

Appendix H
Counselor Questionnaire

1. Indicate the number of full-time and part-time counselors assigned to high school (in grades 9 through 12) at your school.

--	--

 Full-time counselors

--	--

 Part-time counselors

2. Of those assigned, indicate the number of counselors that are certified as high school counselors (grades 9 through 12).

--	--

 Full-time counselors certified as high school counselors

--	--

 Part-time counselors certified as high school counselors

**3. (11b) On average, how many students are assigned to a counselor at this school?
[verbatim]**

--	--

 Students assigned to a counselor

4. (11a) Which of the following best describes how counselors are assigned to students at this school? Counselors are assigned...

- a. to a specific grade level (e.g., a 9th grade counselor).
- b. to an incoming class of 9th graders and remain with them throughout their high school years (e.g., a counselor for the class of 2012).
- c. counselors are assigned to a group of students whose last names fall within a slice of the alphabet (e.g., all students with last names from "A to D").
- d. in another way. (please specify)_____ [field test only]

5. (7) What percentage of students meet with counselors...?

- a. at the beginning of the school year?
- b. at least once a term (e.g., semester or trimester)?
- c. at the end of the school year?
- d. by student special request?
- e. by counselor special request?

6. (9) Does the school’s counseling staff consult with teachers regarding students’:

- | | Yes | No |
|---|--------|--------|
| a. Future course placement..... | O..... | O..... |
| b. Mid-year course changes | O..... | O..... |
| c. Remediation or tutoring needs | O..... | O..... |
| d. Discipline | O..... | O..... |
| e. Participation in enrichment programs ... | O..... | O..... |
| f. College preparation | O..... | O..... |

7. (X1) Who in the school has primary responsibility for dealing with individual students posing discipline problems?

- Counseling staff
- School principal
- Assistant principal
- Other (please specify): _____ *[field test only]*

8. (10a) Are students in your school required to have a plan, such as a high school graduation (or individual learning) plan?

- Yes → Go to Q9
- No → Skip to Q10

9. (10b) Can the high school graduation plan be modified or updated throughout students’ high school years?

- Yes
- No

10. (12a) Does your school’s professional counseling staff assist with transitioning 8th grade students into high school?

- Yes → Go to Q11
- No → Skip to Q12

11. (12b) In which of the following ways does your school’s professional counseling staff assist with transitioning 8th grade students into high school? [Check all that apply]

- a. Presenting information to 8th grade students or parents about high school courses and registration
- b. Assisting individual 8th grade students with selecting 9th grade courses based upon their interests and prior achievement
- c. Placing 8th grade students into 9th grade courses based on school or district placement policies

d. Other (please specify) _____ *[field test only]*

12. (11c) Does your school have one or more counselors whose primary responsibility is...

- | | Yes | No |
|--|-----------------------|-----------------------|
| a. Assisting students with college readiness, selection, and applications? | <input type="radio"/> | <input type="radio"/> |
| b. Assisting students with preparation for and placement into the workforce? | <input type="radio"/> | <input type="radio"/> |

13. (12c) What practices does the school engage in to assist students with the transition from high school to college? [Check all that apply]

- Holding or participating in college fairs
- Consulting with postsecondary school representatives about requirements and qualifications sought
- Encouraging students to visit colleges
- Offering special programs that help students plan or prepare for college, such as Upward Bound, college scholarships, or AVID
- Other (please specify): _____ *[field test only]*

14. (13) How does the school assist students with the transition from high school to work? (Check all that apply)

- Offering internships with local employers
- Holding or participating in job fairs
- Arranging school or classroom presentations by local employers
- Offering career awareness activities
- Other (please specify): _____ *[field test only]*

15. (21) Is there a vocational-technical program offered at your school?

- Yes
- No

16. (8) Which of the following activities are offered to students in this school? (Check all that apply.)

- School courses in career decision making
- Occupational information units in subject-matter courses
- Exploratory work experience programs (e.g., co-op, workstudy, EBCE)
- Career days or nights
- Vocational oriented assemblies and speakers in classes
- Job site visits (field trips)

- Job shadowing (extended observations of a worker)

17. (8) Which of the following activities are offered to students in this school? (Check all that apply)

- Simulations (e.g., Singer, SRA Job experience kits)
- Administering and interpreting tests for career planning purposes (e.g., interest inventories, vocational aptitude tests)
- Group counseling sessions
- Training in job seeking skills
- Use of non-computerized career information resources
- Use of computerized career information resources
- Access to college catalogs
- School arranged tours of postsecondary institutions

18. (20) Does your school have any programs to:

- | | Yes | No |
|--|-----------------------|-----------------------|
| a. Encourage students who might not be considering college to do so? | <input type="radio"/> | <input type="radio"/> |
| b. Encourage underrepresented students to pursue mathematics or science | <input type="radio"/> | <input type="radio"/> |
| c. Inform parents/guardians about mathematics/science higher education and/or career opportunities | <input type="radio"/> | <input type="radio"/> |

19. (23) Which of the following are available in this school to support and encourage gifted students in mathematics and science? (Check all that apply)

- Technology and software to support curriculum specifically to meet the needs of the high-achieving students
- School staff work with classroom teachers to provide enrichment to high achieving students
- High-achieving students receive pull-out instruction during the regular school day
- Enrichment experiences such as Odyssey of the Mind, Science Olympiad, Academic Decathlon
- Scholarships for high-achieving students to attend special events or classes
- Summer activities or programs appropriate for high-achieving students
- Other (please specify): _____ *[field test only]*
- None of the above

20. (18) Does your school offer summer school enrichment courses that allow students to get ahead (e.g., a geometry class that would allow a student taking algebra in 9th grade to take calculus in the 12th grade)?

- Yes
- No

21. (22) Which of the following steps does this school take for students who need extra assistance in mathematics and science?

	Math	Science
a. Tutoring is available to low achieving students during the regular school day	<input type="radio"/>	<input type="radio"/>
b. School staff work with classroom teachers to provide assistance to struggling students	<input type="radio"/>	<input type="radio"/>
c. Struggling students receive pull-out instruction during the regular school day	<input type="radio"/>	<input type="radio"/>
d. Additional support is provided to low-achieving students outside the regular school day (e.g., before- or after-school tutoring or special programs, summer school programs)	<input type="radio"/>	<input type="radio"/>
e. Other (please specify): _____ <i>[field test only]</i>	<input type="radio"/>	<input type="radio"/>

22. (24) Which of the following options are available for students to take science, technology, engineering, or mathematics courses not offered by your school? (Check all that apply)

- Independent study
- On-line courses
- Courses at another traditional high school in the district
- Courses at a local career or technical school
- Courses at a local community college
- Courses at a nearby 4-year college or university
- Other (please specify): _____ *[field test only]*

23. (14) For a typical student, which of the following influence his/her placement into 9th grade mathematics and science? (Check all that apply.)

	Math	Science
a. Recommended by middle school counselor	<input type="radio"/>	<input type="radio"/>
b. Recommended by high school counselor	<input type="radio"/>	<input type="radio"/>
c. Recommended by middle school mathematics teacher	<input type="radio"/>	<input type="radio"/>
d. Recommended by middle school science teacher	<input type="radio"/>	<input type="radio"/>
d. Based on courses taken/achievement in middle school courses	<input type="radio"/>	<input type="radio"/>
e. Based on results of end-of-year/end-of-course exams	<input type="radio"/>	<input type="radio"/>

- f. Based on results of placement tests O O
- g. Selected by student and/or parent/guardian O O
- h. Other (please specify): _____ *[field test only]* O O

24. (15) Which of the following typically factor into counselor recommendations for mathematics and science courses for students entering 10th, 11th, and 12th grade? (Check all that apply)

- | | Math | Science |
|---|------|---------|
| a. Prior grades | O | O |
| b. Placement tests | O | O |
| c. Previous year’s mathematics teacher recommendation | O | O |
| d. Previous year’s science teacher recommendation | O | O |
| e. Student and/or parent/guardian preference | O | O |
| f. Master schedule considerations | O | O |
| g. Other (please specify): _____ <i>[field test only]</i> | O | O |

25. (X2) What is the highest or culminating math/science course that a college-bound student would be expected to take at your school?

Highest expected mathematics

- Algebra II
- Trigonometry and/or Analytic Geometry
- Precalculus
- Calculus, or AP or IB calculus
- Other Advanced Mathematics (please specify____)

Highest expected science

- Advanced biology
- Chemistry I or Physics I
- Chemistry II or Physics II
- AP/IB biology, physics or chemistry
- Other advanced science (please specify____)

26. (16) Do any of the advanced science courses (for example, chemistry or physics) in your school have a mathematics pre-requisite?

- Yes, all advanced science courses do → Go to Q27
- Yes, some advanced science courses do → Go to Q27
- No, none of the advanced science courses do → Skip to Q28

27. (17) In which of the following ways can a student not meeting this pre-requisite enroll in the course? [Check all that apply.]

- Teacher approval
- Counselor approval
- Principal approval
- Parental request for waiver
- Other (please specify):_____ [field test only]
- There is no way the student can enroll in the course

28. (19) If a student fails a mathematics competency test, which of the following options are available to the student at the school and which are required of the student?

	Required	Available,	Not
but not available			
			required
a. Retaking the test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Taking remedial classes in deficient subject areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Repeating classes in deficient subject areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Completing a general competency test preparation class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Tutoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Individualized academic program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Summer school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Referral to an alternative or continuing education school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. (6) Please rank the extent to which the following goals are currently emphasized by the counseling program in your school

	1=Most emphasis	2=Second most emphasis	3=Third most emphasis	4=Least emphasis
a. Help students plan and prepare for their work roles after high school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Help students with personal growth and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Help students plan and prepare for postsecondary schooling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Help students improve their achievement in high school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. (25) Indicate the extent to which you agree or disagree with each of the following statements about the teachers in your school. Teachers in this school...

	Strongly agree	Agree	Disagree	Strongly disagree
a. set high standards for teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. set high standards for students' learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. believe all students can do well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. have given up on some students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. care only about smart students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. expect very little from students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. work hard to make sure all students are learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. (26) Indicate the extent to which you agree or disagree with each of the following statements about the counselors in your school. Counselors in this school...

	Strongly agree	Agree	Disagree	Strongly disagree
a. set high standards for students' learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. believe all students can do well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. have given up on some students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. care only about smart students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. expect very little from students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. work hard to make sure all students are learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. (27) Indicate the extent to which you agree or disagree with each of the following statements about your school's principal. The principal in this school...

	Strongly agree	Agree	Disagree	Strongly disagree
a. sets high standards for students' learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. believes all students can do well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. has given up on some students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. cares only about smart students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. expects very little from students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. works hard to make sure all students are learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. (3) Please indicate how long you have been a school counselor...

- a. for any grades K through 12.
- b. for high school grades 9 through 12.

34. (4) Do you have an undergraduate or graduate degree in:

- | | Yes | No |
|------------------------------------|-----------------------|-----------------------|
| a. psychology? | <input type="radio"/> | <input type="radio"/> |
| b. school counseling? | <input type="radio"/> | <input type="radio"/> |
| c. education? | <input type="radio"/> | <input type="radio"/> |
| d. social science? | <input type="radio"/> | <input type="radio"/> |
| e. physical or biological science? | <input type="radio"/> | <input type="radio"/> |

35. (5) Which of the following best describes your entry into the counseling profession?

- You became a school counselor immediately after college
- You were first a teacher, prior to becoming a school counselor
- You were in another education-related profession prior to becoming a school counselor
- You were another type of counselor
- You were in a noneducation-related profession, prior to becoming a school counselor
- Other, please specify: *(for field test only)*