APPENDIX F. STUDENT and PARENT/FAMILY GUIDELINES for PROGRAM SERVICES

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Excerpt from the "GEAR UP Student and Parent/Family Definitions:
Guidelines for GEAR UP Program Services"
A Multistate Collaboration Reported by:
College and Career Readiness Evaluation Consortium (CCREC)
And
National Council for Community and Education Partnerships (NCCEP)

Student Services Definitions

In an effort to provide an effective evaluation of CPIP programs, MHEC is ensuring that the definitions used to capture the services provided to students and families are consistent and uniform. The following definitions should be used to structure program planning and data collection on services provided to students and families.

Tutoring/Homework Assistance	**Tutoring/homework assistance** services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and be provided by project personnel, hired tutors, teachers, trained peers, and/or volunteers. *Tutoring should be recorded by subject area (Mathematics, English, Reading, Science, Other).* **Virtual tutoring/homework assistance:** Virtual tutoring services include services that are provided via remote access through the internet or other means. (Must indicate whether tutoring is "in-person" or "virtual."
Comprehensive Mentoring	**Comprehensive mentoring** services are provided when staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., "mentor." Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 Higher Education Opportunity Act (HEOA), comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and if applicable, the GEAR UP scholarship. **Virtual[1] comprehensive mentoring** includes services that are provided via remote access through the Internet or other means.

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[1] Virtual services can take place via internet, webinar, or other virtual means.

	Mentor Programs may include: • Traditional mentoring programs that match one youth and one adult. • Group mentoring that links one adult with a small group of young people. • Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult. • Peer mentoring that connects caring youth with other adolescents. • E-mentoring that functions via email and the internet. NOTE: Data entry needs to indicate whether mentoring is "in-person" or "virtual."
Financial Aid Counseling/Advising	**Financial aid counseling/advising** services assist students' understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and instructions of how to participate in college savings plans. **Virtual financial aid counseling/advising** includes services that are provided via remote access through the internet or other means. NOTE: Data entry needs to indicate whether financial aid counseling/advising is "in-person" or "virtual."
Counseling/Advising/Academic Planning/Career Counseling	**Counseling/advising/academic planning/career counseling services** span a spectrum of activities with individual students or small groups of students. Services are defined as follows: **Counseling:** Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.

	Advising: Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning. **Academic planning:** Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests. **Career counseling:** Providing assistance about career choices, career planning, internships, or career interests. **Virtual counseling/advising/academic planning/career counseling:** Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means. NOTE: Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are "in-person" or "virtual."
College Visit/College Student Shadowing	**College visit/college student shadowing** services take place on college campuses. **College visit:** A physical visit to a college campus by a student facilitated/supervised/led by the project's personnel, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. **College student shadowing:** A one-on-one experience in which a middle or high school student spends a day on a college campus with

	an undergraduate student seeing typical college life.
	Virtual college visit: Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by the project's personnel, teachers, or others and include the same elements as a physical college visit.
	NOTE: Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are "in-person" or "virtual."
Job Site Visit/ **Job Shadowing**	**Job site visit/job shadowing** services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.
	Job site visit: A physical visit to a local business/work environment facilitated/supervised/led by the CPIP project staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.
	Joe shadowing: A one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.
	Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by the CPIP project staff, teachers, or other school staff and include the same elements as a physical job visit.

	NOTE: Data entry needs to indicate whether job site visit services are "in-person" or "virtual."
Summer Programs	NOTE: Summer programs can also include non-school year services for year-round schools **Summer programs** are services that include an experience over one or multiple days during the summer (or other non-school year time, e.g., for year round schools). Summer programs could be a statewide GEAR UP or CPIP summer camp, a local summer camp funded by GEAR UP or CPIP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs. NOTE: Data entry needs to indicate whether summer programs are providing services for "academic enrichment" or "remedial services." In addition, summer programs may include other services that should be recorded as such, i.e., college visit.
Educational Field Trips	**Educational field trips** are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to the curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. *Educational field trips should be recorded by subject area (Mathematics, English, Reading, Science, Other).*
Student Workshops	**Student workshops** are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are

	offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. *Workshops should be recorded by subject area.*
	Virtual student workshops include services that are provided via remote access through the internet or other means.
	NOTE: Data entry needs to indicate whether workshops are "in-person" or "virtual."
Parent/Family Workshops of College Prep/Financial Aid	**Workshops of college prep/financial aid** services include a parent/guardian or adult family member's attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.
	Virtual parent/family workshops include services that are provided via remote access through the internet or other means.
	NOTE: Data entry needs to indicate whether workshops are "in-person" or "virtual."
Parent/Family/ Counseling/Advising	**Counseling/advising** services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family member designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the CPIP project staff or counselor, with or without a student, to discuss the student's academic goals,

	college plans, school progress, etc. **Counseling:** Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc. **Advising:** Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.
Parent/Family College Visit	**College visit** services take place on college campuses. These services include a physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by CPIP project staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit and should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. **Virtual college visits** includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by CPIP project staff, teachers, or other school staff and include the same elements as a physical college visit. NOTE: Data entry needs to indicate whether college visit services are "in-person" or "virtual," as well as the name and/or type of college visited, i.e., 2- or 4-year college.
Family Events	**Family events** are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a previous category

Professional Development Service Definitions for Teachers, Principals, and Other Staff

Services should provide school staff with sustained job embedded workshops/trainings/conferences on improving diagnosis of basic skill deficiencies of participating students to enhance the preparedness of the students for high school and college.

Conference	**Conferences** that are hosted by the IHE, school districts, or others that can be directly tied back to the measures that assist in meeting the goals and objectives set by the CPIP project.
Meeting	**Meetings** provide information about the CPIP program and/or projects and implementation to teachers, counselors, or administrators. This includes meetings focused on planning and program development.
Training	**Training** delivers instruction to improve practice provided through CPIP. Training may include topics such as Common Core and should improve teaching that can be tied back to the measures that assist in meeting the goals and objectives set by the CPIP project. The training must provide professional development that is sustained, intensive, of high qualify, and classroom-focused. In order to have a positive, lasting impact on classroom instruction, the training cannot be one-day or short-term workshops but must include follow-up activities over a period of months preferably over the term of the project.