

COMPLETION GUIDE FOR THE NORMAN C. GYSBERS AWARD

INTRODUCTION

The *Norman C. Gysbers Award* (hereafter referred to as *GYSBERS*) is intended to recognize any school district in the State of Missouri that has demonstrated an **exemplary** level of implementation of the Missouri Comprehensive Guidance Program that, in turn, has resulted in **demonstrable positive impact on students.** The GYSBERS was developed by a committee that included professional school counselors, counselor administrators, counselor educators and Missouri Department of Education personnel.

The award is named after Dr. Norman C. Gysbers, Curators Professor, Educational, School & Counseling Psychology at the University of Missouri - Columbia. Dr. Gysbers is an internationally known authority on comprehensive guidance, and developed the Missouri Comprehensive Guidance Program adopted for use in Missouri and many other states.

The content for the GYSBERS AWARD structure is based upon Missouri School Improvement Program (MSIP) Fourth Cycle Guidance Standards (6.9.1-6.9.5) <http://dese.mo.gov/divimprove/sia/msip/>, the Internal Improvement Review (IIR) document <http://missouricareereducation.org/curr/cmd/guidanceplacementG/iir.html> and the Missouri Comprehensive Guidance Program <http://missouricareereducation.org/curr/cmd/guidanceplacementG/mcgp.html>

The GYSBERS will:

- provide recognition for exemplary comprehensive guidance programs across the state;
- assist in publicizing the role of comprehensive guidance in school accountability;
- provide a means for encouraging continuing improvement of comprehensive guidance programs;
- provide a means for educating others within the local community and across the state about what comprehensive guidance programs do to help students succeed.

DECIDING TO APPLY

Application and submission of the required documents for consideration for the Award is **voluntary**. Application and submission may be made only by a Missouri school district. Decisions on submission **must** be aided by analysis of the completed *Internal Improvement Review* (IIR). Results showing a high level of implementation of the Missouri Comprehensive Guidance Program in the district would strongly support the decision to apply. .

. All applicants must carefully follow guidelines listed within this guide. No documents will be returned for “re-writes” or corrections.

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REQUIRED DOCUMENTATION

The following **must** be submitted for consideration for the GYSBERS:

One copy of the Award application, with original signatures, is to be **mailed** to:

John Robbins, Supervisor, Guidance and Placement Services
Division of Career Education
Department of Elementary and Secondary Education
205 Jefferson, PO Box 480
Jefferson City, MO 65102

The following **must** be submitted electronically in Word format:

- A. One copy of the completed GYSBERS Narrative
- B. The following Artifacts:
 1. Board Policy on Guidance
 2. Completed Internal Improvement Review Document Summary Page (IIR-Page 21) with completed action plans (IIR-Page 23) for at least **two** areas chosen for improvement
 3. Copies of three completed results based projects
 4. Time/Task Analysis results with narrative indicating implications of analysis
 5. Narrative giving results of the latest Guidance Planning Survey and implications

These electronic submissions are to be sent to John Robbins at: john.robbs@desse.mo.gov

Deadline for application and submission of documents for Award consideration is: June 30, 2009.

An e-mail will be made to the "Contact Person" acknowledging receipt of materials. Due to the nature of the evaluation process, it will not be possible to answer queries on the status of the application and GYSBERS.

Winners will be notified by **September 30, 2009** and awards will be presented at the MSCA Fall Conference in November, 2009.

THE FOLLOWING GENERAL CRITERIA APPLY TO THE GYSBERS:

1. Narrative text in the GYSBERS **must** be in Arial font. Size for text within the body of the document **must** be 10 pts. The size of text within graphs **must** be at least 8 pts.
2. Each of the three narrative sections can be no more than **two** pages in length
3. Each acronym or abbreviation must be spelled out when first used.. .
4. Submissions with more than **two** typographical or grammatical errors or with the incorrect font and size **will not** be considered for the award.

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5. The GYSBERS Narrative sections must have a consistent “voice” and format throughout.
6. Graphic illustrations of program impact **must** be included to be considered for an Award. Keep graphs simple – focus on one concept per graph. The graphs should be easy to read and have a written explanation that connects the comprehensive guidance program to the results shown by the graph.

SECTIONS THAT MUST BE ADDRESSED IN THE GYSBERS NARRATIVE:

1. Overview of Program
2. Program Impact
3. Plans for Program Improvement

SUBMISSION OF ARTIFACTS:

As noted earlier, the following artifacts must be submitted.

1. Board Policy on Guidance
2. Completed Internal Improvement Review Document Summary Page (IIR-Page 21) with completed action plans (IIR-Page 23) for at least **two** areas chosen for improvement
3. Copies of three completed results based projects
4. Time/Task Analysis results with narrative indicating implications of analysis
5. Narrative giving results of the latest Guidance Planning Survey and implications

Please do not submit other artifacts since they will not be examined as part of the scoring process. Feel free to consult the Internal Improvement Review (IIR) and the Missouri Comprehensive Guidance Program Manual for help in preparing the narrative.

SCORING THE GYSBERS:

Entries will be evaluated by the following individuals:

1. MSCA Professional Recognition Chair
2. MSCA President or an appointee
3. Two Counselor Educators who regularly teach a graduate level course on comprehensive guidance
4. A representative from the Guidance and Placement Section at DESE.

Each section will be scored using the rubric shown below. In addition to the sections noted above, the GYSBERS will also be scored using the same scale for clarity, congruity, continuity and connectivity. There must be **NO** scores in the lowest category (**0**) for any section.

It is possible that some categories may not have an award winner.

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ASSISTANCE

When working on the documents, it might help to consult the latest edition of the Missouri Comprehensive Guidance Program Manual available online: <http://missouricareereducation.org/curr/cmd/guidanceplacementG/mcgp.html>

Questions or concern may be directed to John Robbins at john.robbins@dese.mo.gov; or George Sesser at sesser@ucmo.edu

BASIS FOR SCORING

SECTION 1=GUIDANCE PROGRAM OVERVIEW

Key Question to be answered:

What is the organizational framework of your district's comprehensive guidance program?

INDICATORS	<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Supporting statement of framework of comprehensive guidance program	Outstanding evidence of structural and program components contained in the comprehensive guidance program	Adequate evidence of structural and program components contained in the comprehensive guidance program	Minimal evidence of structural and program components contained in the comprehensive guidance program	Little or no evidence of structural and program components contained in the comprehensive guidance program

Refer to the Narrative for Information to be addressed in this section.

SECTION 2=PROGRAM IMPACT

Key Question to be answered:

In what way(s) has your comprehensive guidance program had a positive impact upon the success of students within the district?

(Note: This section **must** include information in clear, concise graphic form (pie charts, graphs, etc.) You can use Microsoft Excel to plug your data into a variety of graphs or charts.

INDICATORS	<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Guidance Program Impact	Outstanding evidence of guidance program impact	Adequate evidence of guidance program impact	Minimal evidence of guidance program impact	No evidence of guidance program impact

Refer to the Narrative for Information to be addressed in this section.

SECTION 3=PLANS FOR IMPROVEMENT

Key Question to be answered:

What has been targeted for improvement in your district's comprehensive guidance program next year and how will that improvement assist in helping students to achieve success?

INDICATORS	<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>
Focus on Guidance Program Improvement	Outstanding evidence of plans for program improvement	Adequate evidence of plans for program improvement	Minimal evidence of plans for program improvement	No evidence of plans for program improvement

Refer to the Narrative for Information to be addressed in this section.

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OVERALL GYSBERS: This considers the whole document.

Elements that will be considered in scoring the overall GYSBERS:

1. The content and format are clear and consistent.
2. Artifacts submitted are specific and coherent
3. Graphs included are appropriately explained by written text

INDICATORS	<u>3</u> Exemplary Level of Implementation	<u>2</u> Adequate Level of Implementation	<u>1</u> Minimal Level of Implementation	<u>0</u> Little or no evidence of Implementation
Overall GYSBERS	Exemplary clarity, congruity, continuity and connectivity throughout the whole GYSBERS	Adequate clarity, congruity, continuity and connectivity throughout the whole GYSBERS	Minimal clarity, congruity, continuity and connectivity throughout the whole GYSBERS	No clarity, congruity, continuity and connectivity throughout the whole GYSBERS