

Guidance and Testing Monthly Activities AY 2011-2			
Month/ Date	Activity	Participants/ Clientele	Links/ Remarks
June 2011	Guidance Orientation PF Recruitment	BA	
	<ul style="list-style-type: none"> <li>Guidance Orientation, Enriching College Life &amp; Career Survey</li> </ul>	BSA/BSMA/BSAT 1 (17 blocks)	AC 501
June-November Year Round	TESTING & TEST INTERPRETATION (individual, group) <ul style="list-style-type: none"> <li>CII (as per request)</li> <li>IQ</li> <li>16PF (as per request)</li> </ul>	BSA/BSMA/BSAT 2 BSA 5/BSMA 4 All levels	
June 2011	Orientation on Guidance Services	CAFA faculty & staff	
	Initial Intake Interview	CAFA First year students, transferees & shiftees	
June 14-15, 2011	Course and Guidance Orientation	CAFA First year students, transferees & shiftees	
June 2011	PF Recruitment	CAFA Students	
	Orientation on Guidance Services	CAS Freshmen and Transferees	
	Focused Group Activity	CS New International Students	Guidance Counselor
	PF Recruitment	CS 1 <sup>st</sup> yr. and 2 <sup>nd</sup> yr. students	Guidance Counselor
	Guidance Orientation, Learning Enhancement Program Testing: Study Habits Checklist, College Adjustment Scale Inventory PF Recruitment	DHM -1	THB11R, TM100, DCA11
June 13-24, 2011 June 15, 2011	Intake Interview Guidance Services Orientation	EDUC New Students & Transferees Not Interviewed Yet New Students, Shiftees and Transferees	
June 13-15, 2011	Orientation on Guidance Services	ENG'G Freshmen and	Guidance

			Transferees	Counselors
	June 16, 2011	Guidance Orientation and Learning Enhancement Program	Health Sciences 1	
	June 25, 2011	Leadership and Teambuilding Seminar	Health Sciences 1	
	July 2011	Guidance Re-orientation	BA 1st Year (BA 11) 2 <sup>nd</sup> – 4 <sup>th</sup> Year	
		PF Recruitment	BA 1 <sup>st</sup> & 2 <sup>nd</sup> Year	
		Learning Enhancement Seminar (LEP)	BA 1 <sup>st</sup> Year (BA 11)	
		Leadership Training Seminar	BA 2 <sup>nd</sup> Year (BA 12N)	
		<ul style="list-style-type: none"> <li>Guidance Orientation, Enriching College Life &amp; Career Survey</li> </ul>	BSA/BSMA/BSAT 1 (17 blocks)	AC 501
		<ul style="list-style-type: none"> <li>Effective Decision Making &amp; Career Empowerment</li> </ul>	BSA/BSMA/BSAT 2 (15 blocks)	AC 503
		<ul style="list-style-type: none"> <li>Relationship Enhancement I</li> </ul>	BSA/BSMA/BSAT 3 (11 blocks)	AC 510
		Self – Management Program 1: Learning Enhancement and Study Skills	CAFA First year students	
		PF Probationary Period	CAFA PF applicants	
		PF Recruitment	CAFA Students	
		College Adjustment Modules, Learning Enhancement Program (LEP)	CAS 1 <sup>st</sup> year students	
		Orientation on Guidance Services	CAS Freshmen and Transferees	
		PF Recruitment	CS 1 <sup>st</sup> yr. and 2 <sup>nd</sup> yr. students	Guidance Counselor
		PF Probationary Period	CS PF Applicants	Guidance Counselor
	Withdrawal Interview	CS Students Who Filed Complete Withdrawal of	Guidance Counselor	

			Enrollment	
		Withdrawal Interview	CS Students Who Filed Complete Withdrawal of Enrollment	Guidance Counselor
		Learning Enhancement Program, Stress Management Seminar Testing: (to be determined) PF Screening	DHM - 3	THC42, TM300, DCA21
	JULY 16 & 23, 2011 JULY 18-22, 2011	Self-Exploration Workshop Study Habits Checklist (SHC)	EDUC First Year Students First Year Students	
	July 2011	Self- Awareness & Learning Enhancement Program ( administration & interpretation of MIDAS & Study Habits Checklist)	ENG'G Freshmen	Guidance Counselors Psychometrician
	July 2, 2011	Goal Setting and Time Management Seminar	Health Sciences 2	
	July 2011	Coping with College Life	International Students	Guidance Counselors
	August 2011	Leadership Training Seminar	BA 2 <sup>nd</sup> Year (BA 12N)	
		• Leadership Workshop	BSA/BSMA 4 (11 blocks)	AC 520
		• Effective Decision Making & Career Empowerment	BSA/BSMA/BSAT 2 (15 blocks)	AC 503
		• Relationship Enhancement I	BSA/BSMA/BSAT 3 (11 blocks)	AC 510
		Self-Management 2: Goal Setting & Time Management Seminar	CAFA Second year students	
		College Adjustment Modules, Learning Enhancement Program (LEP)	CAS 1 <sup>st</sup> year students	
		Follow-up Small Group Sessions on LEP	CAS 1 <sup>st</sup> year students	
		PF Probationary Period	CS PF Applicants	Guidance Counselor
		Stress Management Seminar	DHM - 3	THC42, TM300,

				DCA21
	August 1-5, 2011 August 13, 2011 August 20, 2011 August 29-31, 2011	Neuroticism Scale Questionnaire (NSQ) Kuhlman Anderson Test (KAT) Stress Management Seminar Academic Follow-up	EDUC Second Year Students OCTOBER 2011 Graduating Students Third Year Students Probationary Students & Students with Failing Grades	
	August 2011	Self- Awareness & Learning Enhancement Program ( administration & interpretation of MIDAS & Study Habits Checklist)	ENG'G Freshmen	Guidance Counselors Psychometrician
		Consolidation of MIDAS & Study Habits	ENG'G Freshmen	Psychometrician
	August 31, 2011	Interview	Health Sciences All levels	
	September 2011	Learning Enhancement Seminar (LEP)	BA 1 <sup>st</sup> Year (BA 11)	
		Exit Interviews	BA 4 <sup>th</sup> Year	
		• Leadership Workshop	BSA/BSMA 4 (11 blocks)	AC 520
		Personality Development Symposium Testing: 16 PF PF Probationary	BSHRM - 2	TM326
		• Exit Interview (after Midterm)	BSMA 4	
		Leadership and Teambuilding Seminar-Workshop	CAFA First year students	
		PF Probationary Period	CAFA PF applicants	
		Follow-up Small Group Sessions on LEP	CAS 1 <sup>st</sup> year students	
		Career Re-assessment	CAS 2 <sup>nd</sup> year students	
		Stress Management Seminar	CAS 4 <sup>th</sup> year students	

		PF Probationary Period	CS PF Applicants	Guidance Counselor
		Goal Setting and Decision Making Skills Training	CS Second Year Students	Guidance Counselor, Chair, Section Heads, Faculty, PFs and Practicum Students
		Exit Interview	CS Graduating Students	Guidance Counselor
	September 1-8, 2011 September 12-23, 2011	Academic Follow-up Exit Interview & KAT Interpretation Student Teaching Program Survey	EDUC Probationary Students & Students with Failing Grades OCTOBER 2011 Graduating Students Student Teachers	
	September - October 2011	Exit Interview	ENG'G Graduating students	Guidance Counselors
	September 21-22, 2011	Work Ethic Symposium	ENG'G 4 <sup>th</sup> Year Students	Guidance Staff, Academic and Support Service Personnel Invited Resource Persons
	September 2011	Consolidation of MIDAS & Study Habits	ENG'G Freshmen	Psychometrician
	October 2011	Self – Enhancement Seminar	BA 3 <sup>rd</sup> & 4 <sup>th</sup> Year (HRDM 22)	
		Exit Interviews	BA 4 <sup>th</sup> Year	
		Job Preparation Seminar/Career Forum	CAFA Fourth and Fifth year students	
		Exit Interview	CAFA Graduating students	
		Psychological Testing on Career Interest Inventory	CAFA Second year students	
		Stress Management Seminar	CAS 4 <sup>th</sup> year students	

		Exit Interview PF Training	DHM - 4	Prac2, TM450
	October 4, 2011	Job Entry Preparation Symposium	EDUC OCTOBER 2011 Graduating Students	
	November 2011	Learning Enhancement Seminar (LEP)	BA 1 <sup>st</sup> Year (BA 11)	
		Leadership Training Seminar	BA 2 <sup>nd</sup> Year (BA 12N)	
		• Group Counseling	BSA 5	ARC
		• Self-Exploration Workshop	BSA/BSMA/BSAT 1	AC 502
		Psychological Testing on College Adjustment Scale	CAFA First year students	
		PF Training	Qualified PF Applicants	
		Goal Setting and Time Management Seminar	CAS 2 <sup>nd</sup> year students	
		GPF Training	CS Qualified PF Applicants	Guidance Staff
		Seminar on Career Pathing	CS Fourth Year Students	Guidance Counselor, Chair, Section Heads, Faculty, PFs and Practicum Students
		Personal Leadership/Teambuilding Testing: MBTI	DHM - 1	THB26, NSTP2
	November 19, 2011 November 21-25, 2011	Personal Leadership Seminar Hall Occupational Orientation Inventory (HOOI)	EDUC Second Year Students Second Year Students	
	November 2011	GPF Training	ENG'G Qualified PF Applicants	Guidance Staff, Academic and Support Service Personnel Invited Resource Persons
	November 12, 2011	Stress Management Seminar	Health Sciences 3	

	December-February	CAS Small group sessions	Interested students	
	December 1-2, 2011	Job Preparation Symposium	ENG'G Graduating Students	Guidance Staff, Academic and Support Service Personnel, Invited Resource Persons
	December 2011	Learning Enhancement Seminar (LEP)	BA 1 <sup>st</sup> Year (BA 11)	
		• Self-Exploration Workshop	BSA/BSMA/BSAT 1	AC 502
		Work Ethic Symposium	CAFA Third year and Fourth year students	
		Job Preparation Symposium	CS 4th yr. CS and IT, 2 <sup>nd</sup> yr. ACT students	Guidance Staff, Academic and Support Service Personnel, PFs, Practicum Students, Invited Resource Persons
		Personal Leadership/Teambuilding Testing: MBTI	DHM - 1	THB26, NSTP2
		Administration & Interpretation of Personality Test	ENG'G Graduating Students	Psychometrician
	December 10, 2011	Team-Building Workshop	EDUC BCTA & BSND Third Year Students	
		Stress Management Seminar	Health Sciences 3	
	January 2012	• Career Preparedness: Job Entry Preparation Symposium	BSA/BSMA 4	AC 522
		• Exit Interview	BSMA 4, BSA 5 and BSAT	
		• Stress Management 1	BSA/BSMA/BSAT 2	AC 506
		Personality and Character Development	CAFA Third year students	

	January 2012	Relationship Enhancement Seminar Testing: EPI	DHM - 3	TH41, TM325
	January 9-13, 2012	16 Personality Factors (16PF)	EDUC Third Year Students	
	January 2012	Administration & Interpretation of Personality Test	ENG'G Graduating Students	Psychometrician
	January 7 & 14, 2012	Job Preparation Seminar	Health Sciences 4	
	January 13, 2012	Interview	Health Sciences All levels	
	February 2012	Exit Interviews	BA 4 <sup>th</sup> Year	
		Leadership Training Seminar	BA 2 <sup>nd</sup> Year (BA 12N)	
		Career Re – assessment Symposium	BA 1 <sup>st</sup> Year (BA 11)	
		Job Entry Symposium	BA 4 <sup>th</sup> Year	
		<ul style="list-style-type: none"> <li>Career Preparedness: Job Entry Preparation Symposium</li> <li>Exit Interview</li> </ul>	BSA/BSMA 4	AC 522
		<ul style="list-style-type: none"> <li>Stress Management 1</li> </ul>	BSMA 4, BSA 5 and BSAT BSA/BSMA/BSAT 2	AC 506
		<ul style="list-style-type: none"> <li>Relationship Enhancement 2: Boy-Girl Encounter</li> </ul>	BSA/BSMA/BSAT 3	AC 516
		Exit Interview	CAFA Graduating students	
		Relationship Enhancement Love and Sexuality	CAFA Third year students Second year students	
		Work Ethic Symposium	CAS 3 <sup>rd</sup> yr. students	
		Work Ethic Symposium	CS 3 <sup>rd</sup> yr. CS, ICT and IT, 2 <sup>nd</sup> yr. ACT students	Guidance Staff, Academic and Support Service Personnel, PFs, Practicum Students, Invited

				Resource Persons
	FEBRUARY 2012	Relationship Enhancement Seminar Testing: EPI	DHM - 3	TH41, TM325
	February 4, 2012 February 13-18, 2012 February 27-29, 2012	Kuhlman Anderson Test (KAT) Love and Friendship Week Academic Follow-up	EDUC MARCH 2012 Graduating Students All CoEd Students Probationary Students & Students with Failing Grades	
	February 2012	Exit Interview	ENG'G Graduating Students	Guidance Counselors
	February 8-9, 2012	Career Reorientation Program	ENG'G. Sophomores	Guidance Staff, Academic and Support Service Personnel, Invited Resource Persons
	February 2012	CAS Small group sessions	Interested students	
	March 2012	Self – Enhancement Seminar	BA 3 <sup>rd</sup> & 4 <sup>th</sup> Year (HRDM 22)	
		Exit Interviews	BA 4 <sup>th</sup> Year	
		(3 <sup>rd</sup> week) Guidance Evaluation for AY 2011-2012	CAFA	
		Exit Interview	CAFA Graduating students	
		Personality Development Symposium, Job Preparation Symposium, Exit Interview, Testing: 16PF	DHM - 4	TM326, Prac2, TM450
	March 1-9, 2012 March 1-21, 2012  March 13, 2012	Academic Follow-up Exit Interview & KAT Interpretation Student Teaching Program Survey Job Entry Preparation Symposium	EDUC robationary Students & Students with Failing Grades MARCH 2012 Graduating Students Student Teachers	

			MARCH 2012 Graduating Students	
	March 2012	Administration & Interpretation of CII or HOOI	ENG'G. Sophomores	Psychometrician
		CAS Job Entry Preparation Symposium	Graduating Students	
		Retooling / PF Enrichment Program	PFs	
		PF Tribute	Graduating PFs	
	April 2012	Guidance Evaluation for AY 2011-2012 & Planning for AY 2012-2013		Guidance Staff
	April/May 2012	Guidance Evaluation for AY 2011-2012 and Planning for AY 2012-2013		Guidance Staff
	April – July 2011	<ul style="list-style-type: none"> <li>Freshmen/Transferees/Shiftees Interview/Academic Follow-up</li> </ul>	BSA/BSMA/BSAT 1	
	April 2012	(1 <sup>st</sup> week) Guidance Evaluation for AY 2011-2012	CAFA	
	April 2011	Initial Intake Interview	CAFA First year students, transferees & shiftees	
	April 2011	Interview applicants for admission Conferences with parents of applicants for admission ADEA General Assembly/Summer Activity	New Applicants/Transferees “ ADEA	
	May 2011	Orientation on Guidance Services	CAFA faculty & staff	
		Consultation and Coordination with the following: Head of Guidance Fellow Counselors Dean and Chairs Faculty and Staff		
	Year Round	Teambuilding Seminar	BA 3 <sup>rd</sup> & 4 <sup>th</sup> Year ( Entrep 39)	
	Year Round	Self- Development Seminars	BA Foreign Students	
	Year Round	Interviews	BA Freshmen, shiftees, transferees, withdrawals, varsity, scholars	
	Year Round	Testing & Interpretation	BA	

			All Year Levels	
	Year Round	Filing, Retrieving, & Updating of ISA Forms	BA All year Levels	
	Year Round	Relationship Enhancement Seminar (RES)	BA 4 <sup>th</sup> Year (Entrep 41)	
	Year Round	COUNSELING	BA All Year Levels	
	Year Round	Follow – up (Academic & Behavioral)	BA All Year Levels	
	Year Round	COUNSELING (5%) (individual, group) <ul style="list-style-type: none"> <li>• Walk-in (100%)</li> <li>• Referral</li> </ul>	BSA/BSMA/BSAT All levels	
	Year Round	ACADEMIC / BEHAVIORAL FOLLOW-UP <ul style="list-style-type: none"> <li>• Academic probation</li> <li>• Multiple failures</li> <li>• Referred for behavioral concerns</li> <li>• Social and personal concerns</li> </ul>	BSA/BSMA/BSAT All levels	
	ON-GOING	Counseling (Walk-in / Referral)  Group Counseling (Creative Love Therapy)	CAFA students	
	ON-GOING	Interview of students who withdraw, shift and transfer to other schools	CAFA students	
	ON-GOING	Test Referrals and Interpretation	CAFA students	
	ON-GOING	Referrals within & outside Agencies	CAFA students	
	On-going	Academic Follow-up and Behavioral Follow-up	CAFA students and Probationary students	
	ON-GOING	Update of PD files & Entry of Relevant Information	CAFA students' files	
	By Arrangement	Re-orientation on Guidance Services	CAS Faculty	
	Upon Request	Other Seminars and Trainings/Group Guidance Activities	CAS Interested group	

	Upon request	Counseling	CAS Interested students	
	Upon request/By arrangement	Seminars/Trainings and other Group Guidance Activities	College served Student Organizations	
		Orientation on Guidance Services	CS Freshmen and Transferees	Guidance Counselor
		Orientation on Guidance Services	CS Freshmen and Transferees	Guidance Counselor
		Self Awareness and Learning Enhancement Program (SALEP)	CS Freshmen	Guidance Counselor, Practicum Students
		Self Awareness and Learning Enhancement Program (SALEP)	CS Freshmen	Guidance Counselor, Practicum Students
		Relationship and Teambuilding Workshop	CS Third Year Students	Guidance Counselor, Chair, Section Heads, Faculty, PFs and Practicum Students
		Exit Interview	CS Graduating Students	Guidance Counselor
		Counseling (Individual and Group)	CS Walk-in and Referred Students	Guidance Counselor
		Follow-up (Academic, Personal/Social, Behavioral)	CS Referred Students, Probationary Students, Students with Multiple Failures	Guidance Counselor
		Case Conference	CS Parents/Guardians, Teachers	Guidance Counselor
		Referrals Within and Outside Agencies	CS Students With Special Needs and Concerns	Guidance Counselor, USC Personnel, Outside Professionals

		Test Referrals and Interpretation	CS Walk-in and Referred Students	Guidance Counselor, Psychometrician
		Mock Job Interview	CS Engl 21 Students of Department Served	Guidance Counselor
	Pre-enrollment and enrollment period for 2 <sup>nd</sup> semester 2011-2012	Interview/Counseling	CS Shiftees	Guidance Counselor
	Pre-enrollment and enrollment period for Summer 2012 and for the 1st semester AY 2012-2013	Interview/Counseling	CS Shiftees	Guidance Counselor
	Start of enrollment for 1 <sup>st</sup> semester until the regular semester AY 2011- 2012	Individual Analysis Service (Intake Interview)	CS Freshmen and Transferees	Guidance Counselor, Practicum Students
	Year-round guidance services/activities	Other Seminars and Trainings/Personal Growth Programs	CS Department Served	Guidance Counselor, PFs, Practicum Students
	Upon Request	Other Seminars/Group Guidance Activities	Department/s served	Guidance Counselors
	Whole Year Round (Upon Request)	Counseling, Consultation, Lectures, Test Interpretation, Data Retrieval & Dissemination	EDUC CoEd Students, Faculty and Staff (Undergraduate & Graduate Levels)	
	By Arrangement	OJT Debriefing	ENG'G CE, ChE, IE & CompE Students	Guidance Counselors, OJT Coordinator/s
	By Arrangement	Group Counseling	ENG'G International Students	Guidance Counselors
	By Arrangement	Re-orientation on Guidance Services	ENG'G Faculty	Guidance Counselors
	Start of enrollment for AY 2011-2012 until the regular semester	Freshmen and Transferees Interview	ENG'G Freshmen & Transferees	Guidance Counselors
	By Arrangement (1 <sup>st</sup> or 2 <sup>nd</sup> sem)	Goal Setting & Time Management Seminar	ENG'G Sophomores	Guidance Counselors, Chairs, Faculty
	Upon Request	Mock Job Interview	ENG'G Students	Guidance

				Counselors
	By Arrangement (1 <sup>st</sup> or 2 <sup>nd</sup> sem)	Relationship Enhancement Program	ENG'G Third Year Students	Guidance Counselors, Chairs, Faculty
	Year round	Consultation and Coordination with the following: <ul style="list-style-type: none"> <li>• Head of Guidance</li> <li>• Fellow Counselors</li> <li>• Academic Personnel</li> <li>• Support Service Staff</li> <li>• USC Administrators</li> </ul>	ENG'G.	
	Year round	Guidance Peer Facilitators Program: PF meetings, Bulletin board display, Assistance to Various Group Guidance Programs, and other Guidance Peer Facilitators' Activities	ENG'G.	
	Year round	PF Program Evaluation & Planning, Retooling and Tribute	ENG'G.	
	Year round	Counseling (Group & Individual)	ENG'G. Students	Guidance Counselors
	Year round	Follow-up (Academic, Personal/Social, Behavioral)	ENG'G. Students	Guidance Counselors
	Year round	Referrals to professionals and agencies	ENG'G. Students	Guidance Counselors USC Personnel and outside Professionals
	Year round	Test Referrals and Interpretation	ENG'G. Students	Guidance Counselors and Psychometrician