I. Course Description

This course explores the college admissions process, with emphasis on current issues confronting secondary school counselors, application and admissions criteria for various types of colleges and college counseling for special student populations. Students gain an understanding of the resources available to counselors in the college admissions process including print material, software, web sites and organizations.

II. Course Objectives

Students will be able to demonstrate knowledge of:

1. Admissions requirements for community colleges and public and private colleges and universities
2. College application timelines and deadlines
3. Current issues and controversies in college admissions
4. Counseling special populations (i.e. multicultural populations, international students, students with disabilities, gifted students and student athletes)
5. Professional organizations for college counselors
6. Resources available to counselors in the college admissions process (i.e. print materials, software, web sites and organizations)
7. Basics of college admission testing
8. Writing effective letters of recommendation
9. Making the most out of a college visit
10. Legal and ethical issues confronting the college counselor
11. Financial aid applications and process
12. Psychological and family issues involved in the college admissions process.

III. Required Text/Readings


The text can be ordered at [http://www.nacaenet.org/NR/rdonlyres/2F3DFB9A-1BAB-4C81-B0A8-8B70A5CFDE68/0/FCAC_OrderForm.pdf](http://www.nacaenet.org/NR/rdonlyres/2F3DFB9A-1BAB-4C81-B0A8-8B70A5CFDE68/0/FCAC_OrderForm.pdf). The cost for NACAC members is $30 and $35 for non-members. There is a $5 shipping charge. It is suggested that you order this immediately as it may take up to 2 weeks to process.

Others as assigned
IV. Special Needs
If you have a documented physical, learning or psychological disability on record with the Director of Student Support Services, you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the appropriate University personnel. Please let me know of your request as soon as possible so we can arrange for reasonable accommodations.

V. Course Requirements

All assignments are posted online and must be submitted electronically as an attachment. It is your responsibility to ensure that your computer specifications will allow for you to do this. Assignments must be submitted by 11:59 p.m. on the day they are due. After that, it will be considered late and the grade will be adjusted accordingly. If there are extenuating circumstances why an assignment cannot be completed on time, you must notify me well in advance of the due date. If you expect to be away from internet access during the course, you should plan ahead accordingly. Please note that there are three group projects and if you do not participate fully, both you and your group’s grade may be affected. Please also note that there are several assignments due in the last week of the class so you are encouraged to plan accordingly.

Below you will find a brief description of each assignment. The specific details and any necessary documents will be posted online. Major, long term assignments will be posted for the entire length of the course. Short term assignments will be posted at least one week before they are due.

Class participation & discussion .................................................................90 points
Because of the design and nature of the course, class participation is imperative. Failure to login regularly could result in failure. There will be three required responses each week to discussion questions posted by the instructor worth five points each for a total of 18 discussion questions. Discussion questions will be posted at the beginning of each week. Posts will be evaluated at the end of the week so you are encouraged to post answers early in the week which will give you time to respond to other posts. Regularly responding to your classmate's postings is also expected in order to earn the maximum points. In most cases there is no right or wrong answer to the question, but you are encouraged to give your opinion. Responses should not only provide the requested information, but should also encourage dialogue and discussion among classmates.

Assigned readings
Relevant articles will be provided to students to read and prepare to discuss.

Pre-test .................................................................10 points
This brief online exercise will test your college admission counseling knowledge. It should be taken before any of the other assignments/readings are completed.
DUE: July 18

Assignment 1 – Information Sheet .................................................................10 points
Students will post a brief narrative about themselves to share with rest of the class as a way to get to know each other.
DUE: July 18

Assignment 2 – Setting up the college admission counseling office ....................25 points
Groups of students will be assigned to work collaboratively to complete this assignment. You will have a budget of $1000 and will purchase materials and supplies to furnish the office. Materials can include, but are not limited to, books, periodicals, audio-visuals, electronics or furniture.
DUE: July 22
Assignment 3 – Complete the Common Application online ........................................10 points
Students will complete Common Application online.
DUE: July 26

Assignment 4 – Letter of recommendation .................................................................25 points
Students must create an original letter of recommendation for a high school student. A sample transcript and general information about the student and the high school will be provided to assist in this process.
DUE: July 29

Assignment 5 – Internet research assignment ............................................................15 points
Students will be given several questions to answer, the answers to be found on the various websites distributed to the class.
DUE: August 2

Assignment 6 – Final project outline .............................................................. 10 points
Students must submit a description of their final project.
DUE: August 5

Assignment 7 – State College/University GPA Conversion .....................................15 points
Students will be given a sample transcript and will have to calculate the GPA in a state college/university system.
DUE: August 7

Assignment 8 – Complete the FAFSA ......................................................................10 points
Students will complete the Free Application for Federal Student Aid online.
DUE: August 10

Assignment 9 – Affirmative Action Reaction Paper .............................................. 20 points
Using both print and information found online, students will write a thoughtful analysis of the affirmative action debate including evidence or examples that support for your position.
DUE: August 12

Assignment 10 – Case study ..................................................................................45 points
You are to find a rising high school senior planning on going to college. Using the resources and information available, you must come up with a plan of action providing the student with recommendations to pursue in the college admissions search and application process. If you are not currently (or have been) in a counseling position, please consult the instructor in order to ensure appropriate supervision. You may use a rising junior if necessary; however this will require more work on your part as you will be responsible for detailing the tasks for two years of activities rather than just one.
DUE: August 15

Assignment 11 – Ethical Dilemmas .........................................................................25 points
Assigned groups must respond as to what action to take (if any) when presented with a series of ethical dilemmas in college admission counseling.
DUE: August 17

Assignment 12 – Mock Admissions Group Project ..................................................25 points
Assigned groups will read mock admissions files and go through the Admissions Committee process to determine which students will be accepted, denied and wait listed.
DUE: August 20
Assignment 13 – Final project ........................................................................................................80 points

This original project must be something that can be utilized in a middle or secondary school college counseling program. The project does not have to be implemented by the due date, but must be presented in a format that shows that the preparation is complete and is ready to use. The final product must show understanding of the key concepts that are presented in the course.

Examples of projects include:
  Power Point presentation for parents about financial aid with accompanying handouts
  College counseling resource guide
  Internet based college search resource guide
  College planning guide for parents
  Organizing a college tour
  Preparing a series of newsletters for seniors and parents

If you do decide to organize a program, then you must have all of the components completed. For example, if you wanted to organize a college fair, you must have all of the necessary letters, forms and details completed as part the information submitted for a grade. Any PowerPoint presentation project must include the accompanying handouts that will be distributed as part of the planned program.

Please note that this is a MAJOR project and should be treated as such. It is the culmination of what you have learned and takes the place of your final exam. You must also post the project (or a simplified version) for the other students in the class. The posted version can be posted either before it is graded or afterwards.

DUE: August 22

Assignment 14 – Action Plan ........................................................................................................10 points

Students must create an action plan or goals describing where they see themselves in relation to the college admission process in the future. Where do you want to be with your college counseling program in a year or two? What goals do you have? What topics do you want to explore further?

DUE: August 22

Post-test ........................................................................................................................................10 points

DUE: August 22

435 total points possible

VI. Late work

Because of the nature of the course, late assignments during the week will generally not be accepted; however extensions can be arranged with the course instructor on a case by case basis. This must be arranged in advance.

VII. Contacting the professor

You should contact me through the WebCT email program.
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<td>Week of July 16</td>
<td>• Introduction&lt;br&gt;• Adolescent development theory&lt;br&gt;• The role of the school counselor in college admissions&lt;br&gt;• Working with parents, faculty &amp; administrators&lt;br&gt;• Setting up a college counseling office&lt;br&gt;• Conducting the college search</td>
<td>FCAC, Chapters 1, 2, 3, 5 &amp; 10 Pre-test Assignment 1 – Information Sheet</td>
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<tr>
<td>Week of July 22</td>
<td>• Types of colleges&lt;br&gt;• Resources to search for a college&lt;br&gt;• College Tours &amp; Fairs&lt;br&gt;• The counselor cycle&lt;br&gt;• Parts of an application&lt;br&gt;• The essay&lt;br&gt;• Letters of recommendations&lt;br&gt;• Campus visits &amp; interviews</td>
<td>FCAC Chapters 12, 17 &amp;18 Assignment 2 – Setting up the College Counseling Office Assignment 3 – Complete the online Common Application</td>
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<td>Week of July 29</td>
<td>• Categories of admission decisions&lt;br&gt;• Computer &amp; electronic resources&lt;br&gt;• Standardized testing&lt;br&gt;• State college &amp; university policies&lt;br&gt;• Alternatives to college</td>
<td>FCAC Chapters 4, 14 &amp; 16 Assignment 4 – Letter of Recommendation Assignment 5 – Internet scavenger hunt</td>
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<td>Week of August 5</td>
<td>• Community colleges&lt;br&gt;• Working with special populations&lt;br&gt;• Student athletes&lt;br&gt;• Military academies</td>
<td>FCAC Chapters 6, 7, 8 &amp; 13 Assignment 6 – Final project outline Assignment 7 – State College GPA conversion Assignment 8 – Complete online FAFSA</td>
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<td>Week of August 12</td>
<td>• Financial Aid &amp; Scholarships&lt;br&gt;• Ethical Issues&lt;br&gt;• The Mock Admissions Game&lt;br&gt;• Professional connections</td>
<td>FCAC Chapters 9 &amp; 19 Assignment 9 – Affirmative Action Reaction Paper Assignment 10 – Case Study Assignment 11 – Ethical dilemma</td>
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<td>Week of August 19</td>
<td>• Putting it all together&lt;br&gt;• Final project discussion&lt;br&gt;• Evaluation</td>
<td>FCAC Chapters 11 &amp; 15 Assignment 12 – Mock Admissions Group project Assignment 13 – Final Project Assignment 14 – Action Plan Post-test</td>
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Please note: This is a tentative schedule and is subject to change at the discretion of the instructor.