

Model Program

Career and Post-Secondary Exploration and Experience

The Purpose: To provide a program for students that will help them plan, explore, and experience the various possibilities for selecting careers in order to promote the importance and opportunities of post-secondary education and increase the number of students participating in college.

The Plan: Schools will create or expand a program to promote and help students and parents through the processes of career exploration, post-secondary school selection, financial aid, and admission. The school will implement the program with funding from the Ohio Appalachian Center for Higher Education, matching funds from the school, and assistance from the school's business alliance/advisory council. The program will include all high-school-age students in the building (i.e., 9–12 or 10–12). The career exploration and post-secondary school program will be infused into the high school curriculum, with each year providing further steps in the process.

Parents will participate in monthly meetings to have their questions and concerns about college answered. Topics addressed will include assistance in dealing with:

- ◆ application procedures;
- ◆ selection of a suitable college
- ◆ timely completion of applications for admission and for financial aid, including grants, scholarships, and loans; and
- ◆ college entrance exams.

The Process:

- I. Freshman Year: Freshmen are introduced to the program by using career information software that provides simple career interest surveys, information on a wide variety of careers that match the students' interests, and data on all the post-secondary schools in the region. Students also participate in career fairs at the high school and vocational school, as well as 3 to 4 field trips to local businesses and corporations. This begins the career exploration process for students.
- II. Sophomore Year: Sophomores continue to use the career information software in English classes as part of a project in the career decision process to further their knowledge of the different careers available and their options. In addition to career fairs, students will participate in field trips to different businesses and manufacturers to experience different jobs-occupations. A selection of career and college videotapes will be acquired to further enhance the exploration. Sophomores will take the ACT PLAN test as an aid in forming career plans and identifying opportunities.

- III. Junior Year: Juniors will have access to all previously mentioned materials. They will be able to participate in field trips to colleges, universities, technical schools, or other post-secondary training facilities, as well as different work sites in order to be exposed to as many career and post-secondary options as possible. In the spring, juniors will be assigned a research project pertaining to their career and post-secondary selections. Videotapes, computer software, and ACT/SAT prep classes will be available. Evening meetings will be offered to parents to answer their questions and provide other assistance as needed in the process.
- IV. Senior Year: Seniors to use the resources available to the other classes. Scholarship information will be available online. Appointments, to which parents will be invited, will be made with each senior to discuss their opportunities and ideas during the fall semester. Deadlines will be set to help encourage students to stay on task and complete the process. Students will also have the opportunity to become part of a mentor program, working with a business or corporation in the community in an effort to begin training for a specific career and start earning money for post-secondary education.

This model was developed by Mr. Patrick Cadle, a counselor at Newcomerstown High School, Newcomerstown Exempted Village Schools in Appalachian Ohio. As a result of this model program, Newcomerstown High School increased its college attendance rate from 28 percent to 80 percent of the senior class over a five-year period.

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SAMPLE BUDGET

A.	College Visits	\$2,100
	1. Bus Driver Costs	
	2. Bus Mileage Costs	
B.	Substitute Teachers	\$1,000
	1. Replace regular teachers who accompany students on college visits.	
	2. Provide release time for in-service meetings/workshops.	
	3. Oversee classroom while regular teachers accompany students on business/industry field trips.	
C.	Materials	\$3,000
	1. Software and textbooks for college testing.	
	2. Various media pertaining to colleges, careers, financial aid, scholarships, college entrance exams, etc.	
D.	Postage	\$500
E.	Travel	\$400
	1. Participation in annual OACHE conference.	
	2. Participation in coordinator meetings or OACHE workshops.	
F.	Discretionary	\$1,000
	1. May be transferred to above accounts as needed.	
	2. May be expended for items other than above categories upon written permission from OACHE.	
	3. Will be returned to OACHE if not needed.	
TOTAL BUDGET*		\$8,000*

* The county/district is required to provide a **minimum** match of 10% (up to \$800, depending on requested amount) in actual dollars or in-kind service, which must be identified in the county/district superintendent's letter of commitment.

This form is intended as a guide. It may be modified for individual use.