**Educator Preparation Provider (EPP)**

**ADEPT Program Evaluation and Assurances**

**School Guidance Counselor**

**2018—19**

Please note:

A separate Program Evaluation and Assurances must be submitted for *each* *Program Type* offered at the below-named EPP. (*This is not a change in requirements.*)

Send the completed Program Evaluation and Assurances as an attachment(s) to the Office of Educator Effectiveness and Leadership Development, using the Google Drive link your EPP dean/chair has been emailed. The deadline for submission is *July 2, 2018.*

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| --- | --- |
| EPP Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of submission of ADEPT report/plan | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of person completing report/plan | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title/position of person completing report/plan | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The above-named EPP submits the following assurances in compliance with the ADEPT-related requirements specified in State Statute (§§ 59-26-30 and 59-26-40 of the SC Code of Laws); State Board of Education Regulation 43-205.1; and the State Board of Education-approved ADEPT Guidelines.

*The current South Carolina ADEPT Support and Evaluation System Guidelines for School Guidance* are available online at <https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/2018-19-expanded-adept-guidelines-april-2018/>

*The* *current Policy Guidelines for South Carolina Educator Preparation Units* are available online at <http://ed.sc.gov/scdoe/assets/File/educators/educator-preparation/educator-units/081012Standards_Policies_Procedures_Board_Approved_2015(1).pdf>.

**SECTION I: Statement of Assurances**

By submitting this assurances form, and unless otherwise noted, the EPP agrees to implement the

ADEPT requirements listed below. Additionally, the EPP agrees to maintain supporting documentation verifying that the institution has met these requirements and to make this documentation available at the request of the South Carolina Department of Education (SCDE) or during an onsite visit.

* **Assurance #1: ADEPT Performance Standards**. The EPP will integrate the applicable ADEPT Performance Standards throughout each candidate’s course work and clinical practice so that candidates understand and are able to apply these standards.
* **Assurance #2: Clinical Practice.** Prior to the beginning of clinical practicum the EPP will provide candidates with a comprehensive orientation to practicum so that the candidates understand what they have to do to achieve success. At a minimum, the orientation will include both oral and written explanations of the assistance and evaluation processes, knowledge and skills competencies that relate to ADEPT expectations, the *Standards of Conduct for South Carolina Educators*, and the EPP’s requirements for successful completion of clinical practice. Additionally, the EPP will design and implement clinical practicum experiences according to all applicable policy guidelines to ensure that candidates receive full opportunities to develop their professional knowledge and skills.
* **Assurance #3: Supervision of Candidates**. The EPP will provide candidates with effective guidance and support during clinical practicum experiences by ensuring that each candidate is supervised by: (1) one or more EPP clinical faculty members who have preparation both in the supervision of school guidance counselors and (2) one or more school-based guidance counselors, who hold the Certificate of Clinical Competence and has been recommended as a cooperating school guidance counselor by a school or district administrator or by an EPP faculty member. Additionally, the EPP will provide all supervisors and cooperating school guidance counselors with training related to the institution’s requirements and procedures for evaluating and supporting candidates.
* **Assurance #4: Feedback to Candidates**. The EPP will ensure that, throughout all clinical experiences, supervisors will provide each candidate with accurate, appropriate, and ongoing formative feedback that enables the candidate to improve his or her school guidance counselor performance and effectiveness. Additionally, the EPP will assign ratings and grades that are aligned with the EPP’s stated policies and that truly represent the quality of each candidate’s school guidance counselor performance and effectiveness.
* **Assurance #5: Continuous ADEPT Program Improvement**. The EPP will gather **qualitative and quantitative** data to determine the impact of the program on the school guidance counselor performance and effectiveness of the institution’s candidates and graduates relative to the ADEPT Performance Standards and will use these data to guide future program planning.

**SECTION II: EPP ADEPT Program Evaluation and Improvement**

By submitting this program evaluation and improvement plan, and unless otherwise noted, the EPP agrees to maintain supporting documentation verifying that the institution has gathered **qualitative and quantitative data** on the effectiveness of its ADEPT Program implementation and to make this documentation available at the request of the SCDE or during an onsite visit.

**SECTION III: EPP’s ADEPT Program Documentation**

By submitting this list of documents supporting the EPP’s implementation of its ADEPT program, and unless otherwise noted, the EPP agrees to make this documentation available at the request of the SCDE or during an onsite visit.

*Please provide a list of the names and dates/versions of the most current documents that the EPP has in place to support the implementation of its ADEPT program. These documents might include specific course syllabi, agendas, candidate handbooks, cooperating teacher/school guidance counselor/library media specialists/speech language therapists’ handbooks, program evaluations, etc. If these documents are available online, please include the link(s).*

**SECTION IV:** **Additional Information**

*Additional comments or remarks about the EPP’s ADEPT program:*

**SECTION V: EPP Training/Information**

What training or information sessions should the SCDE offer to EPP colleagues regarding school guidance counseling?