Developing Student Graduation and Career Plans

Lourdes Gorzycki
Marcia L. Montague, Ph.D.

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Austin, TX
Session Objectives

By the end of the session, participants will be able to:

- Describe research regarding need for high school and career planning.
- Detail one way to develop and implement a high school and career graduation plan.
- Explain potential obstacles to completing graduation plans with all GEAR UP students.
- List strategies for planning and implementing a comprehensive graduation plan effort with students.
- Anticipate outcomes of conducting graduation plans with students.
Our Process

• GEAR UP staff and trained volunteers are in the process of meeting individually with all GEAR UP cohort students at each of the four Bryan ISD high school campuses.

Our Objective

• Increase awareness of and decision-making skills regarding college matriculation and careers among students and families.
Research

• Research shows that well-defined career goals and plans positively impact a student’s decision to persist in college (Hull-Banks, Kurpius, Befort, Sollenberger, Nicpon, and Huster, 2005; Singaravelu, White, and Bringaze, 2005; Tinto, 1993)

• Setting long-term career goals has been found to be positively associated with academic performance (Ting, 1997)

• Unclear career goals has been associated with poor academic performance (Altmaier, Rapaport, and Seeman, 1983).

• College readiness promotes degree completion and attainment of careers that are interesting and satisfying to the student (ACT, 2009).
Components Discussed in the Graduation Plan Meetings

- Transcripts
- Credits
- Class rank
- GPA
- Career goals
- ACT/SAT/THEA
- FAFSA

- Accommodations
- Post-secondary education plans
- Action steps for each student
- Students completed annual survey
Staff Actions

Assistant Director

• Supervise graduation plan process.
• Monitor progress.
• Monitor development of modified graduation plan for students graduating by IEP.
• Assist with training of volunteers.
• Meet with students for graduation plan meetings.
• Gain input from volunteers and staff on process and progress.
Staff Actions

Project Coordinator

• Gain permission from campus principals to pull students out of elective classes.
• Communicate with counselors regarding suggested input for process.
• Train volunteers.
• Meet with students for graduation plan meetings.
• Frequently update campus administration regarding progress.
• Gain input from volunteers, counselors, staff, and principals on process and progress.
Staff Actions

Parent Liaisons

• Schedule students to come for meetings during elective periods.
• Get passes to teachers.
• Document student completion of plans and survey.
• Meet with students for graduation plan meetings.
Staff Actions

Outreach Specialist

• Facilitate meetings:
  • Monitor students
  • Direct students to open staff member or volunteer
  • Ensure students complete survey
  • Send students back to class at completion of plan and survey
  • Manage computers

• Meet with students for individual graduation plan meetings.
Staff Actions

Texas A&M University Student Worker

• Meet with students for graduation plan meetings.
• Assist with scheduling students and pass distribution.
• Develop modified graduation plan for students graduating by IEP.
Staff Actions

Texas A&M University Student Worker – Data Emphasis

• Facilitate meetings:
  • Monitor students
  • Direct students to open staff member or volunteer
  • Ensure students complete survey
  • Send students back to class at completion of plan and survey
  • Manage computers
Volunteer Actions

Doctoral Counseling Psychology
Student Volunteers

• Participate in GEAR UP training.
• Meet with students for graduation plan meetings.
• Provide feedback to Coordinator, Evaluator, and Assistant Director.
How we did it...

• Rudder High School
  • Mondays, 8:00 – 12:00
  • Wednesdays or Thursdays, 12:00 – 3:45
  • Occasional Fridays, 12:00 – 3:45

• Bryan High School
  • Tuesdays, 8:00 – 3:45 (first 5 weeks)
  • Tuesdays, 8:00 – 12:00 (weeks following)
  • Wednesdays, 12:00 – 3:45
  • Occasional Fridays, as scheduled

• Mary Catherine Harris
  • One day, 8:00 – 4:00

• Bryan Collegiate High School
  • Three days, 8:00 – 4:00
How we did it...

• One staff facilitated
• 2 - 7 staff members meeting at a time
• 1 – 3 doctoral volunteers meeting at a time

Where are we at in the process?

• 531 graduation plans completed in 7 weeks
• Roughly 75 plans completed per week with approximately 18 hours devoted to plan meetings
• 977 total students currently; 446 students remaining
• Planned completion prior to winter break
# Graduation Plan for GEAR UP Students

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Date</th>
<th>Facilitator’s Name</th>
</tr>
</thead>
</table>

## High School Graduation Plan

<table>
<thead>
<tr>
<th>Graduation Date:</th>
<th>Distinguished Plan</th>
<th>Recommended Plan</th>
<th>Minimum Plan</th>
<th>Class Rank</th>
<th>GPA</th>
<th>College credits earned</th>
<th>Dates that transcript was reviewed:</th>
</tr>
</thead>
</table>

## Action Steps for High School Graduation

### Graduation Checklist

- Dates Passed: TAKS: SS, M, S, ELA
- Earn 26 Credits: Y, N
- 90% Attendance Requirements: Y, N
- Date registered for selective service (Males): 
- Dates viewed Career Cruising: 
- Visited the Go Center: Y, N
- Future Collegiate Athletes: NCAA Clearinghouse: Y, N, No
- Proposed Date of FAFSA/TASFA Completion: 

## Post-High School Education Plans

### Military

<table>
<thead>
<tr>
<th>Career choice:</th>
<th>Army</th>
<th>Navy</th>
<th>Air Force</th>
<th>National Guard</th>
<th>Marines</th>
<th>Coast Guard</th>
</tr>
</thead>
</table>

- Research military service options: Y, N
- Contact Recruiter: Y, N
- Proposed date of enlistment: 
- Date to sign up for ASVAB: 

### Technical, Vocational, Trade School/Certificate Program

<table>
<thead>
<tr>
<th>Career choice:</th>
</tr>
</thead>
</table>

- Research technical/vocational school: Y, N
- Proposed date of enrollment: 
- Proposed date of graduation: 
- Continue Education: Y, N
- THEA exempt: Y, N
- Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Accuplacer/Compass/ASSET: 
- Talked to Office of Disability Services: Y, N

### Community College

<table>
<thead>
<tr>
<th>Career choice:</th>
</tr>
</thead>
</table>

- Name of community college(s): 
- Research community colleges: Y, N
- Proposed date of enrollment: 
- Application deadline: 
- Proposed date of graduation: 
- Continue Education: Y, N
- Contact Recruiter: Y, N
- Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Accuplacer/Compass/ASSET: 
- Talked to Office of Disability Services: Y, N

### University

<table>
<thead>
<tr>
<th>Career choice:</th>
</tr>
</thead>
</table>

- Name of university(s): 
- Research university: Y, N
- Proposed date of enrollment: 
- Application deadline: 
- Proposed date of graduation: 
- Deadline to register for: ACT
- Signed up for ACT & SAT Fee Waiver: Y, N
- Requested Accommodations for PSAT/SAT?: 
- Continue Education: Y, N
- Contact Recruiter: Y, N
- Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Accuplacer/Compass/ASSET: 
- Talked to Office of Disability Services: Y, N

## Technical, Vocational, Trade School/Certificate Program

<table>
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<th>Career choice:</th>
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- Name of technical/vocational school(s): 
- Research technical/vocational school: Y, N
- Proposed date of enrollment: 
- Proposed date of graduation: 
- Continue Education: Y, N
- THEA exempt: Y, N
- Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Accuplacer/Compass/ASSET: 
- Talked to Office of Disability Services: Y, N

## Completed GEAR UP Survey 2012-2013: Yes | No

- GEAR UP Coordinator: Lourdes Gorzycki, 979-209-2582
- GEAR UP Parent Liaison: Norma Trejo, 979-209-2429

**Signature:** [Signature], Date: [Date]
Graduation Plan Document
Students Graduating by IEP

Graduation Plan for GEAR UP Students

<table>
<thead>
<tr>
<th>Name</th>
<th>High School Graduation Plan</th>
<th>ID#</th>
<th>Date</th>
<th>Facilitator’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduating By IEP</td>
<td>Aging Out at 21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Rank</td>
<td>GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates that transcript was reviewed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Action Steps for High School Graduation

Graduation Checklist

- Type of TAKS taken: Accommodated
- Alternate
- Modified
- Dates Passed TAKS: SS M S ELA
- Earn Appropriate Credits: Y N
- 90% Attendance Requirements: Y N
- Dates Viewed Career Cruising:
- Visited the Go Center: Y N
- Proposed Date of FAFSA/TASFA Completion:

Support and Living Checklist

- Met with DARS for supports: Y N
- Research Social Security/Medicaid supports: Y N
- Contacted BVCl for supports: Y N

Employment

- Type of Employment: Supported
- Competitive
- Time: Full-time
- Part-Time
- Research career programs: Y N

Post-High School Education Plans

Technical, Vocational, Trade School/Certificate Program

- Career choice: __________________________
- Name of technical/vocational school(s): __________________________
- Research technical/vocational school: Yes No
- Proposed date of enrollment: Application deadline:
- Proposed date of graduation: __________________________
- Continue Education: Y N Not Sure Contact Recruiter: Y N
- THEA exempt: Y N Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Acuplacer/Compass/ASSET:
- Talked to Office of Disability Services: NA Y N

College Access Programs

- Name of program: __________________________
- Research program: Yes No
- Proposed date of enrollment: Application deadline:
- Proposed date of graduation: __________________________

Talked to Office of Disability Services: NA Y N

Community College

- Name of community college(s): __________________________
- Research community colleges: Yes No
- Proposed date of enrollment: Application deadline:
- Proposed date of graduation: __________________________
- Continue Education: Y N Not Sure Contact Recruiter: Y N
- THEA exempt: Y N Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Acuplacer/Compass/ASSET:
- Talked to Office of Disability Services: NA Y N

University

- Name of university(s): __________________________
- Research university: Yes No
- Proposed date of enrollment: Application deadline:
- Proposed date of graduation: __________________________
- Deadline to register for: ACT SAT
- Signed up for ACT & SAT Fee Waiver: Yes No
- Requested Accommodations for PSAT/ACT/SAT: NA Y N
- Continue Education: Y N Not Sure Contact Recruiter: Y N
- THEA exempt: Y N Evidence by: TAKS SAT/ACT
- Date to sign up for THEA/Acuplacer/Compass/ASSET:
- Talked to Office of Disability Services: NA Y N

Completed GEAR UP Survey 2012-2013: Yes No

I have reviewed this form and additional resources. I know whom to contact if I have questions. I understand that it is my responsibility to share this form with my parents/guardians as well as to continue to research my options and follow through on my responsibilities to help me achieve my personal goals. I understand that failure to do so may negatively impact my future personal goals.

Signature: __________________________ Date: __________________________

Outreach Specialist – Corina De La Cruz 979-209-2627
GEAR UP Parent Liaison – Rita Flores 979-209-7933

GEAR UP Coordinator - Lourdes Gorzycki 979-209-2582
GEAR UP Parent Liaison – Norma Trejo 979-209-2429
Plan de Graduación Para los Estudiantes de GEAR UP

Nombre: ____________________________
ID# ________________
Fecha: ____________________________
Nombre de Ayudante: ____________________________

Plan de Graduación de la Escuela Secundaria
Fecha de Graduación: _____________
Distinguished Plan _____________ Recommended Plan _____________ Minimum Plan _____________
Posición en la clase _____________ promedio de calificaciones _____________ Créditos universitarios _____________
Fecha del repaso de la transcripción: _____________

Pasos para la graduación de la escuela secundaria
Lista para Graduación
Finalización de TAKS: SS ______ M ______ S ______ E LA ______
Ganar 26 Créditos: S N ______ 90% Requisitos de asistencia: S N ______
Fecha de registro para el servicio selectivo (hombres): _____________
Fecha de repaso Career Cruising: _____________
Visítalo el Go Center: S N ______
Atleta universitaria: NCAA Clearinghouse ______ S N ______
Fecha de FAFSA/TASFA: _____________

Centro Universitario de dos Años
Carera: ____________________________
Nombre de la escuela(s): ____________________________
Investigar Opciones: ________ S ________ No ________
Fecha de Inscripción: _____________ Último día de inscripción: _____________
Fecha de Graduación: _____________
Seguir Estudiando: S N ______ No se Reclutador: S N ______
Exento de THEA: S N ______ Exento por: TAKS SAT/ACT ______
Fecha para aplicar para THEA/Acuplacer/Compass/ASSET: ______
Oficina de servicios para discapacitados: S N ______

Universidad
Carera: ____________________________
Nombre de la universidad(s): ____________________________
Investigar Opciones: ________ S ________ No ________
Fecha de Inscripción: _____________ Último día de inscripción: _____________
Fecha de Graduación: _____________
Ultimo día de inscripción: ______ S N ________
Fecha de alistamiento: _____________
Fecha de ASVAB: _____________

Fuerzas Armadas
Carera: ____________________________
Army ________ Navy ________ Air Force ________
National Guard ________ Marines ________ Coast Guard ________
Investigar Opciones: S N ______ Reclutador: S N ______
Fecha de alistamiento: _____________
Fecha de ASVAB: _____________

Escuela Técnica o Programa de Certificado
Carera: ____________________________
Nombre de la escuela(s): ____________________________
Investigar Opciones: ________ S ________ No ________
Fecha de Inscripción: _____________ Último día de inscripción: _____________
Fecha de Graduación: _____________
Seguir Estudiando: S N ______ No se Reclutador: S N ______
Exento de THEA: S N ______ Exento por: TAKS SAT/ACT ______
Fecha para aplicar para THEA/Acuplacer/Compass/ASSET: ______
Oficina de servicios para discapacitados: S N ______

Apuntes: ____________________________

Encuesta de GEAR UP 2012-2013: ________ Si ________ No ________

He revisado este formulario y recursos adicionales. Yo sé a quién contactar si tengo preguntas. Entiendo que es mi responsabilidad de compartir este formulario con mis padres / tutores, así como para continuar investigando mis opciones y seguir adelante con mis responsabilidades para ayudarme a lograr mis metas personales. Entiendo que el no hacerlo puede influir negativamente en mis metas personales futuras.
Firma: ____________________________
Fecha: _____________

Outreach Specialist – Corina De La Cruz 979-209-2627
GEAR UP Parent Liaison – Rita Flores 979-209-7933

GEAR UP Coordinator – Lourdes Gorzycki 979-209-2582
GEAR UP Parent Liaison – Norma Trejo 979-209-2429
GEAR UP Student Graduation Plan Resources

GEAR UP Staff Contact Information:
- Lourdes Gorzycki
  - Office: 979-209-2582
  - Lourdes.gorzycki@bryanisd.org
- Norma Trejo
  - Office: 979-209-2429
  - Norma.trejo@bryanisd.org
- Rita Flores
  - Office: 979-209-7933
  - Rita.flores@bryanisd.org
- Corina De La Cruz
  - 979-209-2627
  - corina.delacruz@bryanisd.org

Academic Advisors:
Bryan High School: 979-209-2600
https://sites.google.com/a/bryanisd.org/bhs-counselors/home
Lead Advisor and IB Advisor: Heidi Sauer
Alpha A-E: Jenny Patrick (jenny.patrick@bryanisd.org)
Alpha F-L: Justin Estes (justin.estes@bryanisd.org)
Alpha M-R: Tashauna Green (tashauna.green@bryanisd.org)
Alpha S-Z: Carolyn Waldon (carolyn.waldon@bryanisd.org)
Career Technology: Kelley Louwes (kelley.louwes@bryanisd.org)
504 Coordinator and ELL Support:
Kay Leifeste (kay.leifeste@bryanisd.org)
At-Risk: Chantel Hluchan (chantel.hluchan@bryanisd.org)

Rudder High School: 979-209-7983
https://sites.google.com/a/bryanisd.org/rhs-counselors/
Alpha A-G: Ginger Dallas (ginger.dallas@bryanisd.org)
Alpha H-N: Shannon Adams (shannon.adams@bryanisd.org)
Alpha O-Z: Stacie Short-Puente (stacie.short@bryanisd.org)
Career & Technology: Luann Argersinger (luann.argersinger@bryanisd.org)

Bryan Collegiate High School: 979-209-2790
Tommy Roberts: tommy.roberts@bryanisd.org

GO Center Information:
- Military, College, Scholarship Information, Financial Aid
- ACT/SAT/THEA application information and fee waivers
- Tutoring/Mentoring

Bryan High School – Room 5136
Go Center Coordinator/Scholarship Coordinator
Deborah Kerr
Hours: 7:30 - 5:00 Daily
Aggie Mentors: 8:00-5:00 most days.
3450 Campus Drive, Bryan, Texas 77802
Phone: 979.209.2598
Email: deborah.kerr@bryanisd.org

Rudder High School – Room 1208
Go Center Coordinator/Scholarship Coordinator
DJ Hohertz
3251 Austin’s Colony Parkway, Bryan 77808
Phone: 979-209-5057
Email: dj.hohertz@bryanisd.org

Bryan Collegiate High School – Room 101
Go Center Coordinator/Scholarship Coordinator
Narietha Carter McLaine
Phone: 979-209-2717
Email: narietha.carter-mclaine@bryanisd.org

Career Cruising:
We recommend that you use your Bryan ISD email with this website. Here is an example of your Bryan ISD email: john.smith##@stu.bryanisd.org. The ## are the last two digits of your ID#.
GEAR UP Student Graduation Plan Resources

ACT Registration Dates and Deadlines:
www.actstudent.org
Check in the Go Center for Fee Waivers if you are on Free/Reduced Lunch.

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27, 2012</td>
<td>September 21, 2012</td>
</tr>
<tr>
<td>December 8, 2012</td>
<td>November 2, 2012</td>
</tr>
<tr>
<td>February 9, 2013</td>
<td>January 11, 2013</td>
</tr>
<tr>
<td>April 13, 2013</td>
<td>March 8, 2013</td>
</tr>
<tr>
<td>June 8, 2013</td>
<td>May 3, 2013</td>
</tr>
</tbody>
</table>

SAT Registration Dates and Deadlines:
www.sat.collegeboard.org
Check in the Go Center for Fee Waivers if you are on Free/Reduced Lunch.

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6, 2012</td>
<td>September 7, 2012</td>
</tr>
<tr>
<td>November 3, 2012</td>
<td>October 4, 2012</td>
</tr>
<tr>
<td>December 1, 2012</td>
<td>November 1, 2012</td>
</tr>
<tr>
<td>January 26, 2013</td>
<td>December 28, 2012</td>
</tr>
<tr>
<td>March 9, 2013</td>
<td>February 8, 2013</td>
</tr>
<tr>
<td>May 4, 2013</td>
<td>April 5, 2013</td>
</tr>
<tr>
<td>June 1, 2013</td>
<td>May 2, 2013</td>
</tr>
</tbody>
</table>

Helpful Sites –
- http://www.collegeforalltexans.com/
- https://www.applytexas.org/adappc/gen/c_start.WBX
- http://knowhow2go.com/
- https://www.march2success.com
- http://www.collegegoalsundayusa.org/

GEAR UP Web Site - http://gearup.cehd.tamu.edu/
FAFSA - http://www.fafsa.ed.gov/
TASFA - http://www.collegefortexans.com/index.cfm?objectid=D465D848-FA0F-C0EA-5209B8C89262B877
ACT - http://www.actstudent.org/index.html
ACT Accommodations - http://www.actstudent.org/register/disab/
SAT - http://www.collegeboard.org/
SAT Accommodations - http://sat.collegeboard.org/register/for-students-with-disabilities
Selective Service web site: http://www.sss.gov/default.htm
NCAA Clearinghouse - http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

My Next Steps: Based on your career and educational goals, list your next steps and the dates in which you plan to have those completed.
Examples:
1. Sign up for ACT/SAT.
   Completion Date: 9/18
2. Check out Career cruising to look up my career.
   Completion Date: 9/29
3. Share these forms with my parents or guardians.
   Target Date: ____________
4. ________________ Target Date: ____________
5. ________________ Target Date: ____________
6. ________________ Target Date: ____________
7. ________________ Target Date: ____________
8. ________________ Target Date: ____________
Resources

• Resource page also provided in Spanish
• Checklist for transition planning process provided for staff volunteers working with students with disabilities
Obstacles

• Need to translate into Spanish
• Need to modify for students with disabilities
• Reluctant teachers
• Student absences
• School-wide events (drills, pep rallies, testing, etc.)
• Handling errors found during student graduation plans
• Time
• Need to get information to parents
Potential Outcomes

• Student motivation
• School-wide interest, support, and motivation
• Student level errors corrected
• Sustainability
  • 9th grade meetings
  • Videos
  • Advising
• Hopefully:
  • Increased graduation rates
  • Increased enrollment in post-secondary education
Next Steps

• Targeted college/university tours
• Senior checklists
• Early warning talks with targeted students
• Home visits
Questions? Comments?

• Lourdes Gorzycki
  • Bryan ISD
  • Lourdes.gorzycki@bryanisd.org

• Marcia L. Montague, Ph.D.
  • Texas A&M University
  • mmontague@tamu.edu