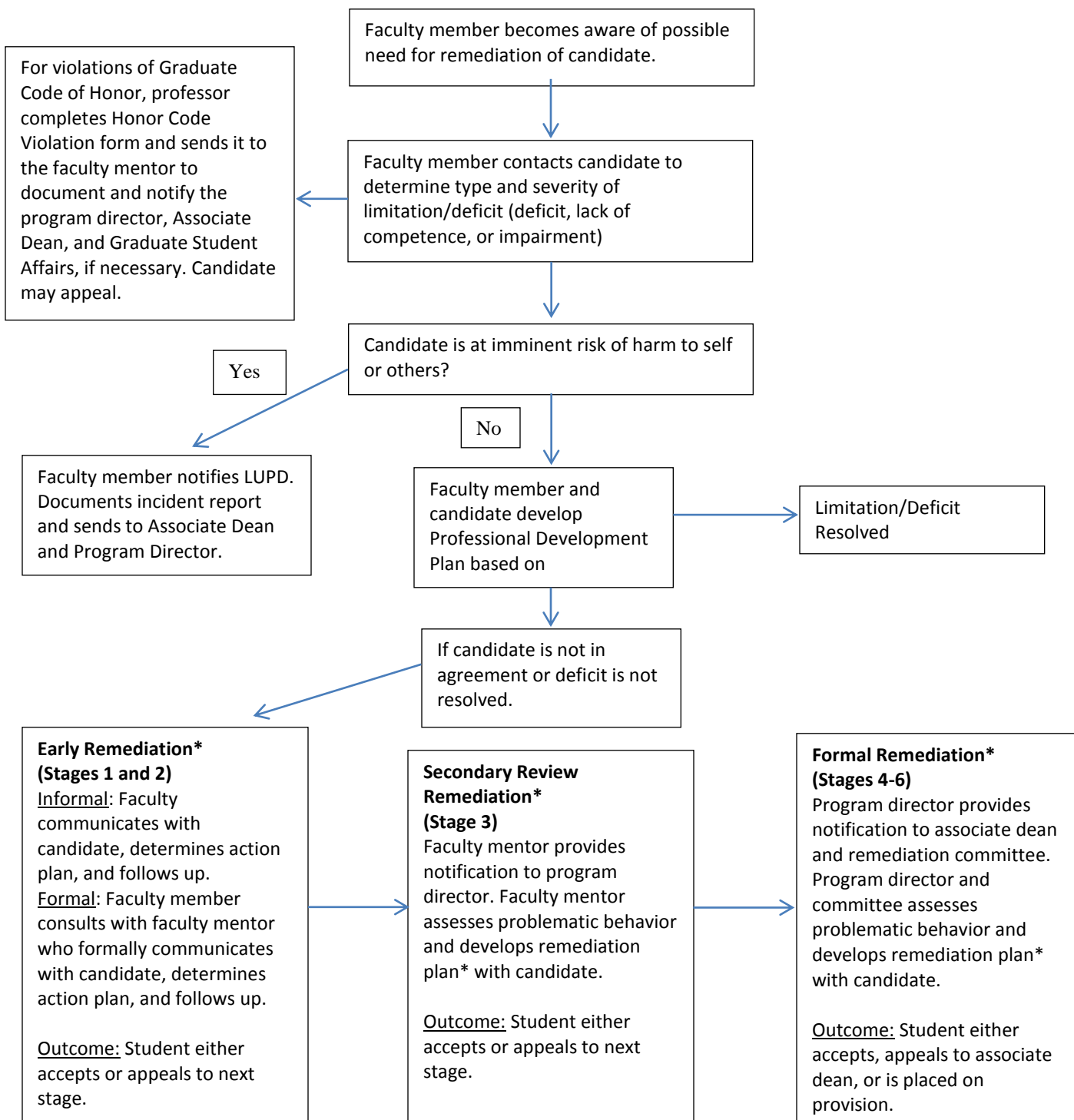
I do not wish to respond

I wish to respond: (Please place comments here or attach a written letter to this form)

I wish to appeal

Candidate Signature: _____ Date: _____

Remediation Process for School Counseling Candidates



***Possible Committee Recommendations for a Remediation Plan**

- Personal Counseling
- Increased supervision
- Course repeat(s)
- Leave of absence
- Transfer to non-licensure program
- Formal probation
- Formal reprimand
- Dismissal from the program

Remediation Process for School Counseling Candidates in Practicum or Internship

Note: If at any point in any of these steps the site supervisor, faculty supervisor, or clinical director decide to remove the candidate from the site the remediation process begins with the inclusion of the faculty mentor (Stages 1 and 2).

Site supervisor recognizes issue/deficit with practicum/internship student. Site supervisor contacts faculty supervisor (professor for the candidate's course) with information regarding the presenting issue.

Note: At any point the candidate may appeal to next stage or to the Associate Dean for the School of Education.

Site supervisor and faculty supervisor will collaborate with candidate to develop a Professional Development Plan.

If the develop of, or agreement on, the Professional Development Plan is not successful then the faculty supervisor will send the Professional Development Plan to the Clinical Director for review.

The Clinical Director will review the Professional Development Plan and collaborate with the faculty supervisor, site supervisor, and candidate to determine an appropriate course of action.

If the Clinical Director's involvement is not successful then the Clinical Director will involve the Faculty Mentor to work through remediation process.

If the Clinical Director's involvement is not successful then the Clinical Director will involve the Faculty Mentor and the Remediation Process for M.Ed. in School counseling candidates is followed.

If the remediation process is not successful then the general remediation process is followed.