



## **B.Ed(4 Years) Elementary Education**

Code	Subject Title	Cr. Hrs	Semester
EDE- 325	Educational Guidance & Counseling in Elementary School	3	8
Year	Discipline		
4	Elementary Education		

### **Aims**

This course acts as a foundation for the following semesters. The course aims to help the students increase their proficiency in guidance by enhancing their knowledge in the subject.

### **Objectives**

- Demonstrate knowledge of the importance of guidance and counselling to support the teacher's role in the classroom
- Explain the role of various members of a guidance and counselling system in supporting learners in addressing their future choices and social challenges
- Demonstrate the skills of student advisement in making responsible social choices and decisions
- Assist students in making informed choices to solve personal, educational and social problems they confront
- Refer students to resources that can assist them in solving social and personal problems they encounter.

### **Syllabus**

#### **Unit 1: Introduction to Guidance and Counseling**

- 1.1. Define and differentiate Guidance and Counselling
- 1.2. Objectives of Guidance
- 1.3. Principles of Guidance
- 1.4. List the various members of a counselling team and explain their responsibilities

#### **Unit 2: The Role of guidance and counselling personnel**

- 2.1. Teacher in guidance and counselling
- 2.2. Psychologist in student services
- 2.3. Administrator in guidance and counselling
- 2.4. Career counsellor
- 2.5. Librarian in guidance and counseling

#### **Unit 3: Techniques of Guidance**

- 3.1. How the teacher can assist the learner to make informed choices to guide their future
- 3.2. Assisting the learner in personal and social development
- 3.3. Developing guidance skills: questioning techniques, active listening

#### **Unit 4: Basic skills of Counselling**

- 4.1. Identifying elementary social problems the classroom teacher can resolve
- 4.2. Exercising basic counselling skills in a controlled situation
- 4.3. Evaluating basic counselling techniques among peers

## **Unit 5: Services of Guidance**

- 5.1. Orientation service
- 5.2. Testing service
- 5.3. Educational and occupational services
- 5.4. Counselling services
- 5.5. Placement services
- 5.6. Follow up services
- 5.7. Research & evaluation services

## **Unit 6: Evaluation of the Guidance Program**

- 6.1. Types of evaluation in guidance and counseling
- 6.2. Program evaluation

## **Unit: 7 Cumulative Record Card**

- 7.1. Nature and purpose of the Cumulative Record Card (CRC)
- 7.2. Advantages of the CRC
- 7.3. Design of CRC

### **Text Books**

- Shertzer, B., & Stone, S. C. (1976). *Fundamentals of guidance*. Boston: Houghton Mifflin.

### **Reference Material**

- Jones, A. J., Stefflre, B., & Stewart, N. R. (1970). *Principles of guidance*. New York: McGraw-Hill.
- Hansen, J. C., & Cramer, S. H. (1971). *Group guidance and counseling in the schools: selected readings*: Appleton Century Crofts.