

# Goddard Riverside

INVESTING IN PEOPLE, STRENGTHENING COMMUNITY

**O P T I O N S   I N S T I T U T E**

## **2022-23**

# **Course Catalog**

Greetings,

Welcome back to school year 2022-2023.

We are pleased to announce that this year our workshops will again be held in-person.

A reminder that in the first several pages of the day's workbook, the competencies (skills, knowledge and behaviors) addressed in the topic of that day are identified. Several years ago, we began to dig into the capabilities and practices embedded in our training topics and approaches to answer the question: What are the competencies of a "high performing postsecondary counselor"? The result was the identification of 19 competencies and over 60 practices that exemplify aspirations for our collective work in supporting postsecondary pathways for young people. When you attend sessions, we trust you will review the competencies related to the workshop and self-evaluate how well you perform the various practices.

The work you all do to support your students in pursuing their postsecondary passions is so important. Their future remains bright because of the work you do and your commitment to your own lifelong learning.

Please peruse the following schedule, register for a workshop that interests you, and feel free to share the catalog with a friend or colleague.

Not a member of Member365? Click [here](#)

Already have a Member365 account? Click [here](#)

We look forward to seeing you this fall.

Best,

The Options Institute



Connect with us online!



contact us at: [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org)

# About Options

## Options at Goddard Riverside

The Options Center is one of many programs provided by Goddard Riverside. For over 30 years, Options has been working to increase the number of underrepresented young people who gain access to college and earn quality postsecondary degrees.

## Options College Counseling

The Access program supports New York City students through the whole college access process, from identifying postsecondary options to choosing an academic and financial good-fit. Over 250 high school juniors, seniors, and young adults are served yearly.

Through the Success program students receive one-to-one advising through college graduation. Services include counseling on and off campus, college supplies, grants to pay for textbooks, and transportation aid to and from college.

## Options Institute

The Options Institute has drawn on the experience and knowledge of the counseling program to offer training to school and community-based professionals.

In the late 1990s, the Options Center received funding to replicate its college access model at four NYC non-profits. Informed by the needs of the staff at those new centers, the first Options Foundation for College Access Counseling Certificate Course was developed and offered publicly in 2005. Today, the hallmark program of the Institute continues to be the certificate Foundation Course. The course covers both the basic knowledge needed to help young people through the college process and the fundamental counseling skills and youth development approaches crucial to working with students.

Options Institute is New York City's leading provider of professional development in college access.

## Options Institute's Approach

All Options Institute facilitators are also college counselors who bring their own first-hand experience and knowledge to seminars. We train from a practical perspective, using thoughtfully crafted curricula to provide intensive, interactive learning experiences. Committed to adult learning theory, we help participants build on what they know and immediately apply what they learn. Participants leave every training course with helpful resources to take their learning beyond the workshop. Since our inception, the Options Institute is proud to have served over 9,000 participants in the New York City area as well as Chicago, Puerto Rico and Portland, Oregon.

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# What Participants Are Saying...

"The Institute trainings are so educational, so fun! You learn so much and have twice the amount of fun working with others. A lot of material explained and resources that come along with the workbooks help a lot in understanding where one could start looking for these programs."

"I definitely learned a lot more about the CUNY and SUNY schools available, especially the Opportunity Programs mentioned. Before, I was only familiar with certain more popular CUNY/SUNY schools, but now I've learned how to incorporate more schools and community colleges and Opportunity Programs - which were more relevant with the student population that I work with at my organization."

"Would definitely recommend and plan on recommending to people in my network. I also plan on following up about the counseling class. This is a way to learn a lot in a fun way"

"Prior to this session I did not realize that there were admissions profiles conveniently available for SUNY and CUNY schools. In the future I will use these to help youth review what programs they may be able to get into."

"I learned about different resources for different types of communities. I also learned how to determine what you need to learn about your student to best support them. Finally, I learned how to read transcripts and factor them into making decisions on how to help students."



# Join the Options Institute Community!

## IN TWO EASY STEPS!



### FREE Membership Benefits include:

- Access to registration for professional development workshops
- First notices about promotions, discounts and opening registration dates
- Lifelong access to handouts, certificates and resources from workshops
- Counselor discussion boards to network and problem solve with colleagues

**PLEASE NOTE:** It is not possible to register for an Options Institute workshop without creating or having an account.

# Options Institute Membership

## Welcome to our website!

The Options Institute portal is necessary for all class registration and communication. We want you to make use of all the tools available to you! Below are instructions to help you get your account started.

## Sign –up at:


<https://bit.ly/OptionsSignUp>

Follow prompts.

All participants must read and agree to the Code of Conduct for the Options Institute portal.

## Become a Member

To get started, provide your email address below:



Prefer to login using your account?

➔ Continue

Once completed, you are finished! You should receive a submission email. If you do not receive the email check your junk mail or spam folder.

# Fall Semester 2022 at a Glance

| Course Title                              | Date(s)     | Page                      |
|---|-------------|---------------------------|
| <b>October</b>                            |             |                           |
| Financial Aid Application Process         | October 13  | <a href="#"><u>11</u></a> |
| <b>November</b>                           |             |                           |
| Financial Aid Application Process         | November 1  | <a href="#"><u>11</u></a> |
| Assessing Postsecondary Readiness         | November 17 | <a href="#"><u>10</u></a> |
| <b>December</b>                           |             |                           |
| Assessing Postsecondary Readiness         | December 6  | <a href="#"><u>10</u></a> |
| Student Choice through the Lens of Career | December 15 | <a href="#"><u>10</u></a> |

All workshops will be from 10 am to 2 pm, unless noted otherwise

## FOUNDATIONS EARLY BIRD SPECIAL!

Register by Friday, October 7th

Cost: ~~\$1,150~~ **\$950**

## Don't be disappointed!

Register early. The program of your choice could fill quickly or be cancelled due to low registration.



# Spring Semester 2023 at a Glance

| Course Title  | Date(s)     | Page                      |
|---|-------------|---------------------------|
| <b>January</b>  |             |                           |
| Student's Choice through the Lens of Career                             | January 10  | <a href="#"><u>10</u></a> |
| Researching and Evaluating Students' Postsecondary Choices              | January 19  | <a href="#"><u>10</u></a> |
| Beyond Basics: Cultural Responsiveness in College Counseling            | January 31  | <a href="#"><u>16</u></a> |
| <b>February</b>   |             |                           |
| Researching and Evaluating Students' Postsecondary Choices              | February 7  | <a href="#"><u>10</u></a> |
| Strong College Applications   | February 16 | <a href="#"><u>10</u></a> |
| Beyond Basics: Trauma Informed Awareness 101                            | February 18 | <a href="#"><u>16</u></a> |
| <b>March</b>  |             |                           |
| Strong College Applications   | March 7     | <a href="#"><u>10</u></a> |
| Financial Aid: Packages, Loans & Gap                                    | March 23    | <a href="#"><u>11</u></a> |
| Beyond Basics: Let's Talk Race  | March 30    | <a href="#"><u>16</u></a> |
| <b>April</b>  |             |                           |
| Financial Aid: Packages, Loans & Gap                                    | April 4     | <a href="#"><u>11</u></a> |
| Beyond Basics: Real Talk  | April 18    | <a href="#"><u>16</u></a> |
| Counseling Series: Youth Development in College Access                  | April 20    | <a href="#"><u>12</u></a> |
| Counseling Series: College Access Counseling Skills                     | April 27    | <a href="#"><u>12</u></a> |
| <b>May</b>  |             |                           |
| Counseling Series: Youth Development in College Access                  | May 2       | <a href="#"><u>12</u></a> |
| Counseling Series: Common Counseling Challenges Practicum & Culmination | May 4       | <a href="#"><u>12</u></a> |
| Counseling Series: College Access Counseling Skills                     | May 9       | <a href="#"><u>12</u></a> |
| Counseling Series: Common Counseling Challenges Practicum & Culmination | May 16      | <a href="#"><u>12</u></a> |

**All workshops will be from 10 am to 2 pm, unless noted otherwise**

# Good Fit Colleges

## Assessing Postsecondary Readiness

To better assist students with their postsecondary goals, whether college or career, effective college advisors should consider their school or program's readiness culture and be able to assess students' backgrounds -- grades, test scores, finances, family situations etc. -- for the best postsecondary option.

Key topics include:

- Skills, Knowledge and Attitudes students need to assess and succeed in college
- Defining a readiness culture
- Identifying first steps necessary for student assessment

**Thursday, November 17, 2022 (\$150)**

**Tuesday, December 6, 2022 (\$150)**

## Student Choice Through the Lens of Career

One key skill of an effective college advisor is helping students find post-secondary opportunities that meet their interests by exposing students to multiple postsecondary pathways and encouraging students to explore viable careers.

Key topics include:

- Career Development Theory
- Postsecondary Education Landscape
- Labor Market Trends

**Thursday, December 15, 2022 (\$150)**

**Tuesday, January 10, 2023 (\$150)**

## Researching and Evaluating Students' Postsecondary Choices

A college advisor needs to assist students to take advantage of all the support programs available while ensuring that the student chooses the best fit option for their postsecondary needs.

Key topics include:

- NYS Support programs
- Proprietary schools
- Criteria of a well-balanced list for good-fit postsecondary options

**Thursday, January 19, 2023 (\$150)**

**Tuesday, February 7, 2023 (\$150)**

# Applications and Admissions

## Strong College Applications

Effective college advisors must be skilled in helping students assemble and submit strong college applications. By comparing sample student applications, participants gain insight into an admission officer's perspective and the relative importance of each component of the application. Participants also explore the value of advocacy in the college admissions process.

Key topics include:

- CUNY, SUNY, and Common Application features
- Supporting students to write compelling essays
- Elements of effective recommendation letters

**Thursday, February 16, 2023 (\$150)**

**Tuesday, March 7, 2023 (\$150)**

# Financial Aid Counseling

## Financial Aid Application Process

Financial Aid Application counseling can be the most intimidating of the critical skills required of college advisors. Yet, our students must be able to navigate the financial aid process and complete the FAFSA to successfully apply to college. An Options Institute keystone workshop, your comfort level with FAFSA will be forever changed.

Key topics include:

- How financial aid is awarded
- 5 critical questions in Financial Aid assessment: if you can answer these, you can answer any question!
- FAFSA & TAP application details and tips

**Thursday, October 13, 2022 (\$150)**

**Tuesday, November 1, 2022 (\$150)**

## Financial Aid: Packages, Loans & Gap

Helping students apply for financial aid is an important first step, but college advisors play a critical role ensuring that young people can afford their postsecondary education without untenable debt.

Key topics include:

- Sources of financial aid
- Analyzing & comparing financial packages
- Advising around sound financial decisions

**Thursday, March 23, 2023 (\$150)**

**Tuesday, April 4, 2023 (\$150)**



## ***Foundation Course for College Access Counseling—Certificate Course***

### **Counseling Series (\$350)**

The Counseling Series sessions focus on building positive relationships with young people through strong communication skills, useful observation, effective feedback and unconditional positive regard.

#### **Youth Development in College Access**

Participants are introduced to the theoretical and practical underpinnings of strong college access programs. Participants examine their own program components to determine if they follow youth development best practice including aspects of resources, space and processes. Through group discussion and example scenarios, participants identify tools and opportunities to strengthen their college access programs.

**Thursday, April 20, 2023**

**Tuesday, May 2, 2023**

#### **College Access Counseling Skills**

Effective college access work requires strong counseling and communication skills. Participants delve into active listening, probing and informing skills, all needed to work effectively with young people. 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 mock college counseling sessions and assess their own counseling skills and next steps.

**Thursday, April 27, 2023**

**Tuesday, May 09, 2023**

#### **Common Counseling Challenges Practicum & Culmination**

Building on College Access Counseling Skills, participants spend the day practicing skills, giving feedback and discussing strategies in response to a variety of case scenarios concerning the college and financial aid processes. Drawn from real life situations, scenarios 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 into their dream college or pursue their dream career; and disagreement between parents and student about where they should attend college.

In closing, we will reflect on what was learned over the Foundation Course and Counseling Series and award certificates.

**Thursday, May 4, 2023**

**Tuesday, May 16, 2023**



#### **Prerequisite:**

**You must have completed ALL six(6) Core Content sessions to register for the Counseling Series.**

## Foundation Course for College Access Counseling—Certificate Course

### The Foundation Course

New to the college advising world? Then the Foundations Course will cover all the information you need to know. Been doing college access work for a while? Use the Foundations Course as a refresher to sharpen your skills.

The Foundation Course is an opportunity for college counselors to enhance their skill and capacity to effectively counsel students and incorporate youth development best practices into their schools and programs.

The core content seminars focus on guiding students through exposure and exploration of the college and career landscape, developing well-balanced postsecondary programs lists, submitting strong college applications and accessing the best possible financial aid package. The Counseling Series, focuses on effective advising and program approaches.

### Certificate Requirement

To receive a certificate for completing the Foundation Course, participants must attend all sessions and submit a satisfactory portfolio.



### The Cost

The maximum cost for the Foundation Course is \$1,150. Actual costs will vary, depending on previously completed coursework. Discounts are available for multiple attendees from the same organization. See FAQ for more information or contact the Options Institute at

[optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### Registration

Please register for the Foundation Course by Friday, October 7, 2022 to receive the Early Bird Special Price. Register online at:

<https://optionsinstitute.member365.com/>

### Student Case Portfolio

Each course participant is required to submit a portfolio demonstrating mastery gained from the core content seminars to a real student case. If participants do not have an appropriate student case to work with, we will provide a sample student.

Portfolio submission is **mandatory** in order to earn the Course certificate.

## Foundation Course for College Access Counseling—Certificate Course

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

#### Dates

|  |                    |
|--|--------------------|
| Financial Aid Application Process (Pg. 11)                         | Oct 13 & Nov 1     |
| Assessing Postsecondary Readiness (Pg. 10)                         | Nov 17 & Dec 6     |
| Student Choice through the Lens of Career (Pg. 10)                 | Dec 15 & Jan 10    |
| Researching and Evaluating Students Postsecondary Choices (Pg. 10) | Jan 19 & Feb 7     |
| Strong College Applications (Pg. 10)                               | Feb 16 & Mar 7     |
| Financial Aid Packages, Loans and Gap (Pg. 11)                     | March 23 & April 4 |

#### Portfolio Assignments

The assignments are due on March 30, 2023

#### Counseling Series

#### Spring Cohorts

|  |                   |
|--|-------------------|
| Youth Development in College Access                  | April 20 or May 2 |
| College Access Counseling Skills                     | April 27 or May 9 |
| Common Counseling Challenges Practicum & Culmination | May 4 & May 16    |

**Total Cost: \$1,150**

*These workshops will be held **IN PERSON**.*

Core Classes of the Foundation Course for College Access Counseling Series can be taken individually or as a track to a certificate! **Counseling Series must be taken for the certificate.**

To register for the Foundation Series, enroll for all classes in the “Foundations Course Series”

## FREQUENTLY ASKED QUESTIONS (FAQs) — FOUNDATION COURSE

### Who should attend the Course?

The Course is designed for both new and experienced counselors working directly with students around college access. Past participants have included guidance counselors, college counselors, youth advocates, advisory teachers, and volunteers from non-profit organizations and schools. Participants with experience ranging from zero to more than 3 years in the field have found the course valuable.

### Will there be opportunity for networking?

Making connections with colleagues is one of the benefits of the course. You will meet participants throughout the core content seminars. In the counseling series, you will have a consistent class of peers.

### If I start the Course and something changes, can I finish next year?

Yes. You may apply your participation in the core content days towards completion of the Course for up to two years.

### How do I register for the Course?

You can register for the Course online by visiting our website: <https://optionsinstitute.member365.com/>

Please be sure to register for all required classes, including all core content seminars and the counseling series. Each can be purchased individually or as a bundle.

### 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 information, but if you have taken a core content seminar in the past two years you may not have to repeat that session.

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

Contact the Options Institute at [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### Are there any discounts?

Yes, the total will range between \$150 and \$1,150.

- Participants who have already attended one or more core content seminars may deduct the cost of those sessions.
- Organizations sending multiple staff from the same organization are eligible for a discount. See chart.

| Participant | Cost Per Person |
|-------------|-----------------|
| 1st Person  | \$1,150         |
| 2nd Person  | +\$950          |
| 3rd Person+ | +\$750          |

### Beyond Basics Advanced Counseling Series

Are you a graduate of our *Foundations Course*? Have been working in access for two or more years? Then our *Beyond Basics* series is for you. Workshops focus on building your communication skills and improving your interaction with others – both students and peers. What does it take to have a “real” conversation? How does your identity and privilege intersect and effect student success? How does the history of race in the United States effect your students’ success? How do you recognize when a student has been exposed to trauma? Join your peers and build a professional network you can share ideas with and learn from.

#### Cultural Responsiveness in College Counseling

This session will look at bias in education and the ways identities and privilege intersect. Through activities and assessments participants will have the opportunity to reflect on their personal and programmatic commitments to a more inclusive and equitable workplace for staff, students, and students’ families. Participants will discover how to develop their cultural competence and bring their genuine self to their work with students

**Tuesday, January 31, 2023 (\$150)**

#### Trauma Informed Awareness 101

In recent years trauma has become a popular (and necessary) discussion. Trauma responsiveness and trauma informed care practices are becoming common in hospitals, schools and other places of care. This Trauma Awareness training is designed to help counselors and educators understand the traumas their student experience and recognize signs of PTSD or C-PTSD their students may be exhibiting. We will examine the roles educators can play as witnesses, as perpetrators and as healers and design strategies to support students as well as staff.

**Tuesday, February 28, 2023 (\$150)**

#### Let’s Talk Race

In this session we will look at the history of race, racism and advocacy in America; race and racial identity models, and race-based bias and stress.

**Thursday, March 30, 2023 (\$150)**

#### Real Talk

This workshop focuses on how to structure difficult conversations – sensitive, emotionally charged or complex topics -- with students. We will look at what makes conversations difficult and look at methodologies to aid these conversations through practice scenarios.

**Tuesday, April 18, 2023 (\$150)**





## Beyond Basics Advanced Counseling

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

Cultural Responsiveness in College Counseling  
Trauma Informed Counseling  
Let's Talk Race  
Real Talk

#### Dates

January 31  
February 28  
March 30  
April 18

#### Assignments

Projects as assigned.

### BEYOND BASICS FREQUENTLY ASKED QUESTIONS

#### Who should attend this series?

The series is designed for Foundation Course graduates or experienced counselors who have been doing college access work for two or more years.

#### Will there be opportunity for networking?

Making connections with colleagues is a priority for this series. Participants will engage in networking conversations throughout the series .

#### Are there any discounts?

There is a discount for registering for **ALL FOUR** workshops.

#### How do I register for the series?

You can register for the series online by visiting our website: <https://optionsinstitute.member365.com/>  
Participants register for all classes simultaneously.

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

Contact the Options Institute at [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### BEYOND BASICS SERIES SPECIAL!

Register for the “**Beyond Basics Series**” and pay...

Cost: ~~\$600~~ **\$450**

# Payment

## Payment with a Credit or Debit Card:

Payment can be made with a card through the Options Institute member portal at :

[optionsinstitute.member365.com](https://optionsinstitute.member365.com)

Click the “workshops” tab > “events calendar”. View the calendar, select the workshop you want to attend and click the register button. For payment choose the card option, add card information and purchase.

**Please note: we do not accept American Express Cards**

## Payment by Purchase order/check:

To pay with a purchase order/check, sign into your Options Institute Portal at [optionsinstitute.member365.com](https://optionsinstitute.member365.com), register for the class and choose the “check” option, you will immediately be prompted to download an invoice.

Our vendor number for Purchase Orders is:  
**131893908 01**

Checks should be sent to:

Goddard Riverside Options Center

ATTN: Deborah Fuller  
352 West 110 Street  
New York, NY 10025

## Refund Policy:

If you are unable to attend a workshop for which you have registered, email [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org) with at least a 48 hour notice to receive a full refund or credit for a future workshop.

## Course Cancellations:

Options Institute reserves the right to cancel classes. In those instances participants will receive full refunds for the workshop, or credit to apply to another workshop.

## For more information contact us:

E-mail: [Optionsinstitute@goddard.org](mailto:Optionsinstitute@goddard.org)

Hours: Monday through Friday  
9:00am- 5:00pm

# Discounts

## FOUNDATIONS EARLY BIRD

**SPECIAL!**

Register by October 7th

Cost: ~~\$1,150~~ **\$950**

## BEYOND BASICS SERIES

**SPECIAL!**

Register for the “Beyond Basics Series” and pay...

Cost: ~~\$600~~ **\$450**

# Other Professional Development Services

## Customization

Interested in custom team training? Email us at [Optionsinstitute@goddard.org](mailto:Optionsinstitute@goddard.org), with your organization's name, a contact phone number and your training goals. We will work with you to craft the best training for your team.



# Location

Options Institute is located at:

352 West 110 Street

New York, NY 10025

between Columbus and Manhattan Avenues

## Nearest Subway Stops:

|              |                                 |
|--------------|---------------------------------|
| B or C train | 110th Street Cathedral Parkway  |
| 1 train      | 110th Street — Broadway         |
| 2 or 3 train | 110th Street—Central Park North |

## Nearest Bus Stops:

M7/M116 Bus [Manhattan Ave. at Cathedral PKWY](#)

M3/M4 Bus [Cathedral PKWY at Manhattan Ave.](#)

M11 Bus [Columbus Ave. at W 110 St.](#)



**Connect with us online!**



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**OPTIONS INSTITUTE**