



KEY CONCEPTS

- Compare schools
- Compare programs
- Compare majors or concentrations



CLASSROOM MATERIALS

- Handout 11.4
- Handout 12.1
- Handout 12.2
- Handout 12.3 or 12.4
- Handout 12.5 (optional)
- Computer with Internet access for each student
- Several local college catalogs *Book of Majors*



CAREER COACH WEBSITE LINKS

- Finding Schools and Training Programs
- Comparing Schools
- Learn More Before You Enroll
- Questions to Ask Schools

LEARNING OBJECTIVES

Through the lesson and related assignments, students will:

- Research schools, training programs, and/or concentrations that fit their career choices
- Determine program requirements, start dates, costs, and deadlines

LESSON SET-UP

Note: This module contains computer/non-computer options for Activity 1 and options for students at different levels of education and training for Activity 2.

FOR SETTINGS IN WHICH STUDENTS HAVE NOT YET BEEN ACCEPTED INTO A COLLEGE OR TRAINING PROGRAM (INCLUDING ADULT EDUCATION STUDENTS)

If many of your students are considering certification or apprenticeship programs, you may want to contact your local CareerOneStop Center to get more information on local programs and resources. Go to <http://www.careeronestop.org/> for locations.

FOR SETTINGS IN WHICH STUDENTS HAVE ALREADY BEEN ACCEPTED INTO A COLLEGE, BUT ARE COMPARING MAJORS OR CONCENTRATIONS

Teachers can eliminate Activity 1 and use Activity 2, Option B to help students compare certificate or degree programs of interest.

For this lesson you will need:

INTRODUCTION

- Students to take **Handout 11.4** out of their portfolios

ACTIVITY 1 COMPUTER OPTION

- Computer with Internet access for each student in the class
- One copy of **Handout 12.1** for each student in the class to record colleges

ACTIVITY 1 NON-COMPUTER OPTION

- Two copies of **Handout 12.1** for each student in your class to record colleges
- Several copies of the *Book of Majors* (see page xx)

ACTIVITY 2 COLLEGE OR TRAINING PROGRAM ADMISSIONS OPTION

- One copy of **Handout 12.2** for each student in your class
- Three copies of **Handout 12.3** for each student in your class
- Several local college catalogs

ACTIVITY 2 COLLEGE MAJOR EXPLORATION OPTION

- One copy of **Handout 12.2** for each student in your class
- Three copies of **Handout 12.4** for each student in your class

WRAP-UP

- Optional: one copy of **Handout 12.5** for *each student in your class*

FYI

For more information on:

- Finding certificate or apprenticeship programs, see <http://www.careeronestop.org>
- Choosing a school, see <http://www.communitycollegelistings.com/choosing-a-school.aspx>
- College rankings, see <http://www.communitycollegelistings.com/college-rankings.aspx>

Introduction (10 minutes)

1. Review the last module. Students chose a target career, set educational goals, and wrote a mission statement.
2. Ask students to take **Handout 11.4: My Mission Statement** out of their portfolios. Have two to three students take turns reading their mission statements.
3. Introduce the main points of the lesson. Students will learn to:
 - Research schools or training programs (e.g., union apprenticeships) that have concentrations in their career choices, or research programs in the college they are attending
 - Determine program requirements and results (credential received)
 - Determine start dates, costs, and deadlines
4. Ask students to write two questions in their notebooks. They will answer them after the class.
 - *What three schools or concentrations will I research?*
 - *What are five things I need to know about each school or program?*

FOR STUDENTS WHO HAVE NOT ALREADY BEEN ACCEPTED INTO A COLLEGE OR TRAINING PROGRAM

Explain that students are now ready to look for schools and programs for their career choice. They will make a list of two or three schools in their area that offer the classes that they want to take.

5. Explain that they need to consider three critical factors when choosing a school and/or program:
 - Does the school offer the training or degree program that qualifies them for their target career?
 - What do they need to do to enter the school or program?
 - What will they need to do to complete their chosen program of study?

Below are two alternative activities for **Activity 1: Finding Schools and Training Programs**.

Use **Activity 1, Option A** if your students have access to the **Career Coach** website in the classroom.

Use **Activity 1, Option B** if your students do not have Internet or computer access in the classroom.

Note: For settings in which students have already been accepted into a college or training program, skip Activity 1.

ACTIVITY 1: Finding Schools and Training Programs (20 minutes)

Students will research schools using the *Career Coach* website or training programs such as union apprenticeships using the CareerOneStop website.



Option A Computer

1. Tell students to go to <http://www.womenemployed.org/careercoach> and use the Compare Schools link, or go to <http://www.careeronestop.org/> and click on the Education and Training link.
2. Explain that these websites will help them explore different options for training and education. Help students find the sections they need.

ACTIVITY 1: Finding Schools and Training Programs (cont.)

Pass out two copies of **Handout 12.1**



3. Pass out **Handout 12.1: Schools or Training Programs to Research**. Ask students to fill out as much information as they can for each of the schools or training programs they are interested in. When they are finished, students should put the handout in their portfolio.

Option B Non-Computer

1. Tell students that they will practice researching schools. Explain that the class will practice researching the schools for the career *paralegal* in the state of *Illinois*.
2. You will need several copies of the *Book of Majors*. Pass out copies to groups of students.
3. Explain the main parts of the book to students. Make sure to point out how types of certificates or degrees are designated.
4. Pass out two copies of **Handout 12.1: Schools or Training Programs to Research**. Students will use one for this activity and one for their own research. Ask students to use the *Book of Majors* to fill out the most important information for at least two schools.
5. Write the following titles on the board. These are library references that they can use to fill out **Handout 12.1**.
 - *The College Board Book of Majors*
 - *Peterson's Two-Year Colleges*
 - *Peterson's Four-Year Colleges*
6. Tell students that there are many resources in the library that will help them compare colleges and finish filling out **Handout 12.1** on their own. If their career requires an associate degree, they can use *Peterson's Two-Year Colleges*. Explain that if their career needs a bachelor's degree, students can use *Peterson's Four-Year Colleges*.
7. Tell students that if they are interested in searching for certificate or apprenticeship programs, such as those for construction trades or computer support, they can get more information on the Internet or through their local CareerOneStop Center. Explain that they can use the Education and Training section at <http://www.careeronestop.org/> to find out which certificates are needed for different careers and learn how to find training programs in their area. They can also use the website to locate their local CareerOneStop Center for more information.
8. Students should put the two copies of **Handout 12.1** in their portfolios when they are finished researching at least two schools or training programs.

What Do I Need to Know (5 minutes)

Background

Review with students the information they need to find out when researching possible schools and training programs.

They need to know information in the following areas:

- Degree requirements
- Credential awarded
- Length of program
- Admissions
- Tuition costs and financial aid
- Transfer options (if applicable)
- Transportation

Below are two options for *Activity 2: What Do I Need to Know*.

Use *Activity 2, Option A* if your students have not been accepted into a college or training program.

Use *Activity 2, Option B* if your students have been accepted into a college, but are researching majors or concentrations.

ACTIVITY 2, Option A: What Do I Need to Know? (10 minutes)

Explain that students will need to find out more about each of the three schools or training programs that they are looking at. Pass out **Handout 12.2: Questions to Ask a School or Training Program**. Go over each of the areas and questions to ask.

Tell students that they do not need to fill in the "Who can answer my questions?" section. Explain that in the next class they'll have a chance to ask an expert more details about a school they are interested in. Tell them that a guest speaker in the next class can help them figure out where to find answers to each of the questions on **Handout 12.2**.

ROLE-PLAY Explain that you are going to role-play a visit to a college admissions office.



Pass out **Handout 12.2**

Option A College or Training Program Admissions

1. Ask a student to volunteer to be someone who is applying to college. You will play the role of an admissions counselor at the local community college.
2. The focus of this role-play is that the college applicant is seeking information about the seven areas on **Handout 12.2**. The admissions counselor should be sitting at a desk, and the applicant should come in and introduce herself.
My name is _____, and I am interested in your program in _____
—.

ACTIVITY 2, Option A: What Do I Need to Know? (cont.)

Pass out several college catalogs

Pass out three copies of *Handout 12.3*



- The school applicant should ask at least one question from each of the categories on *Handout 12.2*. The “counselor” will make up an answer. The “applicant” should be encouraged to ask follow-up questions to get more clarity on specifics.
- Pass out copies of several local college catalogs. Explain to students that much of what they need to know about a college can be found in the catalog. Also explain that if they have trouble finding or understanding items in the catalog, they should feel free to call or visit the admissions office.
- Pass out **three copies** of *Handout 12.3: Researching Schools or Training Programs* for each student. Tell students to use it to keep track of information from each school or each program. They can get this information from the school catalog and by calling or visiting the admissions office at each school.
- Have students put *Handouts 12.2* and *12.3* in their portfolios.

ACTIVITY 2, Option B: What Do I Need to Know? (15 minutes)

Explain that students will need to find out more about each of the majors or departments they are considering. Pass out *Handout 12.2: Questions to Ask a School or Training Program*.

Tell students that they will be concentrating on the first two sections. Go over each of the areas and questions to ask.

Tell students that they do not need to fill in the “Who can answer my questions?” section. Explain that in the next class they’ll have a chance to ask an expert more details about a program they may be interested in.

ROLE-PLAY Explain that you are going to role-play a visit to a department/faculty advisor or professor.



Pass out *Handout 12.2*

Pass out three copies of *Handout 12.4*

**Option B College Major Exploration**

- Ask a student to volunteer to be someone who is considering a concentration or major. You will play the role of an advisor in that department.
- The focus of this role-play is that the applicant is seeking information about the first two areas on *Handout 12.2*. The advisor should be sitting at a desk, and the applicant should come in and introduce themselves.

My name is _____, and I am interested in majoring in _____.

- The school applicant should ask at least one question from each of the categories on *Handout 12.2*. The “advisor” will make up an answer. The “applicant” should be encouraged to ask follow-up questions to get more clarity on specifics.
- Pass out **three copies** of *Handout 12.4: Researching a Concentration or Major* for each student. Tell students to use it to keep track of information from each concentration or major they are interested in. They can get this information from the school catalog and by calling or visiting the advisor for that department or a professor in the department.
- Have students put *Handout 12.4* in their portfolios.

Wrap-Up and Assignments (5 minutes)



Optional: Pass out Handout 12.5

1. End this session by emphasizing that it is important that students choose three schools or investigate programs and get basic information so that they can make a well-informed decision about the school that they choose.
2. Ask students to contact at least two schools or the programs they are interested in and to fill in corresponding copies of **Handout 12.3** or **12.4** before the next class.

FOR STUDENTS WHO HAVE NOT ALREADY BEEN ACCEPTED INTO A COLLEGE OR TRAINING PROGRAM

Pass out a copy of **Handout 12.5: Resources for College Research** to each student. Explain that they may use the resources listed to do more college or training program research on their own.

Tell students that they will also be able to get information from the admissions officer on admissions requirements and financial aid (Module 13) and practice applying (Module 14).

Let students know that soon they will be filling out a practice admissions form and a financial aid form. For this activity, they will need to collect:

- High school transcript or GED transcript
- Information on any training program or college that they have attended
- Income tax form for the previous year (if this applies)

FOR STUDENTS WHO HAVE ALREADY BEEN ACCEPTED TO A COLLEGE, BUT ARE EXPLORING MAJORS OR CONCENTRATIONS

Explain that they will learn more about different programs in the next two classes.

3. Remind students that they wrote two questions in their notebooks. Have them write answers to the questions and bring the answers to the next class.
 - *What three schools or concentrations will I research?*
 - *What are five things I need to know about each school or program?*
4. Students who have access to the *Career Coach* website should visit:
 - Finding Schools and Training Programs
 - Comparing Schools
 - Questions to Ask Schools





Handout 12.1: Schools or Training Programs to Research

Use this handout to take notes on different schools or training programs.

Target career: _____

	School or Program 1	School or Program 2	School or Program 3
School Name			
City			
Street Address/City/ State/Zip Code			
Admissions Office Phone Number			
Financial Aid Office Phone Number			
Website			
Major or Concentration			
Program Length (examples: 9 months, 4 years)			

Handout 12.2: Questions to Ask a School or Training Program



Keep this form to use when you are researching schools or training programs. Use the form to write down the name and phone number of someone who can answer your questions. You may want to write a star next to each question you need to ask.

Who can answer my questions about degree requirements?

Degree or Program Requirements

Contact Name:

Phone Number or E-mail:

1. What classes or requirement do I need to complete to be accepted to the program?
2. How many classes do I need to complete the program?
3. What times are classes offered? Are there evening programs?
4. When does the next semester start?
5. Can I start the program any semester?
6. Is there a waiting list for the program?
7. Does the school provide credit for what you have learned in other schools or on the job?
8. Who can help me figure out my required classes, schedule, and choosing a major?

Who can answer my questions about program outcomes?

Program Results

Contact Name:

Phone Number or E-mail:

1. What credential will I have when I complete this program?
2. What jobs can I get after finishing? Will I need more education?
3. Can I use the credits from this program to advance to the next educational level? What is the next level? (e.g., certificate to degree)
4. Does this program have an employer or industry certification, and what is it?
5. Does the state require that I pass a test/get a license in order to use my degree?
6. What wage can I expect after I complete this program?
7. What percentage of program graduates get jobs after they finish this program?

Who can answer my questions about admissions?

Admissions

Contact Name:

Phone Number or E-mail:

1. How do I apply?
2. What additional documents do I need?
3. Is there a testing requirement?
4. How do I get my high school transcript?
5. What is the application deadline?
6. When will I hear if I was accepted?
7. How can I contact the admissions office to get my application package? Is there someone there to help me?

Handout 12.2: Questions to Ask a School or Training Program (cont.)

Who can answer my questions about costs?	
<p>Costs</p> <p>Contact Name:</p> <p>Phone Number or E-mail:</p>	<ol style="list-style-type: none"> 1. What are the total costs – including tuition, fees, books, and supplies? What is the average student cost after financial aid? 2. Is there reduced tuition if I live in the school district? State?
Who can answer my questions about financial aid?	
<p>Financial Aid</p> <p>Contact Name:</p> <p>Phone Number or E-mail:</p>	<ol style="list-style-type: none"> 1. What is the financial aid process? 2. How do I apply? 3. Who is eligible for financial aid? 4. What is the difference between a loan and a grant? 5. When will I hear if get financial aid? 6. How many students get financial aid? 7. How can I find the financial aid office? Are there special grants or scholarships for the concentration or major I'm interested in?
Who can answer my questions about transportation and parking?	
<p>Transportation and Parking</p> <p>Contact Name:</p> <p>Phone Number or E-mail:</p>	<ol style="list-style-type: none"> 1. What trains or bus routes come near the school? 2. Where is parking available? 3. What are the costs?
Who can answer my questions about support services?	
<p>Support Services</p> <p>Contact Name:</p> <p>Phone Number or E-mail:</p>	<ol style="list-style-type: none"> 1. Are there tutors to help me to study for my classes? When are they available? 2. Is childcare available? What times and days is it available? How much does it cost? What ages of children are accepted? Is there a waiting list? 3. Are job-placement services available? 4. Are counselors or advisors available to help me? How can they help me?



Handout 12.3: Researching Schools or Training Programs

College or Training Programs Admissions Option

Use this form to record information about a school or training program.

Name of school and city: _____

Name of program, concentration, or major: _____

Presenter's name: _____ **Phone:** _____

E-mail address: _____

Degree or Program Requirements	
Program Results (What will I have when I finish?)	
Admissions	
Costs	
Financial Aid	
Support Services	



Handout 12.4: Researching a Concentration or Major College Major Exploration Option

Use this form to record information about a college major or program.

Name of school and city: _____

Name of program, concentration, or major: _____

Presenter's name: _____ **Phone:** _____

E-mail address: _____

<p>Degree Options and Benefits What certificates or degrees can I get and what jobs can I get with them?</p>	
<p>Degree or Program Requirements What do I need to do to enter this program?</p>	
<p>Degree or Program Requirements What do I need to do to complete this program?</p>	
<p>State Exams or Licensing What state exams or licensing do I need to complete?</p>	

Handout 12.5: Resources for College Research

Books

Peterson's, *Peterson's Two-Year Colleges*

Peterson's, *Peterson's Four Year Colleges*

The College Board, *Book of Majors*

Princeton Review, *The Best 357 Colleges*

Websites

Career Coach – <http://www.womenemployed.org/>

College Bound – <http://www.collegebound.net/>

College Source – <http://www.collegesource.org/>

Community Colleges – <http://www.communitycollegelistings.com/>

Course Advisor – <http://www.courseadvisor.com/>

Peterson's – <http://www.petersons.com/>

For more information on certificate or apprenticeship programs in your area:

- Contact your local Department of Labor CareerOneStop Center
- Go to <http://www.careeronestop.org> and look in the Education + Training section