

*Brooks Academy of Science and Engineering*



**High School/Middle School Advisory Guidelines  
2013-2014**

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## **College Readiness Program**

At Brooks Academy of Science and Engineering, we strive to create an environment that not only promotes college bound life styles, but also higher level thinking that will ensure our students are not only admitted, but are capable and qualified to fulfill the rigorous demands found at all levels of higher education.

In order to do this, the College Readiness Program at Brooks Academy upholds the vision of our school through awareness, accountability, exposure and action. The programs and opportunities listed below allow for these goals to be met on a daily basis for our students.

- Personal College Planning Session with the College Readiness Academic Counselor (involves a detailed questionnaire, resource guides and one-on-one guidance at the start of our high school students career)
- College and University Campus Visits by various national and international colleges and universities (representatives range from Admissions Counselors to Directors of Admissions)
- College 101 Nights for each high school grade level
- Financial Aid and Scholarship Presentations
- College Fairs (on campus and off campus)
- Leadership and Curricular Program & Organization Partnerships (PREP, National Hispanic Institute, Café College, Project Mind)
- College and University Tours hosted through Brooks Academy
- Senior Internship Program (spring of senior year)
- Senior Lecture Series (spring of senior year)
- SAT/PSAT Prep
- Classroom Workshops on College Readiness and College Admissions
- Advanced Placement
- Dual Credit (partnerships with Palo Alto College and The University of the Incarnate Word)
- TSTEM Academy

## **Advisory Period Guidelines**

### **Role of Advisor**

An advisor facilitates the disciplined work habit of their students; the development of study habits, organization skills, college awareness and academic engagement and integrity. The advisory teacher serves as an advocate and resource for the student.

### **Advisory Classroom**

The Advisory classroom should look like a college library or study center. Students should be engaged in activities which promote their ability to think, learn, and improve their academic performance. Advisory period is a time for students to develop their general academic skills.

### **Grading**

This category includes regular grade checks and portfolio development. Every piece that is worked on/created during advisory is to be kept in a portfolio for the student that will follow them throughout MS and HS. This category includes agenda checks, daily participation, and career & college planning. As per the BASE Grading Policy, 2 grades/week must be entered for Advisory. This class should be a successful class for all students. The grades can be selected from the following areas.

Study Skills 25%

Writing 25%

College and Career Exploration 25%

Participation 25%

### **Middle School**

Middle School should follow the same schedule as proposed for HS but may take a different approach to themes and items that are covered. Café College has a link to MS activities on their website which is provided here. In addition, there are resources found in the College Readiness Office that can be incorporated.

Below is a list of alternative themes that can be explored at the MS level.

Should you want a specific theme covered during advisory by the BASE Student Ambassadors or the College Advisor, please email a request with the preferred date and theme so that we can coordinate.

**Study Hall** (Monday)

**Community Service** (Tuesday)

- Suggested Themes
- Why Service?
- Locations
- Contacts
- Journal Entries (reflective)
- Hours Updates

**Career Development** (Wednesday)

- Senior Internship
- Desired Area(s) of Interest
- Locations
- Contacts
- Experience
- Education Required
- Guest Speakers

**College Readiness** (Thursday)

- Research (where, programs, public vs. private, liberal arts)
- Resume Building
- Application Building
- Essay
- Interview
- Campus Visits
- Personal Experience
- Financial Aid
- Scholarships
- Grants
- Loans

**Elementary School**

As part of the Elementary School College Readiness Program, please display proudly in a section of your room a “College Corner”. You can highlight your own alma mater or various schools to expose your students to the College Going Culture. The question and mantra for them should not be “If I am going to College?” but rather “Where am I going to College?” Should you need resources, please stop by the College Advisors office.

In addition, please carve out some time once a week (recommended 30 minutes) to talk about college. The themes listed above can be used to guide these brief discussions.

Should you want a specific theme covered during advisory by the BASE Student Ambassadors or the College Advisor, please email a request with the preferred date and theme so that we can coordinate.

**HS Advisory Time:** 11:30-12:00

**MS Advisory Time:** 12:03-12:33

**Ambassador Description**

The Brooks Academy of Science and Engineering Student Ambassador Program is designed to support and promote the mission and vision of our school as well as highlight the achievements and accolades of our incredible Brooks Academy students. Ambassadors are selected based on their leadership skills, campus and community involvement and academic record.

The Student Ambassador Program is designed to establish academic focus, self-enlightenment, and promote involvement of BASE students on campus and in the community.

Ambassador Presentation Dates and Themes

Grades	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Dates	Tuesday	Wednesday	Thursday	Thursday

Each day of the week listed above will be designated “Student Ambassador Days” for the indicated advisory. On this date, BASE Student Ambassadors will conduct a workshop during the advisory period and/or host a guest to conduct a workshop during that period. Each workshop will be conducted in the individual advisories unless otherwise noted.

Workshop themes can include but are not limited to

- |                            |                           |
|----------------------------|---------------------------|
| Introductions/Icebreakers  | Health & Wellness         |
| Time Management            | Bullying                  |
| Study Skills               | Career Exploration        |
| Extracurricular Activities | Community Involvement     |
| College Choices/Admissions | BASE Q & A/FAQ            |
| Transitioning to College   | Abstinence                |
| Social Media & Networking  | Scholarship/Financial Aid |
| Drugs & Alcohol            |                           |

**Fall 2013 Week by Week Activities**

***9<sup>th</sup> Grade***

Mon-Day 1  
 Tues-Student Ambassador Workshop  
 Wed-Day 2  
 Thursday-Day 3  
 Friday-Day 4

***10<sup>th</sup> Grade***

Mon-Day 1  
 Tues-Day 2  
 Wed-Student Ambassador Workshop  
 Thursday-Day 3  
 Friday-Day 4

***11<sup>th</sup> Grade***

Mon-Day 1  
 Tues-Day 2  
 Wed-Day 3  
 Thursday-Student Ambassador Workshop

***12<sup>th</sup> Grade***

Mon-Day 1  
 Tues-Day 2  
 Wed-Day 3  
 Thursday-Student Ambassador/Fernandez Workshop

Week	Dates	Day 1	Day 2	Day 3	Day 4	Ambassador Workshop
Week 1	09/03-09/06/2013	Study Skills	Writing	College and Career Exploration	PSAT	Introduction/Icebreaker
Week 2	09/09-09/13/2013	↑	↑	↑	↑	Time Management
Week 3	09/16-09/20/2013					Study Skills
Week 4	09/23-09/27/2013					Extracurricular Activities
Week 5	09/20-10/04/2013					College Choices/Admissions
Week 6	10/07-10/11/2013					Transitioning to College
Week 7	10/14-10/18/2013					Social Media & Networking
Week 8	10/22-10/25/2013	↓	↓	↓	↓	Drugs & Alcohol

Week 9	10/28-11/01/2013	↑	↑	↑	↑	Health & Wellness
Week 10	11/04-11/08/2013					Bullying
Week 11	11/11-11/15/2013					Career Exploration
Week 12	11/18-11/15/2013					Community Involvement
Week 13	12/02-12/06/2013					Study Skills: Final Exams
Week 14	12/09-12/12/2013	↓	↓	↓	↓	BASE Q&A/FAQ

### **Study Skills**

Week 1: Review of Advisory Purpose/Guidelines

Week 2: Agenda Review/Grade Check/Homework

Week 3: Agenda Review/Grade Check/Homework

Week 4: Agenda Review/Grade Check/Homework

Week 5: Agenda Review/Grade Check/Homework

Week 6: Agenda Review/Grade Check/Homework

Week 7: Agenda Review/Grade Check/Homework

Week 8: Agenda Review/Grade Check/Homework

Week 9: Agenda Review/Grade Check/Homework

Week 10: Agenda Review/Grade Check/Homework

Week 11: Agenda Review/Grade Check/Homework

Week 12: Agenda Review/Grade Check/Homework

Week 13: Agenda Review/Grade Check/Homework

Week 14: Agenda Review/Grade Check/Homework

### **Writing**

Week 1: Review of Advisory Purpose/Guidelines and Semester Objectives for Writing

Week 2: Intro to College Essay Writing (PP will be emailed)

Week 3: Lesson 4 Conquering the College Admission Essay (video)

<http://cwlwebcast.stream57.com/integration/auth.aspx?EnrollmentKey=APK8db01cab1c9e480c8bc23712c15d8d94>

Week 4: College Week Live Lesson 10: Creating a Personal Statement

[http://collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Advisor\\_Center/Lesson10-PersonalStatement.pdf](http://collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Advisor_Center/Lesson10-PersonalStatement.pdf)

[http://collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Advisor\\_Center/Worksheet-PersonalStatement.pdf](http://collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Advisor_Center/Worksheet-PersonalStatement.pdf)

Week 5: College Week Live Personal Statement/University Research

Week 6: Making the Admission Essay Your Admission Essay (video)



<http://event.reg.meeting-stream.com/sl/integration/auth.aspx?EnrollmentKey=APK55ee357d620b406dae067746b6e401d>

- Week 7: Making the Admission Essay Your Admission Essay (video)
- Week 8: Texas Common App “Essay Topic C”
- Week 9: Texas Common App “Essay Topic A”
- Week 10: Texas Common App “Essay Topic B”
- Week 11: Application Prompt of Choice (20 min writing time)
- Week 12: Application Prompt of Choice (20 min writing time)
- Week 13: Application Prompt of Choice (20 min writing time)
- Week 14: Presentation of Top Statement/Essay

### **College and Career Exploration**

- Week 1: Review of Advisory Purpose/Guidelines and Semester Objectives for College and Career Exploration
- Week 2: Career Interest Survey Review and or Take (copies will be provided)
- Week 3: Review & Discuss Career Interest Survey Results
- Week 4: College Week Live Account Creation
- Week 5: Naviance Account Creation
- Week 6: GenTX Review/Discussion of Learn More Earn More
- Week 7: ACT Explore Your Career Options
- Week 8: My Big Future Not Sure where to start Quiz Take/Review/Discuss
- Week 9: My Big Future College Search Step-by-Step
- Week 10: College Week Live Lesson 2: Destination: College  
[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Lesson2-Destination-College.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Lesson2-Destination-College.pdf)
- Week 11: College Week Live Lesson 2: Destination: College
- Week 12: College Week Live Top Questions to Guide you to the Perfect College  
[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/TopQuestionCombined.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/TopQuestionCombined.pdf)
- Week 13: College Week Live Top Questions to Guide you to the Perfect College
- Week 14: Final Presentation of #1 College of Choice

### **PSAT**

- Week 1: Review of Advisory Purpose/Guidelines and Semester Objectives for PSAT/SAT
- Week 2: Math
- Week 3: Verbal
- Week 4: Writing
- Week 5: Math
- Week 6: Verbal
- Week 7: Writing
- Week 8: PSAT (review tips/good habits)
- Week 9: Math
- Week 10: Verbal
- Week 11: Writing
- Week 12: Math
- Week 13: Verbal

## Week 14: Writing

\*PSAT Score Review/My QuickStart

### Resources

#### Writing

<http://bealonghorn.utexas.edu/freshmen/admission/essays>

[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Worksheet-Do\\_s\\_and\\_Don\\_ts.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Worksheet-Do_s_and_Don_ts.pdf)

#### College and Career Exploration

<http://www.actstudent.org/career/>

<http://www.aie.org/planning-for-college/Going-to-college/explore-sample-career-degrees.cfm>

<http://gentx.org/get-inspired/learn-more-earn-more/>

<https://bigfuture.collegeboard.org/>

[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Lesson4-Application-Marathon.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Lesson4-Application-Marathon.pdf)

[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Worksheet-Timeline.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Worksheet-Timeline.pdf)

[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Lesson6-Skills-Careers.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Lesson6-Skills-Careers.pdf)

[http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en\\_CA/File/Marc\\_Bedine/Lesson\\_Plan\\_Final/Worksheet-SkillsAndCareers.pdf](http://www.collegeweeklive.com/static/collegeWeekLive/WebUpload/Content/en_CA/File/Marc_Bedine/Lesson_Plan_Final/Worksheet-SkillsAndCareers.pdf)

#### PSAT/SAT

<https://www.number2.com/>

<http://www.collegeboard.com/student/testing/psat/prep.html>

<https://quickstart.collegeboard.org/posweb/login.jsp>