

**COLLEGE KNOWLEDGE WORKSHOP (CKW)  
FALL 2011, SEPTEMBER 20<sup>TH</sup> – NOVEMBER 29<sup>TH</sup>  
Tuesdays and Thursdays, 1:00 pm - 2:15 pm**

**Instructor:** Eric Neutuch, Coordinator, Strategic College Initiatives  
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**Counselor:** Jean Elias, Social Work Intern, Counseling Department, Rm. 1512

**Welcome!** Your success in the college admissions process is my primary concern. To pass the CKW, you must submit a timely application to the college(s) of your choice and apply for financial aid. These are required activities. If you decide not to go to college as a result of what you learn in the CKW and while at the MEOC, it will be an informed choice.

**Course Aims:** Students will:

- Get into college and receive a financial aid award.
- Be prepared for transitioning to college.

**Goals:** Students will:

Goal-Setting and Motivation

- Understand the importance of persistence in reaching personal goals.
- Identify careers that match one's interests, abilities, and values.
- Identify the value of college-going and one's reasons for going to college.
- Consider the criteria for choosing a college major.

Identify Formation

- Envision oneself as successful in college.
- Develop a network of supportive college-bound peers.
- Develop self-advocacy skills and a conception of owning one's own education.

College Knowledge and College Application Milestones

- Understand the college admissions process, the CUNY & SUNY systems, financial aid terms, and special college opportunity programs.
- Apply to CUNY (and/or other colleges).
- Apply for financial aid.
- Identify college services and programs that might be of future assistance, including Academic Advising, Tutoring, Placement Testing, Career Services, Health Services, Disability Support Services, the gym, and the bookstore.

Academic Skill-Building

- Develop critical-thinking skills.
- Develop data analysis skills.
- Develop writing skills.
- Develop presentation skills.
- Develop Internet research skills.

**Rules:**

From the Student Agreement/Contract:

- I understand that I must conduct myself according to the "Students Rights and Responsibilities" document that I have received and read.

Rules for the College Knowledge Course:

- Submit assignments in a timely fashion. Grades will be lowered for late submission.
- Be respectful. The goal of each session is to create a climate where students can help each other learn and grow personally and academically.
- No cell phone use and no texting during class.

- No food or drinks in Room 1611, except for bottled water.

Attendance:

- Attendance is key. All absences need to be reported, ideally in advance, to the instructor. Absences will greatly affect your participation grade. Makeup sessions will be held as needed. I will bend over backwards to help you if you bend over backwards to meet me halfway.

**Class will be held on Tuesdays and Thursdays, 1:00 pm – 2:15 pm.**

(All topics and homework assignments subject to change.)

<b>Day 1 – Sept. 20<sup>th</sup></b>	Welcome, Ice-Breaker, Syllabus Review, Silent Roadmap Activity, Index Card Activity HW: Respond to <i>First in the Family</i> article/video. Identify a quote that you think is particularly meaningful. Journal Assignment #1: Identify your reasons for enrolling in the MEOC College Knowledge workshop and wanting to go to college. Explain why you want to go to college—and why now and, if you know, where. What do you hope to get out of the CKW?
<b>Day 2 – Sept. 22<sup>nd</sup></b>	BMCC Bulletin Activity Your College Choices Presentation Part I: CUNY, SUNY, Private Colleges
<b>Day 3 – Sept. 27<sup>th</sup></b>	Your College Choices Presentation Part II: Review of CUNY & SUNY, Proprietary Colleges, Transferring Online Courses Self-Assessment Activity College Terms Activity Journal Assignment #2: Describe any fears and anxieties that you have about college. Explain why you have those fears and how you think that you'll overcome them.
<b>Day 4 – Sept. 29<sup>th</sup></b>	Presentation by CUNY Office of Admission Services HW: CUNY Preference Worksheet
<b>Day 5 – Oct. 4<sup>th</sup></b>	CUNY Application Completion Workshop (or Alternative Application) HW: Complete college application.
<b>Optional – Oct. 5<sup>th</sup> Time TBD</b>	Optional: Meet in the MEOC computer lab (Room 1511) to complete your college application(s).
<b>Day 6 – Oct. 6<sup>th</sup></b>	Presentation on Getting Ready for the CUNY Assessment Tests, BMCC College Trip Preparation HW: Read article from <i>NY Daily News</i> on college placement tests. Answer questions. Journal Assignment #3: Describe a time in your life when you were motivated towards a goal and achieved it. Explain what you learned from the experience. Does the experience relate at all to future college-going?
<b>Day 7 – Oct. 11<sup>th</sup></b>	College Placement Tests Discussion & Practice Problems Opportunity Programs Alphabet Soup Activity
<b>Day 8 – Oct. 12<sup>th</sup></b>	BMCC College Trip – Details TBD HW: Prepare for CUNY & College Choices Quiz. Journal Assignment #4: Describe what was most surprising or

unexpected about the college visit. What did you like most about the trip? Least?

- Day 9 – Oct. 13<sup>th</sup>** CUNY & College Choices Quiz, Index Card Activity  
HW: Read article from *USA Today* on college majors. Answer questions.  
HW: College Graduate Interview
- Day 10 – Oct. 18<sup>th</sup>** College Majors Discussion  
Why College? Videos, Articles, and Data about the Benefits of Higher Education  
HW: Read articles from the *NYTimes* and *Huffington Post*. Answer questions.
- Day 11 – Oct. 20<sup>th</sup>** HW Review & Discussion  
Choosing a Major Worksheet Activity (CollegeBoard.org)  
HW: *College Justificator* Worksheet  
Journal Assignment #5: Describe what career interests you have. What do you want to be doing in the future? How did you arrive at this career interest? Connect this with your thoughts about choosing a major.
- Optional – Oct. 22<sup>nd</sup>** Optional on Saturday, Oct. 22nd: Big Apple College Fair at Jacob Javits Convention Center, 1:00-5:00
- Day 12 – Oct. 25<sup>th</sup>** Paying for College—Financial Aid Presentation  
HW: Reading on financial aid.
- Optional – Oct. 26<sup>th</sup>** Optional on Wed., Oct. 26<sup>th</sup>: Meet in the MEOC computer lab (Room 1511) to register for the SAT (for free!).
- Day 13 – Oct. 27<sup>th</sup>** Financial Aid Review, CUNY Financial Aid Estimator Activity, Financial Aid Jeopardy  
HW: Financial Aid Quiz
- Day 14 – Nov. 1<sup>st</sup>** FAFSA & TAP Completion Workshop  
HW: Complete financial aid applications, and submit completed CUNY Financial Aid Estimator printout.  
Journal Assignment #6: Write about where you are in the college application and transition process. What have you done, and what do you still have to do? Describe how your ideas and knowledge about college-going have changed as a result of the course. Include any questions that have, and they will be answered by the instructor in writing.
- Day 15 – Nov. 3<sup>rd</sup>** What Would You Do Scenarios Activity  
Next Step College Presentations Instructions  
HW: Read Next Step College reading materials.  
HW: Read article from *U.S. News & World Report* on college graduation rates. Answer questions.
- Optional – Nov. 8<sup>th</sup> – Time TBD** Election Day - No Class  
Optional: Meet in the MEOC computer lab (Room 1511) to complete your FAFSA & TAP applications.

<b>Day 16 – Nov. 10<sup>th</sup></b>	Why Are College Graduation Rates So Low? Discussion, Next Step College Presentations Preparations HW: Prepare for Next Step College Presentations.
<b>Day 17 – Nov. 15<sup>th</sup></b>	Next Step College Presentations Part I, <i>100 Things Every Adult College Student Ought to Know</i> Book Distribution HW: “Are You Ready for College?” Survey – Extra Credit Journal Assignment #7: Write about one of the <i>100 Things Every Adult College Student Ought to Know</i> that’s meaningful to you. Explain why it is meaningful to you, and why you chose it.
<b>Day 18 – Nov. 17<sup>th</sup></b>	Next Step College Presentations Part II How Much Debt is Too Much Activity
<b>Day 19 – Nov. 22<sup>nd</sup></b>	You Get In: What’s Next Presentation and Simulation Activity HW: Syllabus Review Worksheet
<b>Day 19 – Nov. 29<sup>th</sup></b>	Reviewing Syllabi Discussion, Course Evaluation Surveys, Final Class Celebration
<b>Saturday, Dec. 3</b>	Optional on Saturday, Dec. 3 - SAT Test Date ( <a href="http://www.collegeboard.org">www.collegeboard.org</a> )
<b>Optional – Date TBD</b>	Optional: Trip to SUNY Empire State College / City College / LaGCC / Hostos CC / Bronx CC

**College Knowledge Activity Program:** Students are required to attend one College Knowledge Activity during the course period. Eligible College Knowledge Activities include college open houses, college fairs, and free NYC cultural events at colleges and universities. Eric will distribute information via email and flyers about opportunities that may be of interest. Students may find college-related events on their own as well. Students will need to show proof of attendance at an event to receive the Activity Participation credit and to receive roundtrip Metrocard reimbursement. A brochure or handout suffices as proof of attendance.

**Journal Requirement:** Several journaling assignments will be assigned for homework. Each entry should be at least 1 page long hand-written (shorter if you decide to type). Your graded will be based on thoughtfulness. The journals will not be scrutinized for grammar. Journals will be collected twice over the course of the term. If you find yourself struggling with the assigned topic for a particular week, you may choose to write on an alternative topic. Alternative topics from which you may choose are:

- Journal Assignment: Describe what you are most looking forward to in college.
- Journal Assignment: Describe your best learning experience during the last five years, including what you learned from the experience. It doesn’t have to be from formal education.
- Journal Assignment: Describe whether you plan to work while attending college. If so, outline how you will balance work, school, and everything else. (It is not recommended that students work more than 20 hours per week while in college full-time.)
- Journal Assignment: Describe how you think going to college will be similar to and different from attending the MEOC and other previous education experiences, including high school and previous postsecondary education experiences.

**One-on-One Meeting Requirement:** Students are required to meet with the counselor at least TWICE to monitor progress through the college admissions and financial aid processes and the workshop requirements. Please schedule yourself for the “check-in” meetings. The One-on-One Meeting Requirement counts towards your grade (5% for each meeting). Attending both appointments (without being late) will earn you the full credit (10 points!). You may meet with the counselor many more times...just drop by!

**Portfolio Requirement:** Your portfolio is your collected work from the College Knowledge Course. Students will be provided with a folder for keeping all portfolio work and college admission paperwork. A complete portfolio is key to earning a successful grade in the workshop.

**Grading:**

- 20% Attendance and Participation
- 10% College Knowledge Activity Participation
- 10% One-on-One Meeting Requirement (5% Each Meeting)
- 10% Quizzes
  - CUNY Quiz
  - Financial Aid Terms Quiz
- 10% College Success Skills Presentation
- 20% Portfolio Classwork & Homework Assignments (Portfolio assignments may change. If your portfolio is complete and well organized, you will earn all possible points.)
  - *First in the Family* Quote Analysis
  - Article Share HW Assignment (*NYTimes* and *Huffington Post* articles)
  - College Graduate Interview Assignment
  - Proprietary Schools Article HW Assignment
  - Career Interest & Majors Worksheet
  - College Placement Tests Article HW Assignment (*NY Daily News*)
  - College Majors Article HW Assignment
  - Dropout Rates Article HW Assignment
  - Syllabus Review Worksheet
  - College Tour Scavenger Hunt Participation
  - CUNY Application Completion (or Alternative College Application)
  - FAFSA and TAP Completion (Printouts are not required.)
  - College Acceptance Letters
  - Financial Aid Award Letters
- 20% Journal Entries

**Achievement Awards:** Students who receive a grade of C- or better receive a Certificate of Achievement upon completion. Students also will receive a copy of the book *100 Things Every Adult College Student Ought to Know* and an MEOC drawstring backpack signifying their achievements.

**Workshop Evaluation:** The success of the workshop's curriculum, instruction, counseling, and scheduling—will be evaluated by analyzing the:

- Attendance of Participants
- Completion of Milestones & Portfolio Assignments
- College-Going Rates of Participants (Immediately After Workshop Completion and Within One Year)
- In-Course Student Feedback
- End-of-Course Evaluation Survey Results

Thank you in advance for sharing your feedback. It is valued.