

## Counseling Roles in Major Programs

### Part-Time Counselors

- Part-time (67%) hours to be divided three ways in addressing student needs/contacts each week within the assigned cluster. Example:
  - One third allocated for individual student appointments (within majors)
  - One third set aside for participation in program/department meetings, visits to classes/presentations, or coordination with faculty in majors
  - One third for student orientations, group counseling meetings or workshops for students in programs.
  - Regular check-in with full-time lead

### Full-Time Counselor(s)

- Leads responsible for the following:
  - Meet with part-time counselors; help develop schedules to achieve three outcomes (listed above)
  - Gather information from part-time counselors related to their activities, progress, updates to share at counseling department meetings
  - Share ideas/best practices with other major “cluster” groups
  - Periodic update/check-in meetings with Jeffrey Benford, Program Manager, CTE Dean and GN
- Compensation for this coordination/leadership role with a stipend each semester (2013-14 allocation)