



## GUK PLAYBOOK PROFILE

### GEAR UP-4-Advising

#### what

All GUK students will receive individualized advising services aligned with the College and Career Competencies outlined by the Kentucky Advising Task Force. The GEAR UP-4-Advising strategy connects and provides students with critical interventions necessary for a successful transition into their chosen postsecondary path. Advising for all cohorts is delivered with a holistic approach to student success within three content areas (academic and career planning, college match and fit, and college knowledge) helping the student to construct a foundation of what it takes to transition to high school and be successful after graduation.

#### why

The GEAR UP-4-Advising strategy aims to build student awareness of postsecondary options, provide support throughout college and career exploration and navigation, help students with college match and fit, increase awareness of financial aid, and empower students to create social, academic, and career goals through purpose-first advising. GEAR UP-4-Advising seeks to find ways for students to connect with GEAR UP advisors to fill in the gaps in their postsecondary planning through sharing personal experiences and providing a guided approach. This allows relationships to form, groundbreaking advising to take place, and for the following GEAR UP Kentucky objectives to be achieved:

- Increase participation in individualized student advising in middle and high school,
- Improve 9<sup>th</sup> grade completion rate,
- Improve mathematics completion rate,
- Improve high school graduation rate,
- Improve college enrollment rate,
- Improve FAFSA completion rate,
- Increase college application rate,
- Improve educational expectations, and
- Improve knowledge of postsecondary education options, preparation and financing.

#### research basis

Research indicates that individuals who regularly set goals are more likely to achieve them. An individual's most substantial results in reaching their goals derives from being specific in stating their goal, finding intention within their actions, and identifying any challenges the individual might face while achieving these goals. (Lunenburg, 2012).

*A college education provides a life of options, rather than of limitations. Provide your students with these opportunities by making your school a place where college is the next step for everyone. When students have school, parental and community support, college becomes the norm: **higher education is the expectation rather than the exception.** A college-going culture helps all students set and achieve high goals and generates other important values such as appreciation of academic success, desire to succeed, and ambition to be a lifelong learner. (collegeboard.org 2020)*

## how

The GEAR UP-4-Advising strategy will:

- Partner with school administration, counselors, and teachers to create an effective School Advising Plan that is specific to the school's needs.
- Utilize the School Advising Plan to build an intrusive schedule that will deliver consistent Advising for Postsecondary Preparation and Success (APPS) sessions to all students.
- Identify student needs and task completion through completion of Student Success Plans for ALL students, to prepare them for transition to high school and college.
- Deliver advising on necessary skills students develop for successful transition at all levels.
- Identify student aspiration (path) and guide students through completion of necessary tasks for success after high school.

### **For Full Service Cohort Students:**

- Provide at least one individualized **Advising for Postsecondary Preparation and Success (APPS)** session to Full Service Cohort students with a GUK staff member to complete a Student Success Plan leading to success in middle school and transition to high school.
- Provide seven classroom-advising sessions to Full Service Cohort students within grade seven GEAR UP curricula (see CCC curriculum for details).
- Provide six classroom-advising sessions to Full Service Cohort students within grade eight GEAR UP curricula (see CCC curriculum for details).

### **For Priority Service Cohort Students:**

- Provide at least three individualized APPS sessions to Priority Service Cohort students with a GUK staff member to discuss any plans related to their postsecondary success.
- Provide students with additional APPS sessions based on student request and additional follow-up on critical action items.
- Provide APPS sessions necessary to complete a Student Success Plan for students based on their path.

Because creating meaningful relationships is at the heart of GEAR UP-4-Advising, it is mandatory that GUK staff have effective conversations with teachers, counselors, and school administrators to create a School Advising Plan. The School Advising Plan will serve as the compromise between school personnel and GUK advisors to meet with students in an organized manner. The School Advising Plan also creates expectations for both the school and the GUK advisor that covers the bases of time, location, and in what manner advising will take place.

The GEAR UP-4-Advising strategy revolves around the initial, scheduled APPS session based on completion of the junior survey (pre-12<sup>th</sup> grade survey). During this advisory period, GUK advisors will collaborate with students to complete a Student Success Plan that aids students in goal setting and learning key components to high school transition and postsecondary success for their selected path (GU Scholar, Military, Workforce, Exploratory option). Subsequent APPS sessions will expand on the goals that were set with the student and walk the student through assessing their progress on those goals and any

other follow-up material needed to complete their Student Success Plan. APPS sessions can be done in individual and group settings. Collaboration with the student on these goals shows students that GUK is invested in their future success.

## who

All GUK Full Service Cohort and Priority Service Cohort students receive GEAR UP 4 Advising services every year of the grant. All College and Career Coaches and District Program Managers will be involved in delivering APPS sessions to GUK students. APPS topics and Student Success Plans are unique to a student's grade level and require different action items to be completed and varying goals to be set.

As a student's postsecondary path becomes more defined throughout the academic year and as they progress through middle and high school, GUK may use diverse partnerships to support student plans and incorporate the remaining pillars in those plans.

## when

GEAR UP-4-Advising will begin as the academic year begins, annually, and will continue throughout the academic year. Staff deliver advising in accordance to the agreed-upon schedule in the school Advising Plan; APPS sessions may occur during elective classes, in between classes, after school and even during lunch, or scheduled advising times. In addition, GEAR UP 4 Advising is built into the College and Career Club Curricula to deliver additional advising activities to FSC students.

For Priority Service Cohort students, GUK advisors will deliver additional APPS sessions, depending on student need, throughout the year, according to the agreed-upon schedule in School Advising Plan. Events such as FAFSA Frenzy, College Application Campaign, and GEAR UP Go Day will capitalize on relationships with our partners to provide support for student success and task completion.

## where

GEAR UP-4-Advising will present DPMs and CCCs with opportunities to meet and connect with students in many different environments. In addition to meeting with students for individualized advising in an office or through a virtual channel (email, video conference, phone), students in the FSC will receive advisory minutes through the College and Career Club middle school curricula, in the classroom. Touch-base advising occurs at any point outside of the classroom and office settings where impromptu discussions around path tasks or other postsecondary topics occur. These sessions must be recorded as a "touch base" and have a defined duration of three minutes per session.

## partners

GEAR UP-4-Advising partners include:

- **Community Partners** will work with GUK advisors to give students supplementary advising opportunities as it relates to a student's Student Success Plan and/or chose postsecondary path.. For example, if a student expresses an interest in a specific career field, a GUK advisor can attempt to

connect that student with community members working in that field. A second example would be military path students need to meet/interview a veteran to discuss pros and cons of military life.

- **Guidance Counselors** will collaborate with GUK advisors to create an advising culture within the host school that encourages students to obtain any credential within postsecondary education, military or workforce. GUK staff update counselors on all things GUK and ensure communication of GUK advising progress occurs.
- **School Administration** will link GUK advisors to policies and cultural phenomena within the school that will directly influence advisory services and suggest best implementation practices while creating a School Advising Plan that works for GUK and the school. GUK advisor communicate advising progress and data points as identified in the School Advising plan at least quarterly through the School Site team meeting structure at the school.
- **Teachers** will continue advisory conversations with students inside of the classroom and help link related studies to a student’s postsecondary path to create both college-going and college-completing cultures. Teachers should be aware of the GUK School Advising Plan advising needs. When the School Advising Plan is created, it should be communicated to all teachers who we have been allowed to access students through their class. APPS topics, an overview of GUK and whom will be pulled, from their class, is required to be communicated on a consistent basis as identified in the School Advising Plan.

## implementation timeline

when	what	GUK staff responsibilities
Aug/Sept	<ul style="list-style-type: none"> <li>• Develop School Advising Plan</li> <li>• Student Survey</li> <li>• APPS Framework</li> <li>• Virtual APPS Framework</li> </ul>	<p><i>District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Collaborate with teachers, counselors, and school administrators to create a School Advising Plan that meets the school’s needs.</li> <li>• Review APPS framework for implementation timeline with school as best practice.</li> <li>• Review the APPS virtual Framework for efficiency in delivery of virtual APPS sessions.</li> <li>• Have meaningful conversations with the preceding stakeholders to identify barriers, state non-negotiable terms, and establish a framework for advising to work and take place during a school Pre-12<sup>th</sup> Grade Student Survey.</li> <li>• Utilize virtual outreach (email, phone, text, etc.) to follow up on senior survey completion.</li> </ul>
Sept	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• CERT/ACT</li> <li>• PSC 1<sup>st</sup> Advising Sessions (GUS)</li> <li>• Virtual Advising</li> <li>• 12<sup>th</sup> Student Survey</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Review curriculum delivery schedule and identify dates individualized advising activities will be implemented.</li> <li>• Review CERT assessments dates and plan CERT goals and individualized study path activities accordingly throughout the year.</li> </ul>

		<ul style="list-style-type: none"> <li>• Begin delivery of an individualized advising sessions to students in Full Service Cohorts to complete Student Success Plan as outlined in the Middle School Advising Facilitator Guide.</li> </ul> <p><i>GUK District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Review and know CERT assessment dates for follow up with students preparing for an ACT re-take.</li> <li>• Finish administering Pre-12<sup>th</sup> Grade Senior Survey.</li> <li>• Begin Virtual APPS outreach via text/email/phone to GEAR UP Scholar (GUS) path students. Follow Virtual Outreach Services guide and adapt as needed.</li> <li>• Focus on delivering at least three scheduled individualized advising sessions, as outlined in the APPS framework in the facilitators guide, to students in their Priority Service Cohorts.</li> <li>• Begin delivery of first APPS session for GEAR UP Scholar path students; see 12<sup>th</sup> Grade Facilitator Guide for more details.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• PSC 1<sup>st</sup> Advising Sessions (EXP)</li> <li>• PSC 1<sup>st</sup> Advising Sessions (MIL)</li> <li>• PSC 1<sup>st</sup> Advising Sessions (WORK)</li> <li>• PSC GUS FAFSA</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Deliver individualized advising activities via College and Career Club curricula.</li> <li>• Identify when you will deliver the SMART goals activity to 8<sup>th</sup> graders. Transfer completed activity to SSP.</li> <li>• Focus on delivering at least one scheduled individualized advising session to students in Full Service Cohorts; see Middle School Advising Facilitator Guide for details.</li> </ul> <p><i>District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Focus on delivering at least three scheduled individualized advising sessions to each PSC student (Reference 12<sup>th</sup> grade APPS Framework)</li> <li>• Continue virtual APPS outreach via text/email/phone. as outlined in the Virtual Outreach Services guide and adapt as needed.</li> <li>• Complete delivery of first APPS session for all GEAR UP Scholar path students by October 31.</li> </ul>
<b>Nov- Dec</b>	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• GU Scholar Path 2<sup>nd</sup> Advising Sessions</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Deliver advising activities via College and Career Club curricula.</li> </ul>

	<ul style="list-style-type: none"> <li>• Military and Workforce path students 1<sup>st</sup> Advising Sessions (GUS)</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on delivering at least one scheduled advising session to each FSC student to complete the Student Success Plan.</li> </ul> <p><i>GUK District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Continue Virtual APPS Outreach text/email/phone, to drive engagement.</li> <li>• Conduct first APPS session for Military and Workforce path students; see 12<sup>th</sup> Grade Facilitator Guide for more details.</li> <li>• Conduct first APPS session with Exploratory Option students.</li> <li>• Conduct second APPS session with GEAR UP Scholar path students.</li> </ul>
<b>January-February</b>	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• GU Scholar Path 2<sup>nd</sup> or 3<sup>rd</sup> Advising Sessions</li> <li>• Military and Workforce path students 2<sup>nd</sup> Advising Sessions (GUS)</li> <li>• Exploratory Option Students 1<sup>st</sup> or 2<sup>nd</sup> Advising Sessions</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Deliver Advising activities via GU 4 Success MS curriculum.</li> <li>• Focus on delivering at least one scheduled advising session to each student in their Full Service Cohorts to collaborate with students to complete the Student Success Plan.</li> </ul> <p><i>District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Continue Virtual APPS Outreach text/email/phone, to drive engagement and maximize APPS completion.</li> <li>• Complete second APPS session with all GEAR UP Scholar path students by January 31.</li> <li>• Conduct second APPS session with Exploratory Option students (if student has not declared path).</li> <li>• Conduct APPS session with Military and Workforce path students.</li> </ul>
<b>March-April</b>	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• Conduct Post-12 Grade Senior Survey</li> <li>• GU Scholar Path 3<sup>rd</sup>+Advising Sessions</li> <li>• Military and Workforce path students 3<sup>rd</sup> Advising Sessions (GUS)</li> <li>• Exploratory Option Students 2<sup>nd</sup> or 3<sup>rd</sup> Advising Sessions</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Deliver advising activities via College and Career Clubs curriculum.</li> <li>• Deliver at least one scheduled advising session to each student in their Full Service Cohorts to collaborate with students to complete the Student Success Plan.</li> </ul> <p><i>GUK District Managers will:</i></p> <ul style="list-style-type: none"> <li>• Conduct third APPS session with Workforce and Military path students</li> <li>• Conduct second APPS session with Exploratory option students</li> </ul>

	<ul style="list-style-type: none"> <li>• GEAR UP Go Day Planning/Implementation</li> <li>• Senior Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct third/fourth APPS session for GEAR UP Scholar path students</li> </ul>
<b>May-June</b>	<ul style="list-style-type: none"> <li>• FSC Advising Sessions</li> <li>• GU Scholar Path 3<sup>rd</sup>+Advising Sessions</li> <li>• Military and Workforce path students 3<sup>rd</sup> Advising Sessions (GUS)</li> <li>• Exploratory Option Students 3<sup>rd</sup> Advising Sessions</li> <li>• GEAR UP Go Day</li> <li>• Post-12 Grade Senior Survey</li> </ul>	<p><i>GUK College and Career Coaches will:</i></p> <ul style="list-style-type: none"> <li>• Focus on delivering at least one scheduled advising session to each student in their Full Service Cohorts to collaborate with students to complete the Student Success Plan</li> </ul> <p><i>GUK District Program Managers will:</i></p> <ul style="list-style-type: none"> <li>• Conduct the fourth APPS session for Military path students</li> <li>• Conduct the fourth APPS session with Workforce path students</li> </ul>

## how we will measure success

Through the GEAR UP-4-Advising strategy, students will receive individualized advising that is unique to their financial, academic, cultural, economic, and social development. Through purpose-first advising, success will be indicated by increases in:

- Educational expectations
- Educational aspiration
- Knowledge of postsecondary education options and financing
- Completed college applications
- Completed FAFSAs
- Postsecondary enrollment
- Participation in GEAR UP Go Day.

The GEAR UP-4-Advising strategy also aims to decrease the number of students graduating as EXPLORATORY and increase continued communication from students with GUK staff beyond graduation for advisory purposes.