**Translating Education into Practice**

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| **Tip** | **Student** | **Professional** |
| **Attend** | Successful students attend class. A great deal of information can be exchanged during in-class interactions.  Students should minimize absences and email their instructor if they will be abesent. This shows responsibility. | Professionals do not miss work and arrive on time.  Professionals are given vacation and sick days to use. Vacation time is scheduled ahead. |
| **Awareness** | Individuals pursuing and in the counseling profession cannot afford to be unaware of his or her own behaviors, reactions, emotions, and past. It is imperative to the health of the professional and the treatment of the clients being served that helping professionals tend to his or her own mental and emotional health. | Take a personal inventory. What areas need repair? Where are your strengths? What do you need to continue to work on?  Where and with whom can you get healing? Begin.  There is an old saying in the helping profession, “Good counselors have good counselors.” A counselor who is opposed to going to therapy is not a healthy individual and will likely be ineffective with clients.  Attend therapy  Go to support groups  Develop a network  Attend workshops  Attend programs in the community |
| **Community** | Many resources are provided by academic institutions, including: free or discounted counseling; student organinzations with a variety of interests; student governments; social activities; and study groups. Developing a community enhances the quality of life a student and can shift into a professional network after entering the workforce.  Develop a network of peers who can provide you support and honest feedback. | The American Association for the Advancement of Science Journal published an article, Social Relationhsips and health establishing the connection between social relationships and health. The findings indicated longevity, immune system boost, and lower levels of anxiety in people with strong social connections. The article showed, “and increased risk of death among persons with a low quantity, and sometimes low quality, of social relationships” (House, Landis, & Umberson, 1988).  A community of support is a necessary part of professional development. |
| **Communicate** | Communication is a crucial part of day-to-day life. Effective communication is key to academic and professional excellence.  Practice effective communication in the classroom, on the telephone, and via email.  When emailing the course instructor there are simple – yet highly valuable actions that will establish your knowledge, professionalism, and life skills.   * Put the course number in the subject line * Address the instructor professionally * Conclude with students full name | Healthy and effective communication is a necessary ability of a counselor.  Counselors communicate with clients; referral sources; courts; employers; co-workers; insurance companies; family members of the client; and the public.  Professional communication skills are important, as they represent the work of the counselor, their place of employement; and their ability. |
| **Complete** | Sucessful and accurate completion of assignments will likely result in attaining a higher grade. GPA (Grade Point Average) can be important for advanced education and future employment.  Demonstrating timely completion of assigned tasks may lead to an instructor being more willing to write a student letter of recommendation for advanced education or future employment. | Finishing what you start is important. Counselors are bound to time limits to complete paperwork. |
| **Compute** | The day you begin a course it is importatnt to review the course content to discover the technical requirements for the course. If your instructor requires assignments on Word documents and PowerPoint slides it is mandatory you have that software. Students enrolled in academic institutions are often eligible for free or low-cost software packages. Not doing this task will likely result in failing the course or failing to make the grade you hope for.  If you are on or near the campus of the school you attend locate computer labs, learning centers, and libraries where you can use a computer. If you are not near a campus and are taking the course online, locate a library, school, family member, or friend who provide the use of computers.  Reliable internet connection is required. | A majority of counselors and agencies document using computer software systems.  It is mandatory to know how to use the basic operations of computer. |
| **Goals** | Review the goals and objectives provided by the course instructor for modules or assignments. These can give direction to studying, writing, reading, or particpating.  Consider personal goals for each semester – academic and personal. | Continue to set goals. Professional goals will help you moving forward in your career. |
| **Major** | Choosing a major may not be a simple task. Oftentimes, students do not know how to match the correct major to their career goals. In order to select the major that will be of the most benefit to your future, take a few steps.   * Consider what kind of work you want to do. * If you plan to work in the helping profession, contemplate the type of client you want to serve; in what setting you wish to be employed; and the focus or specialization you desire to practice. Answering these questions can narrow your concentration to the major most fitting. * Meet with others who are already doing the work you hope to. Consider asking someone in the profession to be a mentor. Interview one or more people to discover his or her educational background. Ask for tips from people who have already walked the path. * Meet with professors in the department(s) and concentration(s) you are considering. Often, instructors teaching the courses can provide more insight into what the course offers than general academic advising. |  |
| **Organization** | Being a student requires organization. Each person has his or her own organizational style and should determine which works best. Organization is requisite for students and professionals. | Counselors have many tasks to accomplish in one day. Without organization this is not possible. |
| **Participate** | Interacting with classmates, instructors, speakers, and others in the classroom is valuable. Even participate in the often dreaded group projects. Participation is an opportunity to get to know others who may be collegues, referral sources, or even employers later.  Group projects are an excellent occasion to practice teamwork and team meeting that will be a daily element in the counseling workplace.  Remaining anonymous will not serve a student or potential counselor well. Also avoid over-particpate in a way that disallows others to also engage.  Participation is a chance to begin working on being more open-minded. Engagement that does not involve proving a point or fighting to be right is helpful practice. There is little room for right fighting in the helping profession. | Counselors will be part of a team of staff members who must participate in staffing of client concerns.  Counselors will also participate with client interactions and with family members. |
| **Professionalism** | Students pursuing education as preparation to enter the counseling profession benefit from viewing themselves professional in development.  Students have many opportunities to practice professionalism in the classroom. | Professionalism is required. Adherence to boundaries, ethics, and professional behavior allows a counselor to be licensed. |
| **Read** | Read the course syllabi. Your instructor goes through great effort to highlight all information relevant to successful completion of his or her course. Failing to read this material before asking the instructor will not exhibit effective academic intention.  Become familiar with the course expectations; assignments; due dates; policies; and other important course information at the onset of the course to ensure success.  Read assignment instructions thoroughly. Reading assignment instructions is a simple way to avoid point loss. | Reading now will offer practice for reading required in preparation for licensure and certification testing. Developing the habit of reading while in school will also be practice for future review of clinical documents, court orders, progress reports, assessments, client homework assignments, doctor orders, and many other documents seen daily in the helping profession. |
| **Reward** | Pat yourself on the back from time to time. Set up a reward system to acknowledge your progress. Every so often people need to be reminded of his or her progress when on an endeavor as great as attaining a degree. | Recognizing movement as a professional is also important. Work environments do not always offer employees the kudos deserved. Give them to yourself on a regular basis. This will help one keep going and serve as a reminder of how much has already been achieved. |
| **Study** | Information reviewed has a higher liklihood of being retained. Recalling the information for tests while pursing and education will assit in obtaining a degree.  Locate or create a space to use for studying. This can aid in structure needed to adhere to a certain study time or day. Ask family members or friends who might share this space to provide you quiet or private time a certain number of hours or on specific days each week.  Many students enjoy lamp lighting while studying rather than flourescent.  Comfortable seating will allow a student to remain in a study space longer than uncomfortable.  The ambiance usually matters when studying. Some students prefer quiet. Some enjoy white noise in the background. Some even thrive with music meant to enhance study.  Attempt to minimize distractions during your study time.  In order to avoid being a distraction, ensure things needed to study are near. | Continuing to review will be vital to pass licensure and certification tests upon or after entering the helping profession. |
| **Take Notes** | Repetition strengthens knowledge. Note taking helps students remember classroom discussions. Even a student with the best memory can gain from taking notes. | Note taking will be a valuable asset in the counseling profession. Counselors take and compile notes daily. Students who practice note taking during the educational pursuit will not face as sharp a learning curve when entering the workforce. |
| **Wellness** | Education can be difficult to balance with other areas of life; however, mental, emotional, and physical health are impacted by high levels of stress.  Wellness is important as a student and a professional. Balancing mental, emotional, and physical health is important. Taking time out of responsibilities and obligations to enjoy free time is as crucial. | Create a plan for wellness in order to avoid burnout. |
| **Write** | Original writing and APA (American Psychological Association) referencing of unoriginal work is critical as a student and as a professional.  Written work is often the only way a student demonstrates course mastery. | Polishing writing skills will be of value to the helping professional due the large percentage of time spent documenting while working in the helping profession.  Documentation in the helping profession is not only required, but mandatory to be fully completed and submitted to record often within 24-hours of the event being documented |