

DEVELOPMENTAL COUNSELING FORM

US ARMY ROTC English-as-a-Learned Language (ELL) Program

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

| | | | |
|--|-----------------------------|---------------------|--------------------|
| Name (Last, First, Middle) | Rank / Grade Cadet | Social Security No. | Date of Counseling |
| Organization USA Cadet ROTC Battalion | Name and Title of Counselor | | |

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

Briefing of English Language Course Requirements and Responsibilities

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

You have been issued the CIMI 3051 / 3052 / 4041 / 4042 course syllabus and received all course materials. Your ELL instructor has given you course objectives, requirements, list of assignments and pending tests. Therefore, you are aware of the requirements to be successful in your language class.

You must turn in all the requirements needed to complete the course.

I will give you a counseling statement if you fail to attend classes as scheduled.

If you commit plagiarism by turning in any assignments that are similar to another cadet's, you and the other cadet or cadets will receive zero points for the task and a counseling statement.

You'll receive a counseling statement if you have two unexcused absences.

You'll receive a counseling statement if you have three cumulative absences.

You'll receive a counseling statement if you do not turn in two consecutive assignments.

If you have more than three negative counseling statements, the Professor of Military Science has the option of placing you on leave of absence or taking another form of disciplinary action.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree/disagree with the information above

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Counselor: _____ Individual Counseled: _____ Date of Assessment _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.