**M. A. Milam K-8 Center**

**Peer Counseling 1**

**Syllabus**

**2019-2020**

**Ms. Avila**

 **Website:** **milamstudentservices.weebly.com**

**Email:** **IAvila@dadeschools.net**

The Peer Counseling 1 class is a hands-on approach that continues to expose students to office skills, teaching skills, personal awareness, and introduces them to the art of peer mediation and conflict resolution.

The purpose of this course is to enable students to begin to develop awareness of self and others while learning and utilizing school to career skills. Emphasis will be on the acquisition of intermediate level skills for thoughtful planning, peer facilitation, effective communication, self-awareness and making healthy choices.

Topics will include:

* Self-Awareness and Expression
* Peer Pressure
* Active Listening
* Conflict Resolution
* Behavioral Dynamics
* Intra/Interpersonal Skills
* Peer Mediation
* Effective Communication
* Problem Solving

It consists of two parts. During their assigned time, students will work in a classroom setting with specific school personnel, assist in the office and be available to peer mediate students who are experiencing minor conflicts. Peer Counseling 2/3 students will work directly with me. The students will be trained on conflict resolution strategies, as well as general communication skills. These skills will then be used as they “peer mediate” students who may be experiencing conflicts in our school. Students also participate in discussion and activities that promote self-growth and an understanding of themselves and others as unique individuals. Students who take Peer Counseling as an elective must be well behaved, motivated and responsible students since they will be working directly with staff members, in classrooms and other students.

 Peer Counseling 1 students may be asked to stay after school at times to facilitate peer mediation training.

**Materials:**

**Every student is required to have a folder with pockets and paper. On one side of the folder pocket the student will keep all the handouts given. On the other side the student will keep their worksheets.**

**The cover of the notebook MUST include the student's complete name and the class period they are taking Office Aide.**

**NO BLACK FOLDERS**

**Students must always bring their notebooks with a pencil or pen when meeting with me. The folder will be “spot checked” periodically and graded. Always have it with you.**

**Grading:**

**Participation grade includes signing in daily, discussions when you meet with me, responding to any messages on the white board, turning in your work on time and showing initiative as reported by your immediate supervisor.**

**Job Site Evaluation is the biweekly grade given to you by your site supervisor. It includes being on time, initiative, confidentiality, following directions, and demonstrating responsibility on the job site.**

**Assignments will be worth 1-3 grades and that will be explained when the assignment is given.**

**Peer Mediation: You are expected to participate in peer mediation with another qualified student. A rubric will be placed in the peer mediation folder which will be found in my office. More details will follow.**

**Grading of the folder (worth 2 grades):**

**A- The folder is neat, contains all assignments given, any notes given by the teacher, all worksheets that the student has been asked to paste on to the notebook and is in order. All handouts are kept on one side of the folder in the order given and all worksheets on the other side of the folder in the order given.**

**B- The folder is neat, contains at least 75% of the assignments given, any notes given by the teacher, all worksheets that the student has been asked to paste on to the notebook and is in order. All handouts are kept on one side of the folder in the order given and all worksheets on the other side of the folder in the order given.**

**C- The folder is neat, contains less than 75% of the assignments given, any notes given by the teacher, all worksheets that the student has been asked to paste on to the notebook and is in order. All handouts are kept on one side of the folder in the order given and all worksheets on the other side of the folder in the order given.**

**D/F = Most of the information is missing.**

**Everything you need is found on the class website.**

**Class Website:**

[www.milamstudentservices.weebly.com](http://www.milamstudentservices.weebly.com)

**It is expected that the student’s conduct be exemplary!**

**Click on Ms. Avila’s Corner. A dropdown menu will appear. Click on Peer Counseling 1.**

**A schedule with topics and assignments will be posted on the website each grading period. You will turn in each assignment on the due date. All assignments, videos, projects, etc. will be on the website.**

 **IF YOU DO NOT HAVE ACCESS TO THE INTERNET PLEASE SPEAK TO ME AND I WILL MAKE ARRANGEMENTS FOR YOU.**

**Rules Discipline Plan**

1. **Respect all adults and each other 1. Verbal warning**
2. **Listen and follow directions 2. Student Conference**
3. **Attend after-school meetings 3. Parent Conference**
4. **Maintain confidentiality 4. Office Referral /**

 **Removed from class**

**Please read and review the class syllabus and rules with your child. Sign and return the bottom portion. I know that we will have a successful year with your child. Please contact me if you should have any questions or concerns at (305) 822-0301, ext. 2147.**

##### I have read and reviewed the class syllabus and rules with my child

 **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: Peer Counseling 1/ Ms. Avila**