Missouri School Counselor Performance Assessment (MoSCPA)
Task Requirements

**Task 3: Professional Relationships: Interacting with Faculty, Family, and/or Community**

In this task, you will demonstrate your ability to develop relationships by interacting with faculty, family, and/or the community.

Standards and Quality Indicators Being Assessed

The following Missouri School Counselor Standards and Quality Indicators represent the focus of this task. The evidence you submit must address and will be scored according to the following.

- Standard 3, Quality Indicators 1, 2, 3, and 4
- Standard 4, Quality Indicator 2
What Do You Have to Do for This Task?

For this task, you must submit the following evidence.

1. Written Commentary of a maximum of 28,500 characters (approximately nine typed pages) that
   • responds to all guiding prompts;
   • references your artifacts to support your written evidence; and
   • describes, analyzes, and reflects on the evidence
2. Five different artifacts (maximum of five pages) including

<table>
<thead>
<tr>
<th>Artifact</th>
<th>Maximum Number of Pages</th>
<th>Textbox Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>representative page of a list of questions/topics used to prepare for the meeting with the site supervisor</td>
<td>1</td>
<td>3.1.1</td>
</tr>
<tr>
<td>representative pages of a presentation plan</td>
<td>2</td>
<td>3.1.2</td>
</tr>
<tr>
<td>representative page of a presentation feedback form* completed by the site supervisor</td>
<td>1</td>
<td>3.4.1</td>
</tr>
<tr>
<td>representative page of a presentation feedback form* completed by a participant in the audience for the interactive presentation</td>
<td>1</td>
<td>3.4.1</td>
</tr>
<tr>
<td>one fifteen-minute video recording (unedited)</td>
<td>15 Minutes</td>
<td>3.5.1</td>
</tr>
</tbody>
</table>

*A sample template is provided, but candidates may create a feedback form of their own.

How to Submit Your Evidence (Refer to the Submission System User Guide for details.)

- Upload your artifacts into your Library of Artifacts. (See Step 5 for how to upload the video.)
- Refer to the artifacts in your Written Commentary.
- Attach the artifacts to your Written Commentary within the appropriate textbox.

How to Compose Your Written Commentary

This task has five steps, four of which have guiding prompts to help you provide evidence that supports the rubric. Your response needs to address all parts of each of the guiding prompts.

Step 1: Planning the Interactive Presentation for the Internship Site
Step 2: Implementing the Interactive Presentation for the Internship Site
Step 3: Analyzing the Interactive Presentation for the Internship Site
Step 4: Reflecting
Step 5: Uploading the Video
Please read the entire task before responding to any guiding prompts. Use the textboxes under the guiding prompts to compose your responses and attach your artifacts.
Contextual Information

Overview:
Many factors can affect the school's guidance and counseling program; these could include the community, the school district, and/or individual school/classroom/student factors.

The information you gather about your learning environment will help provide perspective to the rater who will be scoring your submission.

This part of your submission will not be scored, but the information you include could have implications regarding your professional choices.

Your response must be limited to 1,500 characters (approximately one-half page typed). No artifacts can be attached to the Contextual Information textbox.

Textbox 3.0: Contextual Information

  a. Describe the school district where you are an intern. Include relevant information about the ethnic, social, economic, cultural, and geographic factors affecting the district environment.

  b. Describe the school where you are an intern. Include relevant information about the ethnic, social, economic, cultural, and geographic factors affecting the school environment that are different from those described in your response to Guiding Prompt A.

Type your response in the textbox below.
Step 1: Planning the Interactive Presentation for Your Internship Site

This step allows you to demonstrate your ability to plan an interactive presentation about the roles and responsibilities of the professional school counselor in a comprehensive guidance and counseling program as part of your efforts in developing relationships with faculty, family, and/or community.

Activity:

Meet with your site supervisor to begin planning your interactive presentation, which will focus on the roles and responsibilities of the professional school counselor in a comprehensive guidance and counseling program. To prepare for the meeting(s), you should create discussion points/topics that address the following.

- an appropriate audience;
- rapport;
- roles and responsibilities; and
- any other related topics you would like to discuss

Then respond to the guiding prompts below.

Textbox 3.1.1: Planning Collaboration with Your Site Supervisor

Guiding Prompts

a. What are the significant discussion points/topics you want to address with your site supervisor about the interactive presentation for your internship site? (Consider audience, rapport, and roles and responsibilities.) Why did you choose them?

b. What sources will you consult in preparation for the meeting with your site supervisor? Provide a rationale.

Required artifact for this textbox:

- a representative page of a list of questions/topics used to prepare for the meeting with the site supervisor (maximum of one page)

Type your response in the textbox below.
Activity:
After meeting with the site supervisor, you should create a plan for your interactive presentation about the roles and responsibilities of the professional school counselor in a comprehensive guidance and counseling program and your efforts to develop relationships with faculty, family, and/or community.

Then respond to the guiding prompts below.

Textbox 3.1.2: Planning Your Interactive Presentation

Guiding Prompts
- a. What particular role(s) and responsibilities do you plan to promote in the interactive presentation? Provide a rationale.
- b. Who is the audience for the interactive presentation? Provide a rationale for your choice.
- c. What steps will you take to make the presentation interactive? Provide specific examples from your plan.
- d. What strategies for fostering rapport will be included in the interactive presentation to engage your audience? Provide a rationale for the chosen strategies. Provide specific examples from your plan.
- e. How did you apply the feedback you received from the site supervisor to the presentation plan? Provide specific examples from your plan.

Required artifact for this textbox:
- representative pages of your interactive presentation plan (maximum of two pages)

Type your response in the textbox below.
Step 2: Implementing the Interactive Presentation for Your Site
This step allows you to demonstrate your ability to present an interactive presentation to your site-related audience.

**Activity:**
Deliver an interactive presentation about the roles and responsibilities of the professional school counselor in a comprehensive guidance and counseling program. The interactive presentation needs to reflect your skills at developing relationships with faculty, family, and/or community. Provide a fifteen-minute video recording of your interactive presentation. The presentation may be longer than fifteen minutes, but a fifteen-minute unedited video recording is required for this step. It is important that your site supervisor attends the interactive presentation and/or views the video recording and provides feedback on the chosen or created feedback form. You should also plan to elicit feedback from a participant in the audience. You will address all feedback in Step 4.

Then respond to the guiding prompts below.

**Textbox 3.2.1: Implementing the Presentation**

**Guiding Prompts**

a. How did you promote the roles and responsibilities of the professional school counselor to the audience?
   Provide specific examples from the video recording to support your conclusions. You may also provide examples from parts of the presentation that are not seen on the video recording.

b. What interactive strategies did you use to encourage the audience’s engagement and foster rapport to build relationships?
   Provide specific examples from the video recording to support your conclusions. You may also provide examples from parts of the presentation that are not seen on the video recording.

Type your response in the textbox below.

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Professional Relationships: Interacting with Faculty, Family, and/or Community - Task 3
Step 3: Analyzing the Interactive Presentation for Your Site

This step allows you to demonstrate your ability to analyze the quality of the content and interaction including the fostering of rapport to build relationships during your site-related presentation.

**Activity:**

Analyze your interactive presentation.

*Then respond to the guiding prompts below.*

**Textbox 3.3.1: Analyzing the Interactive Presentation**

**Guiding Prompts**

a. What are some areas of strength you identified in the interactive presentation? Why do you consider these areas of strength? Include a focus on the content and the quality of the delivery and interactions including the fostering of rapport to build relationships. Provide specific examples from the video recording. You may also provide examples from parts of the presentation that are not seen on the video recording.

b. What are some areas in need of improvement in the interactive presentation? Include a focus on the content and the quality of the delivery and interactions including the fostering of rapport to build relationships. Provide specific examples from the video recording. You may also provide examples from parts of the presentation that are not seen on the video recording.

**Type your response in the textbox below.**
Step 4: Reflecting
This step allows you to demonstrate your ability to self-reflect on your interactive presentation.

Activity:
After the presentation, review your video and all feedback and determine how the evidence from both sources will influence your future work as a school counselor in a comprehensive guidance and counseling program.

Then respond to the guiding prompts below.

Textbox 3.4.1: Reflecting on the Interactive Presentation

Guiding Prompts
a. What modifications would you make to your presentation for future use about the roles and responsibilities of the professional school counselor? Consider modifications to content and interactions including the building of relationships with faculty, family, and/or community. Provide examples from the video recording and feedback forms from both your site supervisor and the identified participant to support your conclusions.

b. Based on the review of the video and feedback, what follow-up activities would you provide for your presentation audience to continue fostering rapport to build relationships? Provide a rationale for your choices.

Required artifacts for this textbox:
- a representative page of the feedback completed by the site supervisor (maximum of one page)
- a representative page of the feedback completed by the identified participant (maximum of one page)

Type your response in the textbox below.
Step 5: Uploading the Video

Textbox 3.5.1: Uploading the Video

Activity

Only one video recording file may be uploaded.

The video upload may take several minutes. Review your video after it has been uploaded to ensure that the upload was successful.

Upload Your Video Here