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# PLAN PREPARE PAY

For Postsecondary Completion and Career Success

Click to edit Master subtitle style

Student Information Series

## FACILITATOR GUIDE

1/31/13

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## FACILITATOR GUIDE:

### 1. **Introduction::**

Learn More Indiana's PLAY□PREPARE□PAY Student Information Series is a collection of five Power Point presentations designed to be shared with students either at the beginning of the school year or immediately proceeding the time when students register for classes for the following year.

Each presentation presents age-appropriate academic and career knowledge. When mastered by the student, this knowledge will help students make sound choices that support high achievement, postsecondary access and postsecondary completion. The degree to which students make these choices is reflected in the data provided by the Learn More Indiana Student Survey.

The content in these presentations is aligned with the Indiana Student Standards for Guidance published by the Indiana Department of Education and the American School Counselor Association National Standards.

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## FACILITATOR GUIDE:

### **2. Presentation Format:**

Each of the presentations in the Learn More Indiana Student Information Series follows the same general format.

- A. Why should I continue my education after HS?
- B. What postsecondary options exist?
- C. What do I do as a [grade level] to prepare for my future?
  - PLAN
  - PREPARE
  - PAY
- D. Where should I keep track of my plan?
- E. What's my [grade level] timeline?
- F. Who can help me?

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## FACILITATOR GUIDE:

The presentation at each grade level covers various topics in more depth.

GRADE	IN-DEPTH CONTENT
8th	High school course planning <ul style="list-style-type: none"><li>• Indiana diploma requirements</li><li>• Career planning</li><li>• Postsecondary planning</li><li>• Postsecondary admissions requirements</li><li>• NCAA eligibility requirements</li></ul> Indiana Career Explorer Indiana Graduation Plan
9th	Adjusting to High School <ul style="list-style-type: none"><li>• Finding academic support</li><li>• Study skills</li><li>• Student leadership / volunteerism</li></ul>
10th	Advanced Placement / Dual Credit
11th	Postsecondary exploration Merit-based financial aid
12th	College applications FAFSA Process

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### 3. **Presenters:**

**Schools:** It is hoped that every Indiana student's school counselor will enable his or her students to hear this presentation either by presenting the information himself or herself during individual and group guidance activities, or by ensuring that the presentation is made by others in the school (e.g. teacher advisors or homeroom teachers).

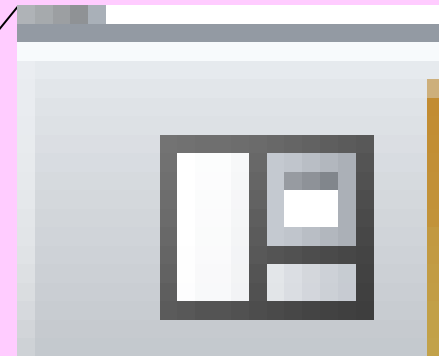
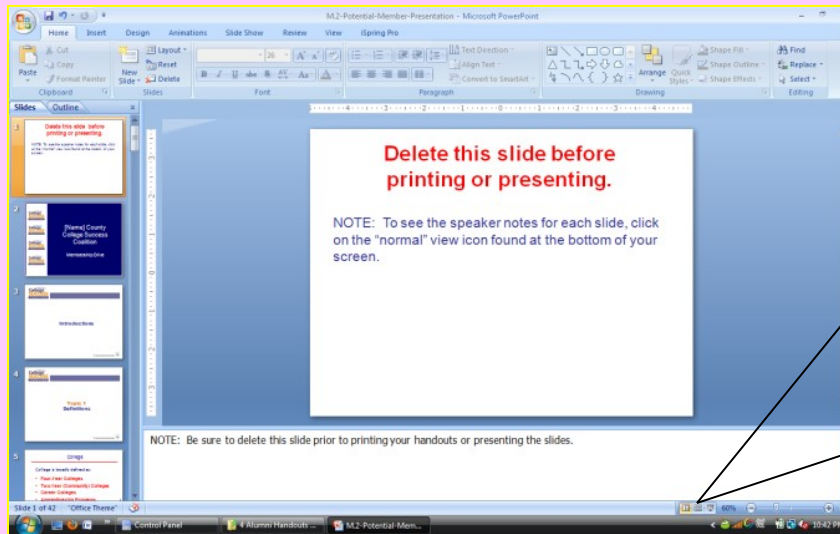
**Community Organizations:** Community organizations may also wish to make these presentations with students who participate in their programs. Organization leaders may make the presentations themselves or invite a local speaker certified by Learn More Indiana to make the presentation.

**Learn More Indiana Speakers Bureau:** Learn More Indiana certifies local presenters throughout the state to present these presentations and others on behalf of Learn More Indiana. Certified speakers participate in training and assure Learn More Indiana that they will present the presentation content accurately and professionally. Learn More Indiana matches certified speakers with event hosts. If you are interested in becoming a certified speaker or requesting a speaker for an event you are hosting, please go to [www.learnmoreindiana.org](http://www.learnmoreindiana.org) and click "Speakers Bureau."

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4. **Script:** To see the speaker notes for each slide, click “View” and then “Normal” – or click the “normal” icon found on your screen.



5. **Timing:** Most presenters spend an average of 30 seconds per slide. To calculate the minutes needed for this presentation, divide the total number of slides by two. Practice the presentation for the best time estimate. To assure that you have adequate time to finish the presentation, ask people to hold their questions to the end of your presentation. You may wish to break the presentation into two or more smaller presentations.

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### **6. Presentation Tips:**

**KNOW THE CONTENT:** Read through the speakers notes for each slide. If you don't understand the content, contact Michelle Mitchell at Learn More Indiana for clarification ([michellem@learnmore.org](mailto:michellem@learnmore.org) / 317-464-4400, ext. 141).

**PRATICE:** While speaker notes are provided, practice giving the presentation in your own words. Use the slides as reminders for what to talk about next. Become familiar with the content so you can present it well and do so within the time limit.

**STRESS:** It is natural for speakers to be nervous before a presentation. Get to the event site early enough to a) find the room where you will be presenting, b) set up and test your AV equipment, and c) have time to think about nothing else but your presentation. Remember that even if your presentation is a little shaky, you are still conveying information that is very important to students' futures.

**LOOK PROFESSIONAL:** A professional appearance shows a lot about a person's professionalism and confidence. Dress the part!

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**BE PROFESSIONAL:** Be courteous to your host and to other presenters. Be on time. Pay attention to other presenters. Refrain from texting or taking phone calls while at the event site.

**GREET PEOPLE AT THE DOOR:** As people enter the room where you are presenting, stand at the door and greet them with a smile. Later, when you're in front making your presentation, they will remember your warm smile.

**EYE CONTACT:** Make eye contact with as many people as you can while you're talking. Make a point to look at people in the front of the room, back of the room and both sides of the room.

**SPEAK CLEARLY:** Make sure your voice is clear and loud enough to be heard in the back of the room. As a general rule of thumb, most people need a microphone if there are 50 or more people in the room. A microphone might feel uncomfortable to you, but it's necessary if the group is large or if you're soft spoken.



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**ENGAGE THE AUDIENCE:** Speakers are much more interesting if they engage the audience. You can do this by 1) asking people if they have questions, 2) asking people to share their experiences, 3) sharing a tasteful story. Another tip is to provide the audience with notecards where they can write the questions they plan to ask later or notepaper listing the topics you will be presenting and leaving space for the audience to take notes.

**BE EXCITED!** Your presentation is important. It will help students develop the knowledge they need to make sound choices in areas that impact postsecondary access and success. They are fortunatel to have you as a presenter!

**PAY ATTENTION:** As you present, pay attention to your audience. Do they look confused? If so, repeat what you've just said in a way that is more clear. Are they falling asleep? If so, walk around the room as you're presenting or take a short break.

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## FACILITATOR GUIDE

**ANSWER QUESTIONS:** Answer questions at the end of your presentation. Be sure to repeat the question loudly so everyone will hear what was asked. That will also give you time to think about your answer. Be sure you understand the question. If not, ask for clarification. If you don't know the answer to a question, be honest. Tell the group that you will look into the answer and get back with them. Later, contact Michelle Mitchell at Learn More Indiana for assistance ([michellem@learnmore.org](mailto:michellem@learnmore.org) / 317-464-4400, ext. 141).

**LEARN FROM YOUR EXPERIENCE:** Every time you present, you will have an opportunity to learn. What went well? Where do you need to improve. Make adjustments in your next presentation based on what you learned from your past presentations.

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## FACILITATOR GUIDE

### 7. Copyright:

The materials that you are presenting are copyrighted by the American Student Achievement Institute (ASAI).

You have ASAI's permission to copy and distribute this presentation for educational purposes provided that the copies include proper citation and you are not generating an income from their use.

You also have ASAI's permission to omit, add or edit slides in this presentation.\* If making changes, you must change the citation to read, “Adapted from the *College Readiness Power Point Series*, © American Student Achievement Institute.”

\* Learn More Indiana certified speakers may change the presentation format, but may not change the presentation content to insure accuracy of the content.

# PLAN □ PREPARE □ PAY

For Postsecondary Completion and Career Success

Student Information Series  
9th Grade Presentation



# The Pathway to Your Future

## QUESTIONS ADDRESSED IN THIS PRESENTATION:

1. Why should I continue my education after HS?
2. What postsecondary options exist?
3. What do I do as a **freshmen** to prepare for my future?  
PLAN  
PREPARE  
PAY
4. Where should I keep track of my future plan?
5. What's my timeline for this year?
6. Who can help me?

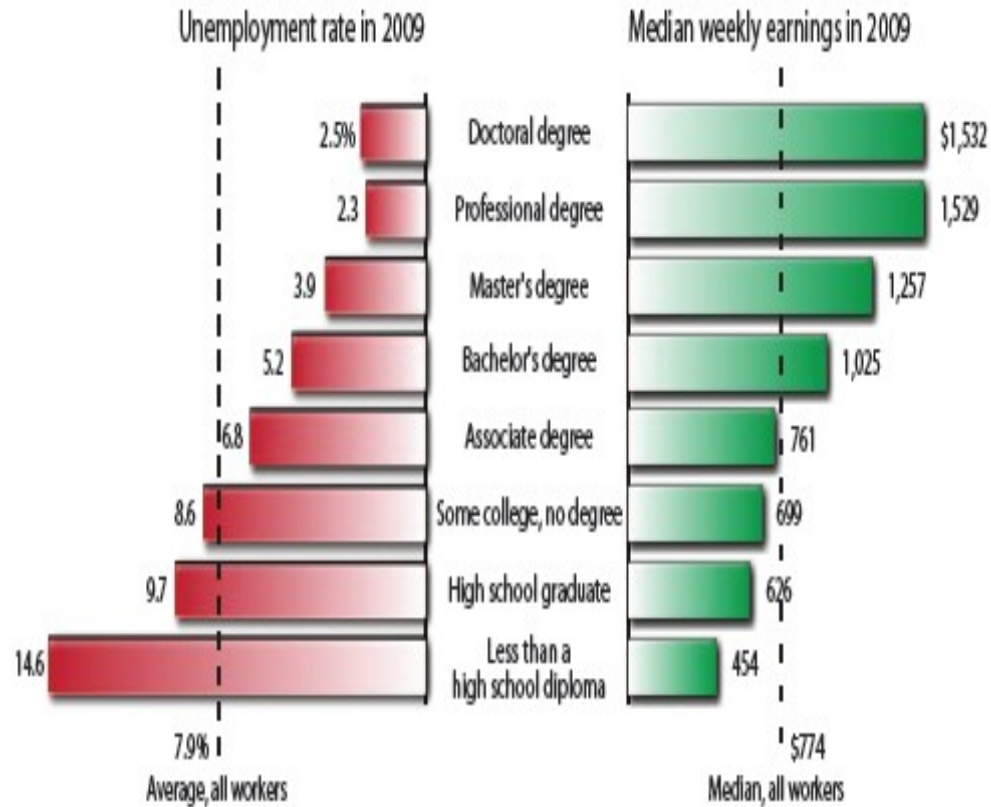


# Why continue?

**To qualify for a job  
in which you're  
interested.**

# Why continue?

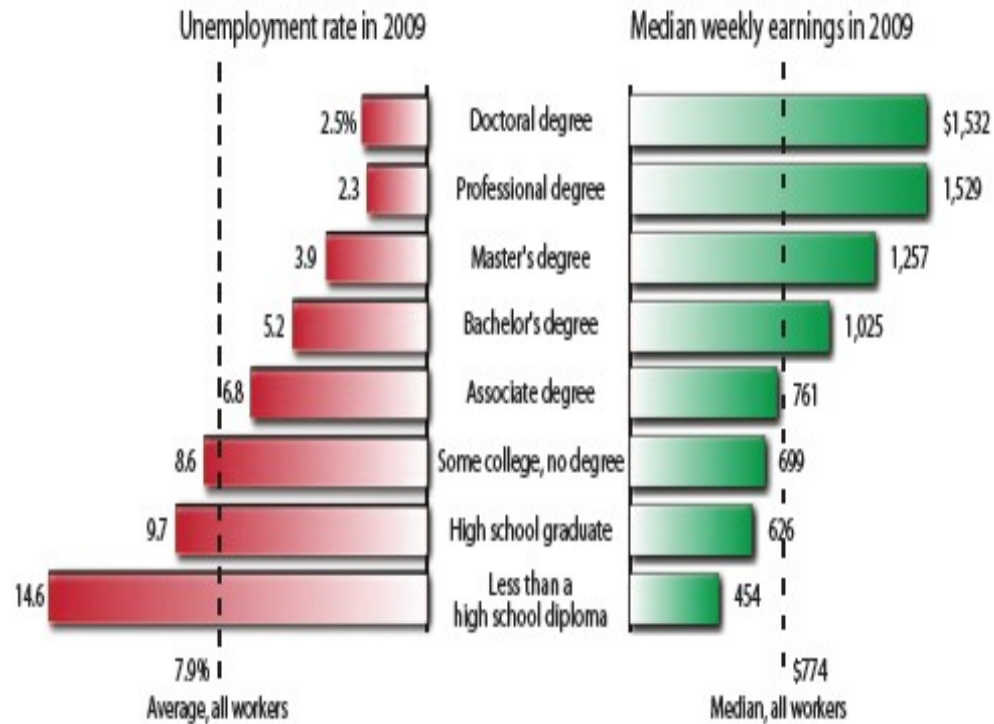
## GREATER INCOME:





# Why continue?

## UNEMPLOYMENT RATE:



# Why continue?

## OTHER BENEFITS:

### College degree holders:

- **Smoke at less than half the national average**
- **Exercise twice as much**
- **Spend more time on education with their children**
- **Volunteer twice as often**
- **Vote at a rate 20-30% higher**



# What is postsecondary?

<b>Level</b>	<b>Example</b>	<b>Credential</b>
4-year college	Indiana University	Bachelor / Adv.
2-year college	Ivy Tech State College	Associate
Career college	College of Court Reporting	Certificate
Apprenticeship	Carpenter's Apprenticeship	Certificate Work Experience
Military	U.S. Army	Certificate Work Experience

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# Career Plan

## LEARN ABOUT YOURSELF

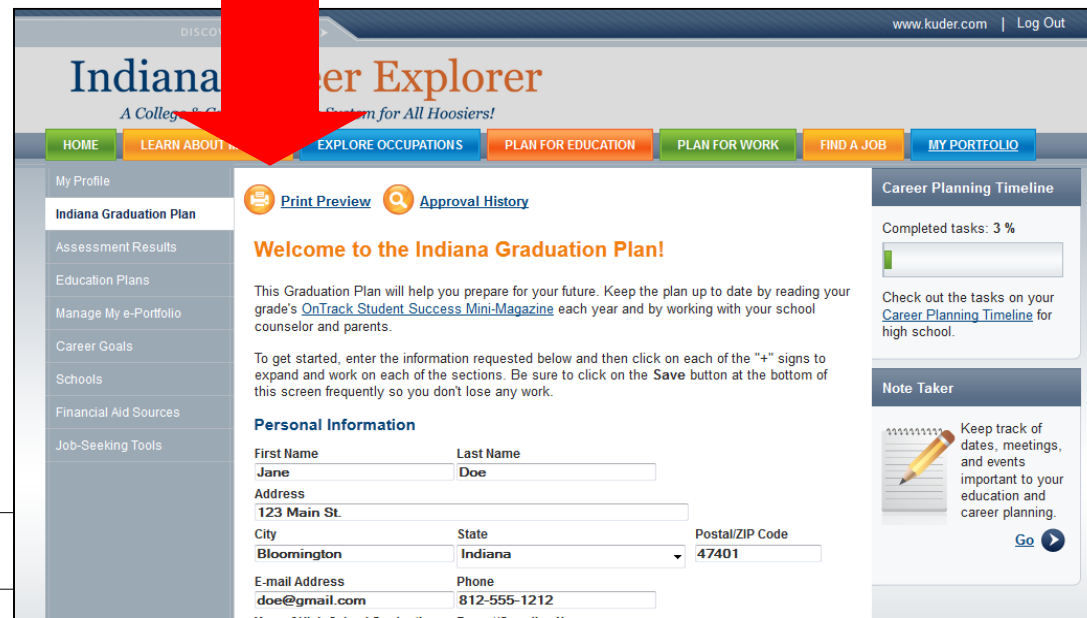
Go to: [www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

1. **Click tab:**  
**Learn About Myself**

2. **Re-take the career assessment series**

- **Career interests**
- **Career skills**
- **Work values**

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The screenshot shows the Indiana Career Explorer website interface. The top navigation bar includes tabs for HOME, LEARN ABOUT MYSELF (highlighted in orange), EXPLORE OCCUPATIONS, PLAN FOR EDUCATION, PLAN FOR WORK, FIND A JOB, and MY PORTFOLIO. A large red arrow points to the 'LEARN ABOUT MYSELF' tab. Below the navigation bar, the 'My Profile' section is visible, with 'Indiana Graduation Plan' selected. The main content area displays a welcome message for the 'Indiana Graduation Plan' and a 'Personal Information' form. The form fields are filled with the following data:

Personal Information		
First Name	Last Name	
Jane	Doe	
Address		
123 Main St.		
City	State	Postal/ZIP Code
Bloomington	Indiana	47401
E-mail Address	Phone	
doe@gmail.com	812-555-1212	

On the right side of the page, there is a 'Career Planning Timeline' section showing 'Completed tasks: 3%' and a 'Note Taker' section with a pencil icon and the text 'Keep track of dates, meetings, and events important to your education and career planning.'

# Career Plan

## EXPLORE CAREERS

Go to: [www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

1. **Click tab:**  
**Explore Occupations**
2. **Explore careers by**  
**assessment results**
3. **Save careers that**  
**interest you**

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DISCOVER YOUR PATH >

www.kuder.com | Log Out

## Indiana Career Explorer

A College & Career Planning System for All Hoosiers

HOME LEARN ABOUT MYSELF **EXPLORE OCCUPATIONS** EDUCATION PLAN FOR WORK FIND A JOB MY PORTFOLIO

My Profile

- Indiana Graduation Plan
- Assessment Results
- Education Plans
- Manage My e-Portfolio
- Career Goals
- Schools
- Financial Aid Sources
- Job-Seeking Tools

Print Preview Approval History

### Welcome to the Indiana Graduation Plan!

This Graduation Plan will help you prepare for your future. Keep the plan up to date by reading your grade's [OnTrack Student Success Mini-Magazine](#) each year and by working with your school counselor and parents.

To get started, enter the information requested below and then click on each of the "+" signs to expand and work on each of the sections. Be sure to click on the Save button at the bottom of this screen frequently so you don't lose any work.

#### Personal Information

First Name Last Name  
Jane Doe

Address  
123 Main St.

City State Postal/ZIP Code  
Bloomington Indiana 47401

E-mail Address Phone  
doe@gmail.com 812-555-1212

Career Planning Timeline

Completed tasks: 3 %

Check out the tasks on your [Career Planning Timeline](#) for high school.

Note Taker

Keep track of dates, meetings, and events important to your education and career planning.

Go



# Explore Careers

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## EXPLORE CAREERS – FACE-TO-FACE

1. **Job shadowing**
2. **Volunteer**
3. **Information interview**

UPDATE

# UPDATE YOUR CAREER PLAN

[www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

The screenshot shows the Indiana Career Explorer website. At the top, there is a navigation bar with the text "DISCOVER YOUR PATH >" on the left and "www.kuder.com | Log Out" on the right. Below this is the main header with the title "Indiana Career Explorer" and the subtitle "A College & Career Planning System for All Hoosiers!". A horizontal menu contains several tabs: HOME, LEARN ABOUT MYSELF, EXPLORE OCCUPATIONS, PLAN FOR EDUCATION, PLAN FOR WORK, FIND A JOB, and MY PORTFOLIO. The main content area is divided into three columns. The left column features a profile section with a placeholder for a photo and the text "Upload Your Profile Photo Here". Below this is the "My Profile" section, which displays the user's name "SueICENavigator" and email "reynolds@asainstitute.org", along with an "Edit >" button. At the bottom of this column is a "Messages" section showing "New Messages: (0)". The middle column contains a "Welcome to the Indiana Career Explorer!" message, followed by a paragraph of introductory text. Below this is a "To-Do List" section and a "Recommended Links" section, which lists "Find Local Scholarships" and "SAT Prep", both recommended by "Kuder-Bethney". The right column contains a "Complete My Profile" section with a list of options to complete the profile, including "Land Line Numbers". Below this is a "Career Planning Timeline" section showing "Completed tasks: 3%" and a progress bar. At the bottom of this column is a link to "Check out the tasks on your Career Planning Timeline for high school."

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# Postsecondary Plan

## RIGHT LEVEL FOR YOU

1. **Four-year college**
2. **Two-year (community) college**
3. **Career college**
4. **Apprenticeship program**
5. **Military**

### Consider

1. **How much education is required for the careers that interest you?**
2. **How much income do you hope to earn?**

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# Right Level for You

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## NOT SURE?

Students who are not sure about what they plan to do after high school should prepare for a **four-year college** until they can positively rule out that possibility.

# Postsecondary Plan

## EXPLORE CAMPUSES

Begin spending time on different campuses

- Drive through college campuses on family vacations
- Attend camps on college campuses
- Participate in college outreach programs

**NOTE: Do a google search for Indiana College Outreach Programs to see what programs are available.**

# Explore Campuses

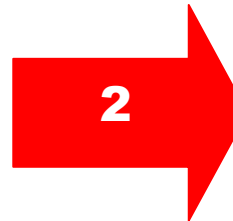
## ONLINE CAMPUS SEARCH

Go to: [www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

1. Click tab:  
“Plan for Education”

2. Click:  
“Find Schools”

3. Save schools that  
interest you



Indiana Career Explorer  
A College & Career Planning System for All Hoosiers!

HOME LEARN ABOUT MYSELF EXPLORE OCCUPATIONS **PLAN FOR EDUCATION** PLAN FOR WORK FIND A JOB MY PORTFOLIO

Learn About Options after High School  
Make an Education Plan  
Review Education Needed for Favorite Occupations  
Find Schools  
Prepare for College Entrance Tests  
Learn about Financial Aid

**Plan for Education**  
At this point, you've probably made a tentative choice about your future. Next, you'll want to decide what to do after high school to get there. Now is the best time to make plans to get the education or training you need for your career choice. Explore some of these resources and update your education plan below.

**Options After High School**  
Do you know what you'd like to do after high school? Take a look at some of your options below.

- Get a Job
- Military Training
- On-the-Job Training or Apprenticeship
- Community College or Technical School
- Four-Year College or University

After high school, I plan to pursue the following:

**College Prep**  
Search for colleges and universities across the nation.

National Schools

Test Prep  
It's important to plan and prepare for your college entrance exams, like the

Indiana Resources  
Learn More Indiana  
[www.learnmoreindiana.org](http://www.learnmoreindiana.org)

Other Resources  
General Educational Development (GED®)  
Visit the American Council on Education web site to find information about the GED.  
[Online High Schools](#)  
Learn more about high schools that offer classes online.

Career Planning Timeline  
Completed tasks: 3 %

# Explore Campuses

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## TALK TO ADULTS YOU KNOW

- **Talk to:**
  - Parents
  - School counselor
  - Teachers
  - Coaches
  - Youth group advisors
- **Ask them:**
  - Where they continued their education after high school
  - What they liked / didn't like about that institution
  - What advice they have for you



UPDATE

# UPDATE YOUR POSTSECONDARY PLAN

[www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

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The main content area is divided into three columns. The left column features a profile section with a placeholder for a profile picture and the text "Upload Your Profile Photo Here". Below this is the "My Profile" section, which displays the user's name "SueICENavigator" and email "reynolds@asainstitute.org", along with an "Edit >" button. At the bottom of this column is a "Messages" section showing "New Messages: (0)".

The middle column contains a welcome message: "Welcome to the Indiana Career Explorer!". Below this is a paragraph of introductory text and a "To-Do List" section. The "To-Do List" section is currently empty. Below it is a "Recommended Links" section with two items: "Find Local Scholarships" and "SAT Prep", both recommended by "Kuder-Bethney".

The right column contains a "Complete My Profile" section with a list of options to complete the profile, including "Land Line Numbers". Below this is a "Career Planning Timeline" section showing "Completed tasks: 3%" and a progress bar. At the bottom of this column is a note to check out tasks on the "Career Planning Timeline" for high school.

**PREPARE**

# Prepare

## ENGAGE IN LEARNING

1. **FOCUS** in class.
2. **DO** your homework.

*A missed assignment = 0%.  
Turn in work, even if it's incomplete.*

3. **ASK** questions in class.  
**PARTICIPATE** in tutoring.

*Make sure you understand what is being taught.*

# Prepare

## EXTRA HELP

Sooner or later, almost all students find a course that is difficult. When that happens, ask for help.

1. **Ask your teachers if they provide extra help before or after school.**
2. **Ask your school counselor if the school provides any extra help programs.**
3. **Ask older students who have succeed in the course if they can help.**

# Prepare

## EXTRA HELP (cont)

4. **Ask your parents or other adults with whom you associate if they know anyone who provides extra help for students.**
5. **If you need help in math or science, call the Rose-Hullman Homework Hotline.  
1-877-ASK-ROSE  
Sunday – Thursday 7:00 – 10:00 pm**



# HS Course Plan

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## CHECK YOUR GPA

1 credit = 1 semester

Quality Points (QP) - based on the grade in the course

- A = 4 QPs
- B = 3 QPs
- C = 2 QPs
- D = 1 QP
- F = 0 QP

Many colleges require a B average (GPA = 3.0) for admission.

**GPA: QP ÷ Credits Attempted**

# Prepare

## PLAN YOUR SOPHOMORE YEAR COURSES

Make sure that you are taking the right courses for each of the following that apply to you:

Indiana Core 40	<a href="http://www.doe.in.gov/core40">www.doe.in.gov/core40</a>
NCAA Eligibility	<a href="http://web1.ncaa.org/eligibilitycenter/common/">web1.ncaa.org/eligibilitycenter/ common/</a>
Career Pathways	<a href="http://www.doe.in.gov/achievement/career-education/indiana-college-career-pathways">www.doe.in.gov/achievement/ career-education/indiana- college-career-pathways</a>
Postsecondary Admissions	

# Prepare

## UPDATE YOUR HIGH SCHOOL COURSE PLAN (if necessary)

	Fresh	Soph	Junior	Senior
Math	Alg I	Geom	Alg II	Pre-Calc
English	Eng 9	Eng 10	Eng 11	Eng 12
Science	Bio	Chem	Phys	AP Sci
Soc St	World Hist	PE / Health	US Hist	Govt / Econ
Elective	World Lang 1	World Lang 2	World Lang 3	World Lang 4
Elective	Band	Band	Band	Band
Elective	Tech System	Design	CAD	Internship
<b>CREDITS</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>



UPDATE

# UPDATE YOUR HIGH SCHOOL COURSE PLAN

[www.indianacareerexplorer.com](http://www.indianacareerexplorer.com)

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# Indiana Graduation Plan

**CHECK FOR AGREEMENT**

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**PAY**

# Pay

## **REVIEW: CONCEPTS OF FINANCIAL AID**

1. **Postsecondary education is affordable**
2. **Types of financial aid**
3. **High school grades are importance**
4. **Twenty-first Century Scholars**
5. **529 Direct Savings Plans**

# Financial Aid Concepts

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## POSTSECONDARY EDUCATION IS AFFORDABLE

- **There are ways to reduce your postsecondary costs**
  - **Take college courses in high school**
  - **Live at home**
  - **Attend part time**
  - **Apply for financial aid**
- **66% of students receive financial aid**

# Financial Aid Concepts

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## TYPES OF FINANCIAL AID

- **Merit-based aid**
  - **Given to students for their accomplishments (grades, sports)**
  - **Competitive**
- **Need-based aid**
  - **Given to students who have financial need**
  - **Not competitive**

# Financial Aid Concepts

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## TYPES OF FINANCIAL AID

- **Gift Money**
  - **Doesn't need to be returned**
  - **Scholarships / grants**
- **Loans**
  - **Funding needs to be repaid**
- **Work Study**
  - **Student are paid for working a few hours a week on campus**

# Financial Aid Concepts

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## HIGH SCHOOL GRADES

- **Many merit-based scholarships are dependent on your high school grades**
- **If interested in merit-based scholarships, strive to get at least half A's and half B's.**
- **The more A's you get, the more merit-based financial aid will be available.**
- **FRESHMAN GRADES COUNT**



# Financial Aid Concepts

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## 21ST CENTURY SCHOLAR PLEDGE

1. Graduate with an Indiana High School Diploma
2. Participate in the Scholar Success Program that helps them plan, prepare and pay for college success
3. Achieve a cumulative high school Grade Point Average (GPA) of at least 2.5 on a 4.0 scale
4. Not use illegal drugs or alcohol, or commit a crime or delinquent act
5. Apply for college admission and financial aid on-time as a high school senior

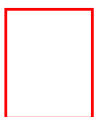
# Financial Aid Concepts

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## INDIANA 529 DIRECT SAVINGS PLAN

Talk to your parents about starting a savings plan for your postsecondary education

- [www.collegechoicedirect.com](http://www.collegechoicedirect.com)
- Tax benefits



# Freshman Timeline

	<b>MONTH</b>	<b>TASK</b>
1	All Year	Engage in your classes
2	All Year	Add to your 529 Direct Savings Plan
3	All Year	Visit college campuses
4	All Year	Update your resume
4	September	Read the Learn More <i>Magazine</i>
5	October	Take a career interest inventory Explore careers
6	Mid-Year	Meet with your school counselor
7	Mid-Year	Update your Indiana Graduation Plan
8	Mid-Year	Sign up for sophomore courses
9	Spring	Take the Learn More Indiana Survey

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# Learn More Magazines

Every fall, read the Learn More Magazine  
Keep the magazines for future reference.



Grades 6-8

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Grades 9-10



Grades 11-12

# Talk to your School Counselor

- **Go to your school counselor's office and ask for an appointment**
- **Talk with your counselor about your:**
  - **Career plans**
  - **Postsecondary plans**
  - **High school course plan**
- **Request meetings throughout the year as needed**



# Talk to Adults You Know

- **Talk to:**
  - **Parents**
  - **Relatives**
  - **Teachers**
  - **Coaches**
  - **Youth group advisors**
- **Ask them what they think about your:**
  1. **Career plan**
  2. **Postsecondary plan**
  3. **High school course plan**



# PLAN □ PREPARE □ PAY

For College Completion and Career Success

Student Information Series  
9th Grade Presentation

