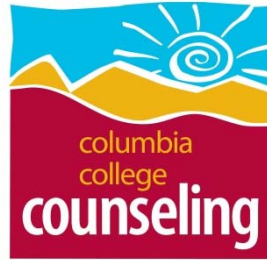


# **COUNSELING RESOURCE MANUAL**



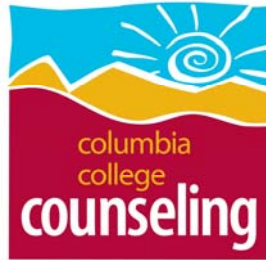
This Counselor Resource Manual has been, and will continue to be, a collaborative effort to help the Columbia College Counseling Team with resources and information to serve students effectively and efficiently. It represents only a fraction of the actual work that we do with students, as we can't put into a manual how to connect with, relate to and provide meaningful interaction with our students. What this manual CAN do is give you the logistics—the terms, processes, procedures, the institutional organization, etc.—that will allow you to do what you are best at... connecting with students. As handy as a manual is, our greatest resource is each other and we hope that you will continue to update, refine and provide input into this project as it is used for training and placing relevant and useful tools into counselors' hands.

Sincerely,

*Matthew Fox and Kirsten Miller*

Co-Developers of the Counselor Resource Manual

December 1, 2014



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# ***INTRODUCTION***

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