

OPTIONS INSTITUTE



formerly the College Access Professional Development Institute (CAPDI)

2011-12 Training Brochure



Options Center, Goddard Riverside Community Center
593 Columbus Avenue
New York, NY 10024

www.goddard.org
212-873-6600 x340

Options Institute is offering 26 seminars on college access and success in 2011-2012, as well as its 60-hour Foundation & Framework of College Access Counseling certificate course.

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A nine-day program for college counselors and advisors to develop or improve their skills and capacity to deliver high quality college access and success counseling.

“I have gained an incredible amount of knowledge and skills that now I can practically apply. I have more ideas and programmatic pitches to bring to my school. I feel more confident in my work and ability to articulate and advocate for student needs.”

- 2011 Options Participant

Our Approach to Training

Options Institute (formerly know as CAPDI) bases our trainings on our Counseling Center's 25 years of experience working with students and families gaining access to higher education, and the more than 20 years of supporting other organizations to develop college access programs. We also use the feedback from participant evaluations and partner organizations to inform, improve, and expand our offerings.

Options Institute facilitators are all also college access counselors. We come from a practical perspective, using thoughtfully crafted curricula to provide intensive, interactive learning experiences.

Committed to adult learning theory principles, we help participants build on what they know and immediately apply what they learn. Participants leave every training with helpful resources to take the learning beyond the workshop.

We believe that any young person who wants to go to college can go to college. We believe that "college" includes various post secondary educational opportunities, including bachelor degrees, associate degrees, certificates, and technical programs. We believe that we should hold high expectations for all young people, and support them in finding the option that is right for them.

Options Institute is part of Goddard Riverside Community Center, a well established social service agency on the upper West side of Manhattan.

Options Institute seminars are full- or half-day sessions which address key college access and success topics. Seminars fall into multiple categories: good-fit colleges, applications & admissions, financial aid counseling, college success, special populations, and policy & research. Seminars are designed for school and non-profit-based staff and volunteers working with young people on accessing and succeeding in college.

September 2011

27 — Special Populations: Immigrant Students and the College Process

October 2011

4 — Good-Fit Colleges I: College Landscape and Assessment Basics
 12 — Good-Fit Colleges I: College Landscape and Assessment Basics
 13 — Applications & Admissions: Special Admissions Programs - **NEW!** (1/2)
 18 — Programming: Starting a Test Prep Program (1/2)
 25 — Good-Fit Colleges II: Strategic College Lists

November 2011

1 — Good-Fit Colleges: Educational and Work-Related Alternatives to College
 2 — Good-Fit Colleges II: Strategic College Lists
 8 — Applications & Admissions: Standardized Tests (1/2)
 9 — Applications & Admissions: Recommendations Letters & Student Essays
 10 — Applications & Admissions: Strong College Applications
 15 — Applications & Admissions: Strong College Applications
 30 — Financial Aid Counseling I: The Application Process

December 2011

13 — Financial Aid Counseling I: The Application Process

January 2012

4 — Financial Aid Counseling I: The Application Process
 10 — Programming: Starting a Test Prep Program (1/2)
 19 — Special Populations: Immigrant Students and the College Process
 25 — Good-Fit Colleges: Educational and Work-Related Alternatives to College

February 2012

3 — Financial Aid Counseling II: Packages, Loans, & Gap
 7 — Financial Aid Counseling II: Packages, Loans, & Gap
 8 — Financial Aid Counseling II: Packages, Loans, & Gap

March 2012

1 — Applications & Admissions: Standardized Tests (1/2)
 15 — Special Populations: Students with Disabilities and the College Process (1/2)

April 2012

25 — College Success: Transition to College (1/2)

May 2012

15 — College Success: Transition to College (1/2)
 23 — Policy & Research: Introduction to College Access Policy & Research (1/2)

(1/2) indicates a half-day seminar. Seminars are full-day unless noted with this symbol.

TO APPLY:

Visit our website:

www.goddard.org/capdi.html

TIME AND PLACE:

Full-day seminars are 9:00-3:00.

Half-day seminars are 9:00-12:00.

Breakfast is available at all sessions.

Locations will be sent in confirmation emails prior to each session.

FOR MORE INFORMATION:

Contact Amy Greenwood

212-873-6600 x340

optionsinstitute@goddard.org

Good-Fit Colleges

College Landscape & Assessment Basics

College advisers must have at their fingertips encyclopedic knowledge of the college landscape and an immediate understanding of implications of student data. In this seminar, participants build knowledge of the range of colleges, opportunities, and programs available to students. They also explore the implications of different types of student data from transcripts, test scores, and financial situations.

Tues Oct 4, 2011
Wed Oct 12, 2011

Full-day —\$100

Strategic College Lists

One of the key skills of an effective college adviser is to help students find colleges that meet their needs and interests - academically, socially, and financially. In this seminar, participants develop skills to not only assess a student's academics, life experience, and finances but also to clearly identify each student's strengths and needs. Building on a framework for academically and financially balanced lists of good-fit colleges, participants gain hands-on experience reviewing college lists for real and sample students.

Pre-requisite: Good-Fit Colleges I: College Landscape & Assessment Basics

Tues Oct 25, 2011
Wed Nov 2, 2011

Full-day —\$100

Educational and Work-Related

Alternatives to College

Sometimes when searching for a good-fit college for a student, a bachelor's or associate degree program is not the right match. In this seminar participants learn about the growing number of education and work-related options such as certificate programs, apprenticeship programs, and job or career development programs, that can provide quality education and work credentials. Through case studies participants identify and discuss options for a variety of students and learn the application processes and supports necessary for young people to succeed in these alternative programs.

Tues Nov 1, 2011
Wed Jan 25, 2012

Full-day —\$100

Applications & Admissions

Strong College Applications

Effective college access counselors must be skilled in helping students assemble strong college applications. Participants gain insight into colleges' expectations by taking up the role of admissions counselors and examining the relative importance of each piece of the application for students in a range of different circumstances. Participants focus on the key roles recommendation letters and student essays can play. Participants work in groups to brainstorm and strategize around addressing the challenges they each have in supporting students to develop truly strong applications.

Thurs Nov 10, 2011
Tues Nov 15, 2011

Full-day —\$100

Recommendation Letters & Student Essays

Being able to identify and illustrate the strengths of each student is a challenge, but it is also central to writing effective recommendation letters and advising students on how to write strong essays. Participants analyze and discuss sample recommendations and practice a strengths-based approach to writing recommendations. Similarly, participants analyze a student essay using a framework for strong essays. They practice developing and delivering effective feedback to students based on a Options-developed feedback method called ARROW. Participants receive materials describing and supporting each of the methods introduced during the day.

Wed Nov 9, 2011

Full-day —\$100

Standardized Tests

Answering all the questions students have about standardized tests can be a daunting part of a college counselor's work. Participants learn how to effectively advise, empower, and encourage students to prepare for and take tests. Participants explore the format, scoring systems, and content areas on major college admissions exams, such as the PSAT, the SAT, and the ACT, as well as how test-specific preparation can increase scores on those tests.

Presented by Bell Curves, an educational services and test preparation company dedicated to providing affordable, accessible, and adaptable programs and services to help individuals and organizations reach the next educational level.

Tues Nov 8, 2011
Thurs Mar 1, 2012

Half-day — \$60

Applications & Admissions

(continued from previous page)

Special Admissions Programs

Many college access professionals are unaware of some of the most effective tools they can use to help under-represented students go to and succeed in college: special admissions and support programs. This half-day seminar focuses on special admissions programs in New York State colleges, with a particular focus on the New York State Opportunity Programs (EOP, HEOP, SEEK, CD). Participants explore which programs are good for which students and communicating with students about the different opportunities and the applications processes. A series of case studies round out the day, in which participants/ decide which special programs to recommend.

Thurs Oct 13, 2011

Half-day — \$60

Programming

Starting a Test Prep Program

This seminar is designed for counselors or administrators interested in offering a formal standardized test preparation program, like an SAT or ACT class, at their site. Participants will examine a step-by-step action plan for instituting such a program. Participants are offered customizable rubrics to fully evaluate school needs, assess service provider offerings, and measure program successes. Participants receive tools to determine the best size for the classes, the type of recruitment to use, what type of “buy-in” is necessary, and how to implement program-appropriate incentives and consequences. Participants have the opportunity to identify and discuss potential challenges and roadblocks.

Presented by Bell Curves, an educational services and test preparation company dedicated to providing affordable, accessible, and adaptable programs and services to help individuals and organizations reach the next educational level.

Tues Oct 18, 2011

Tues Jan 10, 2012

Half-day —\$60

Financial Aid Counseling

The Application Process

Financial aid counseling is perhaps the most intimidating of the critical skills required of college counselors. Participants receive a thorough grounding in the financial aid landscape and a primer on financial aid terms and the costs of college. Participants learn how to answer the vital questions in the financial aid process: identifying who is eligible for aid, who is dependent or independent, and whose financial information needs to be reported. Participants examine and discuss the three main financial aid applications (FAFSA, TAP, and CSS PROFILE) in depth. In case scenarios, participants work through common counseling challenges, including financially and ethically complex family situations, dependency overrides, and private scholarships. Participants receive extensive materials, and are given ample time to ask specific questions.

Wed Nov 30, 2011

Tues Dec 13, 2011

Wed Jan 4, 2012

Full-day —\$100

Packages, Loans, & Gap

Helping students apply for financial aid is an important first step, but college access counselors also have an important role in ensuring young people get enough support to finance their college education without burdening their future with untenable debt. In this seminar, participants learn and discuss strategies for making sure that young people are getting the financial aid they deserve and making smart financial decisions, and also that they know what options there are if they are left with a Gap. Participants learn in detail about the sources of financial aid and practice using this knowledge with a new tool to assess and compare financial aid packages. Participants learn about federal, state, and alternative loans, the advantages and disadvantages of each, the full application process, how to help students plan wisely around the level of debt they can assume, and what options students may have later for debt management and forgiveness. Participants apply what they learn by analyzing and strategizing around complex student cases.

Fri Feb 3, 2012

Tues Feb 7, 2012

Wed Feb 8, 2012

Full-day —\$100

$\frac{1}{2}$ indicates a half-day seminar. Seminars are full-day unless noted with this symbol.

Special Populations

Immigrant Students and the College Process

Undocumented students, non-immigrant visa holders, refugees and asylees all face different challenges in applying to, getting in to, and paying for college. This seminar, led by both legal and college access professionals, examines strategies and resources counselors can use as they help immigrant students through the college application and financial aid processes. Participants gain an understanding of different immigration statuses and their corresponding privileges and restrictions. Participants explore how status affects student eligibility for benefits relating to college, including state and federal financial aid, in-state tuition rates, and admission to college and the New York State opportunity programs (H/EOP, SEEK, CD). Participants also examine the issues that are likely to arise in the college and financial aid application processes. Participants close out the day by assessing several complex sample student cases to apply and reinforce the day's learning points.

Guest presentation by an attorney from the Legal Aid Society

Tues Sept 27, 2011

Full-day —\$100

Thurs Jan 19, 2012

Students with Disabilities and the College Process ^(1/2)

Participants in this seminar gain an understanding of the barriers that students with disabilities may face in applying and transitioning to college. Participants identify and discuss strategies for assisting students in selecting where to apply to college, supporting student applications, and helping them successfully transition. Participants learn about laws regarding people with disabilities, resources for supporting college planning and funding, a sampling of individual college policies and supports, as well as general resources for students with disabilities and their families.

Presented by Marilyn Sommer, Asst Director, NYU Metro Center Upward Bound/1199 Workforce 2000 Program

Thurs Mar 15, 2012

Half-day —\$60

College Success

Transition to College ^(1/2)

Lots of things can, and do, happen to throw young people off track between acceptance at college and successful completion of the first semester. In this seminar, participants explore the concrete supports that counselors can offer students to help them make it through. Participants consider the many challenges in both getting to and settling into college. This includes the logistics of physically getting to college, registering for classes, taking out loans, making sure all awarded financial aid is in place at the beginning of the semester, homesickness/challenges of staying at home, and adapting to different social and cultural environments. Through a series of student case studies, participants delve into and strategize around real situations and challenges.

Wed Apr 25, 2012

Half-day —\$60

Tues May 15, 2012

Policy & Research

Introduction to College Access Policy & Research ^(1/2)

The world of college access and success policy and research is complex and often overwhelming. In this seminar, participants interact with emerging data about how students move through college, which types of students tend to enroll and graduate more than others, and how the cost of college burdens some students disproportionately. Participants learn about current trends and discuss how this knowledge affects their day-to-day work. Additionally, participants review and discuss current and upcoming relevant government policies, how they affect the field, and possible advocacy opportunities for both counselors and students.

Wed May 23, 2012

Half-day —\$60

^(1/2) indicates a half-day seminar. Seminars are full-day unless noted with this symbol.

60-hour Foundation & Framework for College Access Counseling Certificate Course

The **60-hour Foundation Course** is an opportunity for college counselors and advisors to develop or improve their skills and capacity to deliver high quality college access and success counseling. It includes nine full days of training spread over a six to eight month period. It provides not only detailed exploration of relevant issues and extensive resources, but also time for discussion, practice, and planning. It is also designed to support college access programming at each participant's workplace. Facilitators are practitioners with extensive experience in college access and success, youth development, and training.

The first half: Core Content Seminars

Participants concentrate on **core content areas**, including supporting students in developing balanced lists of good-fit colleges, helping students present the strongest college applications possible, and effectively guiding students and families through the financial aid process. Course participants may take these seminars on any date offered below.

Case Portfolio

Each course participant will develop and submit a portfolio, **due February 15th 2012**, in which they demonstrate and apply their learning from core content seminars to a real student case.

The second half: Programming & Counseling

In four weekly sessions, participants work with a consistent group of colleagues to focus on the development of effective counseling skills and group programming. Topics include incorporating a strong youth development foundation, counseling skills for college access and success, handling common counseling challenges, and developing effective programming. Both participants and their supervisors are invited to a culmination and evaluation meeting that follows the series.

SCHEDULE AND REQUIREMENTS—AT A GLANCE

Course Orientation Sessions

Introduction to the course, its content and requirements.

September

Sept 14 4-5:30 pm, Sept 19 4-5:30 pm,
Sept 21 9-10:30 am, Sept 22 9-10:30 am, or
Sept 26 4-5:30 pm

Core Content Seminars

Good-fit Colleges I: College Landscape & Assessment Basics
Good-Fit Colleges II: Strategic College Lists
Applications & Admissions: Strong College Applications
Financial Aid Counseling I: The Application Process
Financial Aid Counseling II: Packages, Loans, & Gap

October to February

Oct 4 OR Oct 12
Oct 25 OR Nov 2
Nov 10 OR Nov 15
Nov 30 OR Dec 13 OR Jan 4
Feb 3 OR Feb 7 OR Feb 8

Portfolio

Due February 15

Programming and Counseling Series

Participants must commit to all the dates in one series.

Programming: Foundation of College Counseling Programs
Counseling: College Access Counseling Skills
Counseling: Common Counseling Challenges Practicum
Programming: Effective Programming

March Series I

Mar 6
Mar 13
Mar 20
Mar 27

March Series II

Mar 7
Mar 14
Mar 21
Mar 28

April/May Series

Apr 19
Apr 26
May 3
May 10

Culmination and Evaluation Meeting

Apr 3 at 9:30 Apr 4 at 9:30 May 17 at 9:30

COST: \$750 maximum. Actual costs will vary from \$250 - \$750, depending on previous coursework and/or scholarship awards. See FAQ on page 9 for more information.

60-hour Foundation Course — Core Content Seminars

These five core content seminars cover the critical areas of knowledge that college access counselors need.

At the end of these five seminars. Participants will be able to:

- *Assess students' academic, social, and financial situations to effectively assist them to apply to and succeed in college;*
- *Support students to research colleges and create a balanced list of "good-fit" colleges;*
- *Help students submit strong college applications;*
- *Guide students and families through the financial aid application process;*
- *Assist students and families around financial aid packages, loans and filling the Gap.*

OCTOBER**Good-Fit Colleges I:**

College Landscape & Assessment Basics

College advisers must have at their fingertips encyclopedic knowledge of the college landscape and immediate understanding of implications of student data. In this seminar, participants build knowledge of the range of colleges, opportunities, and programs available to students. They also explore the implications of different types of student data from transcripts, test scores, and financial situations.

NOVEMBER**Good-Fit Colleges II:****Strategic College Lists**

One of the key skills of an effective college adviser is to help students find colleges that meet their needs and interests - academically, socially, and financially. In this seminar, participants develop skills to not only assess a student's academics, life experience, and finances but also to clearly identify each student's strengths and needs. Building on a framework for academically and financially balanced lists of good-fit colleges, participants gain hands-on experience reviewing college lists for real and sample students.

NOVEMBER**Applications & Admissions:****Strong College Applications**

Effective college access counselors must be skilled in supporting students to assemble strong college applications. Participants gain insight into colleges' expectations by taking up the role of admissions counselors and jointly examining the relative importance of each piece of the application for students in a range of different circumstances. Participants focus on the key role recommendation letters and student essays can play. Participants work in groups to brainstorm and strategize around addressing the challenges they each have in supporting students to develop truly strong applications.

DECEMBER/JANUARY**Financial Aid Counseling I:****The Application Process**

Financial aid counseling is perhaps the most intimidating of the critical skills required of college counselors. Participants receive a thorough grounding in the financial aid landscape and a primer on financial aid terms and the costs of college. Participants learn the first vital steps in the financial aid process: identifying who is eligible for aid, who is dependent or independent, and whose financial information needs to be reported. Participants examine and discuss the three main financial aid applications in depth (FAFSA, TAP, and CSS PROFILE). In case scenarios, participants work through common counseling challenges, including financially and ethically complex family situations, dependency overrides, and private scholarships. Participants receive extensive materials, and have ample time to ask specific questions.

FEBRUARY**Financial Aid Counseling II:****Packages, Loans, & Gap**

Helping students apply for financial aid is an important first step, but college access counselors also have an important role to ensure that young people can pay for college without burdening their future with untenable debt. In this seminar, participants learn to make sure that young people get the financial aid they deserve, make smart financial decisions, and know their options if they are left with a Gap. Participants learn the sources of financial aid and how to assess financial aid packages. Participants learn about loans: the types, the pros and cons, realistic debt levels, debt management, and debt forgiveness plans. Participants apply what they learn to complex student situations through a series of case studies.

60-hour Foundation Course — Programming and Counseling Series

Building on the knowledge gained in the five core content seminars, this series invites participants to actively practice the skills needed to effectively counsel students and run activities in a college access program. The series is built on a youth-centered approach to counseling and programming derived from Karl Roger’s research on effective helpers and Youth Development theory and research. By participating in the series, participants will:

- *Learn to apply a youth-centered approach to counseling and programming;*
- *Learn to plan college programming from an out-comes-based perspective;*
- *Practice effective counseling skills for helping students get into and succeed in college;*
- *Gain skills and approaches to deal with common counseling challenges;*
- *Gain concrete tools and activity plans to use with students and parents .*

WEEK ONE:**Programming:****Foundation of College Counseling Programs**

In this seminar, participants are introduced to the theoretical and practical underpinnings of strong college access and success programs. First, participants focus on the desired outcomes of college counseling programs and answer the question: what skills, knowledge, and beliefs do young people need to go to and succeed in college? Through group discussion, participants identify counseling tools and opportunities to support students in attaining those outcomes. Participants practice using youth development research and theory, as well as Carl Roger’s “person-centered” counseling model, as the basis for assessing counseling and group programming practices and strategies. Finally, participants examine program resources, space, and processes to determine the best ways to achieve positive results.

WEEK TWO:**Counseling:****College Access Counseling Skills**

Effective college access work requires strong counseling and communication skills. Participants explore the active listening, probing, and informing skills needed to work with young people on the college process. Participants learn an approach that puts the young person at the center, examine a range of common counseling responses , and practice using effective skills in a range of situations. Participants engage in practice college counseling sessions and assess their own counseling skills and next steps.

WEEK THREE:**Counseling:****Common Counseling Challenges Practicum**

Building on College Access Counseling Skills, participants spend a day practicing skills and discussing strategies in response to a variety of case scenarios concerning the college and financial aid processes. Scenario topics include, but are not limited to: students who consistently miss appointments or fail to do follow-up, students whose academic performance will not allow them to get in to their dream college or pursue their dream career, students who write about traumatic events in their essays, and disputes between parents and students about where the student should attend college.

WEEK FOUR:**Programming:****Effective Programming**

Implementing changes in programs can be difficult., and each individual faces unique issues depending on his/her particular organization. In this full day seminar participants will have an open forum to identify, troubleshoot and work through the challenges and opportunities they face in their daily routines.

60-hour Foundation Course — Frequently Asked Questions (FAQ):

I heard about your eight-week course — do you still offer it?

Yes. We have adapted the eight-week course into the new format described on page 8. It is now nine days and offers more scheduling flexibility, more time to absorb information between sessions, and allows core content seminars taken with us previously to count towards the certificate.

Who should attend?

The course is geared to both new counselors and more experienced counselors working directly with students around college access. Participants have included guidance counselors, college counselors, youth advocates, advisory teachers, and volunteers from both non-profit organizations and schools. Participants with experience ranging from none to over 10 years in the field have found the course extremely valuable.

I came to an Options seminar last year on a topic covered in the course. Do I have to attend again this year to get the certificate?

Contact us for confirmation, but if you have taken a core content seminar in the past two years you may not have to repeat that session again.

If I start this year and something changes, can I finish next year?

Yes.

What does the course cost?

The maximum cost for completing the course is \$750. Each core content seminar costs \$100, for a total of \$500 and the Programming and Counseling Series costs \$250. If you qualify for our scholarship to cover the financial aid seminars or if you have previously attended one or more of the core content seminars, you may deduct the cost of those sessions from your total; your cost will range between \$250 and \$750.

Will I have classmates in the course?

Making connections with colleagues is one of the benefits of the Course. You will meet other participants in the fall core content seminars, though some participants in those seminars may not be pursuing the Foundation Course certificate. In the spring 4-week Programming and Counseling Series, you will have a consistent class of peers.

What is included in the Portfolio?

The portfolio will allow you to apply the information and techniques you learn in the core content seminars to a real student case. Some of the work can be completed during the activities in the seminars. The five Portfolio assignments will be due as you complete each core content topic. The Portfolio is a **requirement for admission into the Programming and Counseling Series**.

How do I apply to the course?

You can submit your course application packet online, download a paper copy on our website, or fill one out at an orientation session. The application includes general information, a Course Registration Form, and a Pre-Course Self-Assessment. You will also have to submit a current resume and a letter of support from your supervisor. There is a sample letter available on our website and in the downloadable version.

**I have more questions.
Who can I ask?**

Contact the Training Program Associate, Amy Greenwood, at 212-873-6600 x340 or optionsinstitute@goddard.org.