

INSTRUCTOR'S MATERIALS

- *Instructor's Guide* (for this workshop)
- *Counselor's Handbook for High Schools* (1997-98)
- *Funding Your Education*
- *Trainee Guide* (so you can see what the trainees have)
- 1997-98 Free Application for Federal Student Aid (FAFSA)
- Overhead transparencies (on transparency film)

TRAINEES' MATERIALS

- *Trainee Guide* (for this workshop)
- *Counselor's Handbook for High Schools* (1997-98)
- *Funding Your Education*
- 1997-98 Free Application for Federal Student Aid (FAFSA)
- "Training Evaluation" form

ESSENTIAL EQUIPMENT AND MATERIALS

- Podium
- Microphone(s) (depending on room size)
- Overhead projector and screen
- "School Shopping Tips" (videotape)
- Video projection equipment
- Personal computer
- FAFSA Express software
- Registration list

INTRODUCTION

This workshop is part of a training effort sponsored by the U.S. Department of Education's Student Financial Assistance Programs. The workshop's focus is on issues identified as important to high school guidance counselors who assist students and their parents in applying for student aid programs.

GOALS OF THE WORKSHOP

The training is intended to provide basic information about procedures, requirements, and responsibilities that are important to high school guidance counselors when they are advising high school students and their parents. For more details about the workshop objectives, please refer to Session1 of this *Instructor's Guide*.

INTENDED AUDIENCE FOR THE WORKSHOP

The main audience is high school counselors. Participants are assumed to be "relatively inexperienced."

WORKSHOP CONTENTS AND LENGTH

This *Instructor's Guide* contains both a table of contents for the workshop and an agenda. Participants are given similar information in the *Trainee Guide*. Your agenda also includes the approximate length of each session.

WORKSHOP MATERIALS FOR PARTICIPANTS

During registration on the first day of the workshop, participants should receive the *Trainee Guide*; this includes answers to selected exercises and a printed copy of the overhead transparencies used in this workshop. The *Instructor's Guide* also has printed copies of all overheads.

FORMAT OF THE SESSIONS IN THIS INSTRUCTOR'S GUIDE

This *Instructor's Guide* is intended to take much of the burden of preparing to teach the workshop off your shoulders. It should allow you to prepare more quickly and efficiently for the sessions you will teach.

Following this overview, you will find the outlines for each of the sessions. Each session is accompanied by printed versions of the overhead transparencies to be used in it.

Exercises and case studies are intended to provide active learning experiences. Answers are provided for you in your lecture notes and/or in the overhead transparencies.

Key to Symbols in the Instructor's Guide

The following symbols are used in your instructor materials:

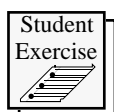
Q: Questions within the lecture that you should ask directly to the participants, then wait for their responses

A: Answers to the above questions

» Directions and hints to you, not intended to be spoken aloud

TG 1 Suggested points at which to tell participants what page they should have reached in their *Trainee Guide*

FAFSA Express Phrases in the Instructor's Notes margin that point to important items or ideas in the text



Suggested points at which to tell participants that a case study or student exercise will be done



Suggested points at which to tell participants that a videotape will be viewed



Suggested points at which to display overhead transparencies

INSTRUCTOR'S CHECKLIST: THINGS TO DO BEFORE THE WORKSHOP BEGINS

- ☐ Review the registration list to see the years of experience of each high school counselor. Emphasize appropriate information throughout the workshop on the basis of the group's experience.
- ☐ Set up the overhead projector and screen in suitable locations. Also make sure they are operable and that the overhead projector has an extra bulb.
- ☐ Make sure the personal computer and modem are set up in a suitable location. Also make sure you have a copy of the FAFSA Express software to install on the personal computer.
- ☐ Make sure the video projection equipment is set up in suitable locations and is operable. Also make sure that you have a copy of the videotape titled "School Shopping Tips."
- ☐ Make sure there are enough copies of the "School Shopping Tips" video for each high school (not trainee) represented at the workshop.
- ☐ Check to see whether microphones are needed for the presenter and audience; and, if they are, that they are set up.
- ☐ Check with host school personnel on how to operate temperature controls for the room.
- ☐ Familiarize yourself with the room's lighting equipment and on/off switches.
- ☐ See that the room is arranged appropriately and includes tables for registration, training materials, and instructors.
- ☐ Check with host school personnel about organizing the registration table and sign-in sheet.
- ☐ Check with host school personnel to find out if any participant has a special-need request, such as wheelchair accessibility.

 please turn page

Find out:

- ☐ the smoking policy
- ☐ where trainees get refreshments during breaks and where lunch is available
- ☐ the location of rest rooms, telephones, photocopiers, fax machines, and so on
- ☐ where messages for trainees will be posted