Counselor’s Office Summary Report For June 2012-February 2014

Below is the summary report that I put together from the month of August 2012- February 2014. Below are two an area in which shows the amount of work that the Chuuk Counselor has been doing on a daily basis in numbers. The next area below shows the daily tasks that I have done thus far.

* **Data Analysis Table:**

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|  |  | **Counselor's Office 2012-Spring 2014 Department Report** |  |  |
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| **Logsheets** | **Appeals** | **Surveys 4 Set** | **Workshops** |   | **Number of Students Attended** |   |   |
| 240 | 14 | “ | Time Management | Spring 2013 | 18 Students | Fall 2013 | 6 Students (ACE) |   |
|   |   |  “ | Self Esteem |   |  48 Students |  |  |   |
|   |   |   | Stress Free |   | 0 |  |  |   |
|   |   |   | Money Management |   | 10 |  |  |   |
|   |   |  “ | Starting Your Career |   | 16 Students |   |   |   |

* Accomplishments/Explanation:

During the Fiscal Year 2012-2013 Year, below are listed with the accomplishments that were done.

* Assisted in directing students to their appropriate classes, advising students & their schedule & tutoring.
* Working with clients on transfer applications.
* Distributed Notices to students on Early Deficiency Lists.
* Conducted a Counseling Services Survey
* Held a workshop on Career opportunities titled “Jumpstarting Your Career”
* Counseled students on Alcohol and Drugs caught on campus.
* Assisted Students to appeal for Financial Aid.
* Started Outreach plan to at-risk students on midterm deficiency through tutors, instructors, Student Services Coordinator, Student Activities Coordinator and Nurse, to ensure communications is effective. (Long Term plan).
* Made progress on Midterm Deficiencies as well as academic probation list as a tool of communication among the Employees and students.
* Progressive programs on the Basketball Probationary List.
* Conducted Study Skills Workshop with Professor Lynn Sipenuk in the Counseling Building on February 11th, 2013 and had 15 students attended. This was an effort to get students involved and know how to study wisely, especially with Time Management and SQ3R techniques.
* Assisted SSC Maika Tuala on “Setting Academic Goals” Workshop to involve all faculties and staffs to mentor one student throughout the semester.
* Conducted “Time Management” Workshop to ACE I Students in September & Reported an average successfulness of Students learning the “Time Management” Skills.
* Assisted Graduate & Transfer students to Institutions outside of COM in the months of September & December 2013.
* Advised student on resolving “Student Grievances” with an Instructor.
* Joint effort with Peer Counselor, Instructors, Student Services Department, Administration & Chuuk SBA on “Academic Talent Showdown” that was a success held in late November 2013.
* Assisted in conducting a meeting for the External Stakeholders from the Chuuk State Senatorial delegation from Northwest with the COM Chuuk students to assist students financially.
* Successfully Passed the COM-FSM Chuuk Campus Employee’s “1st Aid Training.”