

Student/Parent Handbook Table of Contents

Introduction	Page 2
What is Educational Talent Search?	Page 2
Who Can Participate in ETS?	Page 2
What Services Does ETS Provide?	Page 3
Requirements	
a. Academics	Page 4
b. Participation	Page 4
c. Individual Advising	Page 4
d. Tutoring	Page 5
Standards of Conduct	Page 5
a. Workshops	Page 6
b. Field Trips	Page 6
c. Tutoring Sessions	Page 6
Glossary	Page 7

INTRODUCTION

Congratulations on being accepted into the Educational Talent Search (ETS) program at the University of Cincinnati Clermont College.

You may be wondering what being a participant in ETS requires of you and how the program will benefit you. This handbook will serve to answer these questions. If you have additional questions after reading the handbook, please contact our office at 513-558-7432.

Educational resources such as homework help and college planning can be found on our website: www.clc.uc.edu/ets.

WHAT IS EDUCATIONAL TALENT SEARCH?

Educational Talent Search is a program funded by the U. S. Department of Education. ETS provides you with encouragement, support and assistance while you are in middle and high school. ETS helps you to continue in school and graduate from high school. ETS is an outreach program that offers information and educational guidance to help you consider and pursue a postsecondary education program after high school (at a college / university, junior / community college, or vocational / technical school).

WHO CAN PARTICIPATE IN ETS?

You can participate in ETS if:

- You have the potential to succeed in high school and education after high school.
- Your parents do not have a four year college degree.
- You meet federal income guidelines.
- You attend a school that ETS serves.

Educational Talent Search encourages referrals from teachers, parents, clergy, community persons, social service agencies and other students.

How much does it cost?

Our services are free of charge. That is why it is so important to take advantage of everything that ETS can offer you.

WHAT SERVICES DOES ETS PROVIDE?

ACADEMIC ADVISING

- Help in selecting college preparatory classes in high school and suggest those that provide for a “rigorous curriculum”
- Study skills workshops
- Tutoring services available to participants
- General and specific information about colleges, universities, and other postsecondary choices
- Personal assistance in the college application process
- Orientation to postsecondary life
- Contacts with college representatives

CAREER ADVISING

- Career exploration and planning workshops
- Career interest inventories and follow-up
- Information and resources on specific career areas

FINANCIAL AID INFORMATION AND ASSISTANCE

- Financial aid workshops with resources for parents and students
- Individual information and assistance to students and their parents, preparing applications for grants, scholarships, college work programs, and student loans
- Help with completing the Free Application for Federal Student Aid (FAFSA)

PERSONAL DEVELOPMENT

- Decision making skills workshop
- Goal setting skills workshop
- Self-esteem workshop
- Communication skills workshop

ADDITIONAL SERVICES

- Newsletters
- College visits and cultural or career oriented field trips
- Follow-up

When and Where Do I Meet with my ETS Advisor?

Your ETS Advisor will visit your school once a month for group workshops and as needed for individual meetings. The schedule for these visits will be coordinated through your school. You will receive notice of the specific dates and locations of your meetings with your ETS Advisor.

REQUIREMENTS

Academics

Educational Talent Search is first and foremost an educational program. The goal of ETS is to help you realize your academic potential. Ultimately, its goal is for *all participants to enter and succeed in some form of postsecondary education*. This can be a four year college / university, a two year college or technical school, or a training / apprenticeship program.

In order to achieve these long range goals, we expect you to set personal goals with serious preparation while in high school for entering college. *This means taking college preparatory / rigorous classes whenever possible - and succeeding in them.*

If you receive lower than average grades on a report card, you will be referred by your advisor to an ETS tutor. The tutor will meet with you during a study hall or non-academic course to work on those subjects until your grades have improved. Both advisors and tutors maintain regular contact with teachers and guidance counselors to monitor students' progress.

Participation

In addition to monthly educational and career related workshops, Educational Talent Search also offers participants a range of extracurricular activities and cultural experiences. Project activities may include invited speakers, college and career days and educational and cultural field trips. When activities or field trips take place off-campus, transportation will be provided by ETS.

It is important to note that you are expected to attend the scheduled monthly workshops and any requested individual meetings. It is understood that, on occasion, there are some reasons why you may not be able to attend, but if that happens, you should talk with your advisor either before or after the meeting. We want to make sure you receive workshop materials and valuable information. Eligibility for Talent Search trips may be negatively affected by irregular workshop attendance.

Participation in all program activities attended is mandatory.

Educational Advising

The Educational Talent Search Advisor will visit your school once a month for workshops. Students may be required to meet with the advisor individually to review grades or workshop conduct, study skills, assess academic issues and discuss future educational plans.

Tutoring

Educational Talent Search provides a tutor to work with you during the school year on academics. The tutor will be at each school once a week. The tutor will determine tutoring days and hours at each school as approved by that school. You may request tutoring in the orientation session at the beginning of the school year. However, if you are performing below average in a subject, you will be referred to a tutor by your Educational Advisor. It is strongly recommended that you receive tutoring when necessary. Tutors are available to meet with you during a study hall or a non-academic class. Tutors are also available to meet with you after school if you cannot meet during the day.

STANDARDS OF CONDUCT

Misconduct and inappropriate behavior are defined as any behavior by one or more participants which does any of the following:

- a. endangers the life, health, well-being or property of an individual, the program, the host school, or the University of Cincinnati.
- b. disrupts the purposes and objectives of the program.
- c. inhibits the learning and study of others.
- d. disrupts a staff member in the performance of his/her duties or responsibilities.
- e. reflects negatively upon the Educational Talent Search program or the University of Cincinnati.

Misconduct and inappropriate behavior include, but are not limited to, the following:

- a. violent behavior, physical aggression or fighting.
- b. use of abusive, obscene, or threatening language or gesture.
- c. vandalism, including destruction of property.
- d. wearing or displaying gang colors, symbols or gestures.
- e. wearing or displaying clothing or other items which promote drug or alcohol use or include obscenities.
- f. behaviors which can be perceived as harassment of any individual or group of individuals (whether or not the individuals are ETS participants) Bullying of group members will not be tolerated for any length of time.
- g. anything which violates local, state or federal law or your school's or the university's policies.

Serious, excessive or frequent violations will result in dismissal from the Educational Talent Search program.

WORKSHOPS

During monthly workshops, all students are expected to behave according to their school's code of conduct and the rules established by Educational Talent Search. Students are to arrive on time to workshops, bring appropriate materials and be prepared to participate. Workshops take place during once per month, per grade level and per school at a time established by the school Administrator and ETS.

FIELD TRIPS / COLLEGE VISITS

During field trips and college visits students are to observe the code of conduct established by their schools and the standards of conduct of the Educational Talent Search program. Students will be expected to stay with their group at all times.

All parents must complete and sign permission slips and medical releases for field trips. Students who have not turned in permission slips and medical releases will not be permitted to attend field trips.

Most field trips take place on school days and they are considered an essential part of the Talent Search program. Students are expected to attend the field trips as part of program participation if possible.

Talent Search trip attendance must be approved by individual schools, and issues with grades, attendance, or behavior will prohibit trip eligibility.

Transportation for field trips will be provided from UC East and occasionally from home schools to the college campus or other field trip destination. All trips conclude with prompt pick up by parents at UC East. Late pick-ups will also affect future trip eligibility.

Any student displaying inappropriate behavior as determined by staff on a field trip will not attend future field trips.

TUTORING SESSIONS

Educational Talent Search Tutors meet with students during or after school to help them improve in their academic subjects. Tutoring sessions are to be used for becoming current on class work, bringing up less-than-average grades, or preparing for an exam. The tutor may also work with you on organizational skills, study skills and time management. You are expected to arrive on time for tutoring sessions with appropriate study materials.

GLOSSARY

- **American College Test (ACT)** A college entrance test battery given by test centers on specified dates throughout the year. The ACT is required by many colleges and includes tests in English usage, mathematics usage, reading and science reasoning.
- **Associate Degree** The degree usually given for completion of an undergraduate college program lasting two years.
- **Award Letter** The letter used to notify financial aid applicants of the aid being offered, providing a description of the awards.
- **Bachelor's Degree** The degree given for completing an undergraduate college program lasting four or more years. Also called a baccalaureate degree.
- **Cincinnati National College Fair** Fall event at the Cincinnati Convention Center featuring representatives from area and national colleges and universities.
- **Class Rank** Emphasized at senior grade level of high school. Classifies students, based on grade point average, from highest to lowest, according to class size.
- **College Entrance Examinations** Standardized tests needed to apply to many college programs, often given at test centers on specific test dates, often requiring preregistration:
 - ACT (American College Test) Test of English, mathematics, reading and science reasoning
 - PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test) Practice test for the SAT test
 - SAT (Scholastic Assessment Test) Test of verbal and mathematical abilities
 - COMPASS (ACT's Computer Adaptive Placement Assessment and Support System) Course placement test in the areas of mathematics, reading and writing
- **College Level Entrance Program (CLEP)** A service of the College Board, which provides examinations in undergraduate college courses so that students may show college-level achievement for which they have not already received college credit. Colleges use the examination for placement purposes with entering freshmen and students transferring from other colleges.
- **College Preparatory Curriculum** A group of classes in English, mathematics, science, at least two years of the same foreign language, social studies, and the arts, which are taken in high school to meet college entrance requirements.

- **College Work Study (CWS)** A campus-based program of part-time employment, which provides jobs for students with demonstrated financial need. Students can work up to 20 hours per week, if eligible, during the academic year to provide a part of their educational expenses.
- **Cooperative Education (Co-op)** A college program which allows students to alternate periods of full-time study and full-time paid employment, generally in work related to the field of study. While these programs typically take five years for completion, students graduate with the advantage of a year's work experience as well as a degree.
- **Early Decision** Early decision admission plans are offered for students who are certain of the college they wish to attend and are likely to be admitted. Students request consideration for early admission and are generally notified of the college's decision by December 15 of their senior year.
- **Educational Talent Search (ETS)** A program funded by the U. S. Department Education aimed at students' successful completion of high school and admission to college.
- **Extracurricular Activities** Activities taking place outside of those associated with regular coursework.
- **Explore Test** The first in a series of pre-college assessments that culminate in the ACT test. Usually taken during 8th or 9th grade during the school day, it tests English, math, reading and science.
- **Fee Waiver** A payment form that is provided by educational agencies to cover application processing costs for students who meet eligibility requirements.
- **Financial Aid Award** The offer of financial assistance to a student attending a postsecondary educational institution. The award may contain one or more types of aid: loans, grants, scholarship and student employment.
- **Free Application for Federal Student Aid (FAFSA)** An application form used by seniors applying for any type of federal aid. All seniors interested in any type of financial aid, including grants and scholarships, must complete the FAFSA. Available from high school guidance offices each January 1.
- **Grade Point Average (GPA)** A number obtained by adding the grades of all courses taken (usually on a 4 point scale, where A=4, B=3, C=2, D=1) and dividing by the number of courses taken. Used to determine class rank.
- **Grant** A type of financial aid which does not need to be repaid and is awarded on the basis of need.

- **Loan** A form of assistance which requires repayment with interest at some time in the future.
- **Open Admission** All students who complete the application and have earned a high school diploma or its equivalent are admitted to the degree programs.
- **PLAN test** Tenth grade assessment program from ACT to help students improve college planning and preparation. Contains academic tests, interest inventory and study skills assessment.
- **Private College** A college funded by private sources.
- **PSAT / NMSQT** Preliminary SAT test / National Merit Scholar Qualifying Test. Standardized test given at school for 10th and 11th graders that measures reading, math, and writing skills. 11th grade scores are automatically entered into National Merit Scholar competition.
- **Public College** A college or university funded by state money.
- **Rigorous Curriculum** High school program of study that includes 4 years of English, 3 years of math (including Algebra 1 + 1 higher level course), 3 years of science (including 1 year each of at least two of: biology, chemistry, &/or physics), 3 years of social studies, and 1 year of foreign language. (NOTE: MOST COLLEGES REQUIRE 2 YEARS OF THE SAME FOREIGN LANGUAGE FOR UNCONDITIONAL ADMITTANCE.)
- **Rolling Admission** College applications are reviewed by the college and decisions made throughout the year.
- **Scholarship** A type of financial aid which does not need to be repaid and is awarded on the basis of achievement or need.
- **Scholastic Assessment Test (SAT)** A college entrance test given by test centers on specified dates throughout the year. The test measures verbal and mathematical reasoning.
- **Selective (Closed) Admission** A policy that requires special standards for admission to an academic program or college.
- **Student Aid Report (SAR)** The official notice sent to families following the processing of a student's financial aid application. The SAR must be submitted to the financial aid office at the college in which the student enrolls in order for the student to receive payment under the financial aid program.

- **Transcript** Official record of high school or college courses and grades. Required as part of the college application.
- **TRIO** Federally funded programs that encourage and support educational opportunity. ETS is a federally funded TRIO program.
- **Tuition** The price an educational institution charges for instruction.