

# Heart of Ohio Tech Prep Consortium



## Tech Prep Reference Guide

February 2011



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## **What is Tech Prep?**

The Tech Prep mission is to prepare students for the high skill, high-demand *technical* careers required for an increasingly competitive global economy *with an emphasis on STEM careers for Ohio*.

Tech Prep is a Program of Study resulting from numerous collaborations to provide a *seamless pathway* for students to easily matriculate to postsecondary education. This pathway includes increased academic rigor and technical education through a time-shortened articulated-credit model.

The Tech Prep model in Ohio has been developed around the following Career Fields:

- Agricultural and Environmental Systems
- Arts and Communications
- Business and Administrative Services
- Construction Technologies
- Education and Training
- Engineering and Science Technologies
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technologies
- Law and Public Safety
- Manufacturing Technologies
- Marketing
- Transportation Systems

In other states these might be called Career Clusters. Each field or cluster consists of multiple pathways and each pathway has numerous specializations.

## **Tech Prep at the Federal and State Levels**

Tech Prep is a national reform initiative designed to bring about systemic educational change through a dynamic collaboration of partners, including business, industry, labor, and secondary and higher education. Funding for College Tech Prep originated in the Carl D. Perkins Vocational and Applied Technology Education Act of 1990.

Ohio's Tech Prep programs are funded through a combination of federal, state, and local funds and are administered jointly through the collaboration and leadership of the Ohio Department of Education Division of Career Technical Education and the Ohio Board of Regents.

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## **Heart of Ohio Tech Prep Consortium**

The Heart of Ohio Tech Prep Consortium is a partnership that includes school districts, career-technical planning districts, colleges, and business/industry in Central Ohio

The mission of the Consortium is to provide leadership and support for instructional programs that prepare high school and college students for employment in technology-related careers and lifelong learning in our technological society.



The Consortium is governed by a Board of Directors whose members include representatives from school districts, career-technical planning districts, colleges, and business/industry. The Consortium maintains a staff, led by a director that carries out the mission of the Consortium by facilitating collaborations among consortium partners; assisting with program transition and development; and providing resources to increase enrollment, reduce remediation and ensure successful transitions.

### **Staff Contacts**

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## **Board of Directors**

### **Bernadette Collins**

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MetLife

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Superintendent  
Delaware Area Career Center

### **Dennis Franks**

Superintendent  
Pickaway-Ross CTC

### ***Rob Gartner (Vice Chair)***

Director of Training  
Sheet Metal Apprenticeship

### **Kevin Hall**

Tech Prep Student  
Groveport Madison High School  
Eastland Career Center

### **Renee Hall**

Tech Prep Parent  
Reynoldsburg, Ohio

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Manager of Human Resources  
Corna-Kokosing Construction

### ***Bonnie Hopkins***

Superintendent  
Eastland-Fairfield CTS

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Principal  
Tolles Career & Technical Center

### **Anthony Knickerbocker**

Assistant Principal/Career Tech.  
Lancaster High School

### **Nate Linn**

Director-Network Operations  
Global CSC - AT&T Operations, Inc

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Director  
The Electrical Trades Center

### **Andy Maciejewski**

Executive Administrator  
Ohio State Apprenticeship Council

### ***Joyce L. Malainy, Ed.D.***

Superintendent  
Career and Technical Education  
Centers (C-TEC) of Licking County

### **Ryan D. Miller**

Business Development  
Brand Thunder

### ***Sherry Minton***

Career Technical Coordinator - Voc.  
District Service Ctr. - SWCS

### **Julie Novel**

Assistant Principal  
Westerville Central High School

### ***Polly Owen, Ph.D.***

Dean, Career and Technical Programs  
Columbus State Community College

### **Marilyn Prichett**

Executive Director  
The Mentoring Center

### ***Designee of the Dean***

To be announced  
Ohio University Chillicothe Campus

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## **Board of Directors (continued)**

### ***Todd Prince***

Director, Network Engineering  
Alliance Data

### ***Richard Prystowsky, Ph.D.***

V.P. Academic Affairs  
Central Ohio Technical College

### ***Armin Rahmanian***

Administrative Director  
OSU Medical Center

### ***Ophelia Salcedo***

Program Manager  
COWIC / Job Leaders

### ***Melissa Schultz***

Accounting Supervisor  
ESC of Central Ohio

### ***Sheila Scott***

Supervisor Curriculum Leadership  
Columbus City Schools

### ***James Smith, Ph.D.***

Dean  
Ohio University Lancaster Campus

### ***Linda Smith***

Assistant Vice President  
WesBanco

### ***Steve Tirpak***

Regional Workforce Director  
Ohio Department of Development

### ***Kristi A. Thompson***

Director of Curriculum  
Southwest Licking School District

### ***Linda Trimmer***

Supervisor of Off Campus Programs  
Pickaway-Ross CTC

### ***Kimberley Wade***

Guidance Counselor  
Providence Academy for Student Success

*(Names in italics indicate Executive Committee Members)*

## **Post-Secondary Partners**

### **Central Ohio Technical College**

1179 University Drive  
Newark, OH 43055  
<http://www.cotc.edu>

### **Columbus State Community College**

550 E. Spring Street  
Columbus, OH 43215  
<http://www.csc.edu>

### **The Electrical Trades Center**

947 Goodale Boulevard  
Columbus, OH 43212-3842  
<http://www.electricaltrades.org/>

### **Ohio University Chillicothe Campus**

101 University Drive  
Chillicothe, Ohio 45601  
<http://www.chillicothe.ohiou.edu/>

### **Ohio University Lancaster Campus**

1570 Granville Pike  
Lancaster, OH 43130  
<http://www.lancaster.ohiou.edu/>

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## **Secondary Partners**

Academic Acceleration Academy*	Licking County ESC
Amanda-Clearcreek High School	Licking Heights High School
Beechcroft High School	Licking Valley High School
Berne Union High School	Lincoln High School*
Big Walnut High School	Linden McKinley STEM*
Briggs High School*	Logan Elm High School*
Bloom Carroll High School	Marion Franklin High School*
Buckeye Valley High School	Mifflin High School*
C-TEC of Licking County*	Millersport High School
Central Crossing High School* (SWCS)	New Albany High School
Chillicothe High School*	Newark High School
Circleville High School*	Northland High School*
Columbus Downtown High School*	Northridge High School
Delaware Area Career Center*	Paint Valley High School*
Delaware Hayes High School	Providence Academy for Student Success
East High School*	Pickaway-Ross Career and Tech. Ctr.*
Eastland Career Center*	Pickerington High School Central
Fairbanks High School	Pickerington High School North*
Fairfield Career Center*	Reynoldsburg High School
Fairfield Union High School	Ross-Pike County ESC
Franklin Heights High School* (SWCS)	South-Western Career Academy* (SWCS)
Ft. Hayes Career Center*	Southwest Licking Local Schools
Granville Exempted Village S.D.	Springfield-Clark CTC*
Granville High School	Teays Valley High School
Grove City High School* (SWCS)	Tolles Career & Technical Center*
Groveport Madison High School*	Watkins Memorial High School*
Hamilton Township High School	West High School*
Heath High School	Westerville Central High School*
Hilliard City Schools	Westerville North High School*
Johnstown-Monroe High School	Westerville South High School*
Lakewood High School*	Westfall High School*
Lancaster High School*	Westland High School* (SWCS)
Liberty Union High School*	Whitehall Yearling High School

*(\* indicates location with Tech Prep Program)*

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## **What is Articulation?**

Articulation is a process where two or more educational institutions work together to establish the conditions and terms that allow successful transition of students from high school to college/post-secondary education. Articulation agreements are the "bridge" that authenticates and connects the "2+2" seamless components of Tech Prep high-school-to-college programs.

Seamless means that the curriculum of a Tech Prep program at the high school level is linked with the curriculum of a related Tech Prep program at the post-secondary level in such a way that duplication and overlap of instruction is virtually eliminated.

Formal, written articulation agreements are a requirement of all Tech Prep programs in Ohio. In the Heart of Ohio Tech Prep Consortium, there are two kinds of articulation agreements—Time-shortened Articulation and Dual Enrollment Articulation.

### **Time-Shortened Articulation**

This kind of articulation agreement grants college credit for specified college courses, either through (1) proficiency exam or "test out," or (2) by recommendation of the Tech Prep teacher or counselor using a formal college articulation agreement form. To gain this credit, students must also meet other criteria set by the post-secondary institution.

Usually there is a deadline for use of these kinds of articulation agreements following high school graduation, after which time a high school graduate may no longer use the agreement to obtain credit at that college or institution.

### **Dual Enrollment Articulation**

With dual enrollment articulation, students enrolled in high school Tech Prep programs are simultaneously enrolled with a Tech Prep partner college. If the high school student successfully completes the Tech Prep required technical and academic competencies (and possibly other criteria), the student may earn both high school AND college credits.

When these students graduate from high school, they already have credit on their college transcript from that partner institution.

## **How Do I Know if an Articulation Agreement Exists?**

Information regarding articulation agreements available through the Heart of Ohio Tech Prep Consortium are listed at <http://www.HeartOfOhioTechPrep.org/>. Information regarding agreements with specific college partners is available at the following links:

Columbus State Community College: <http://www.cscs.edu/k-12/HSAHOTP.htm>

The Electrical Trades Center: <http://www.electricaltrades.org>

Central Ohio Technical College: <http://www.cotc.edu/prospective-students/techprep>

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## **What are the Benefits of Articulation?**

No one benefits more from effective articulation than students. When successful articulation agreements are developed and used, students can step directly into the seamless curriculum offered by articulated College Tech Prep programs.

### **Benefits for Students**

- Save money on tuition, fees, and books
- Accelerate progress to achieve career goals
- Reduce duplication of instruction and boredom of non-challenging classes
- Create opportunities for higher level learning and advanced training
- Improve career readiness focus and skills building
- Improve or increase job placement opportunities and activities (i.e., co-op)
- Earn college credit in high school
- Become motivated and confident to continue post-secondary education

### **Benefits for Educators**

- Promote curriculum alignment, relevance, and integration
- Facilitate communication among education institutions, including faculty and administrators at both levels
- Reduce duplication of instruction (time-shortened articulation)
- Expand program content and specializations
- Assist with recruitment and reduce attrition at all levels

### **Benefits for Community and Employers**

- Allow future employees to work earlier and with greater skill sets
- Cut training costs and overhead
- Increase employers' role in development of school and college curricula
- Provide faster turn-around for students to enter the workforce
- Offer opportunities for employers to test-out prospective employees as student-workers/apprentices

## **How Do I Use a Tech Prep Articulation Agreement?**

Articulation agreements may contain a special form for requesting college credit or for requesting to take a college proficiency test to earn credit for a course. Each college, university, or apprenticeship training center handles the college credit/proficiency test issue differently.

Teachers, counselors, parents, and students are urged to read the individual institution's information carefully to understand how Tech Prep articulation agreements work at that institution. In general, a student cannot use the form to request college credit independently. The form must be filled out and signed by the student's Tech Prep teacher or counselor.

Please read all articulation information for that post-secondary institution closely.

## Program of Study (POS)

The Ohio Plan for Career-Technical Education requires a Program of Study for all state-approved career technical programs and is an integral part of the articulation process. A program of study is a course-by-course view of what a student in a particular career field might take beginning in the 9th grade and continuing through the end of at least the associate degree.

The program of study documents required academic courses, career-technical or required college technical courses, recommended electives, and credit-based courses.

### Sample Secondary POS:

2010 - 2011 Program of Study - Secondary																
Submitted by CTPD Name: _____										CTPD Number: _____						
Secondary Program Information						Career Field: _____										
School District Name: _____						Pathway Name: _____										
School District IRN: _____						Specialization Name (if applicable): _____										
Building (location) Name: _____						EMIS Subject Code: _____										
Building (location) IRN: _____						Local Program Name: _____										
For JVSU only: specify grade level(s) and building location for associate schools component:																
Identify the # or range of <b>POTENTIAL</b> college courses and credits in the career field:										Grade		School Name				
										Courses		Credits				
Required or Elective Academic Courses and Other Courses										Career and Technical Education Courses						
Grade	English	Code	Math	Code	Science	Code	Social Studies	Code	Course	Code	Course	Code	CTE Course	Code	CTE Course	Code
9																
10																
11																
12																
Contact Person: _____						Specify Industry Credential Opportunities (if applicable): _____				CODES (see all that apply)						
Title: _____										RA: Required Courses		RE: Recommended Electives				
Phone: _____										CT2: Eligible for CT2 Credit						
E-mail: _____										*CC: College Credit Opportunities based on articulation or dual/concurrent enrollment agreements in career field						
Date Completed: _____																

### Sample Post-Secondary POS:

2010 - 2011 Program of Study - Postsecondary Quarters														
Postsecondary Institution: _____														
College Major: (if applicable) _____							College Degree: (if applicable) _____							
Specify Industry Credential Opportunities (if applicable): _____														
Certificate, Adult and/or Apprenticeship Program: (if applicable) _____														
Secondary Program Name: _____							Secondary School Name: _____							
District Name: _____														
Year	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Qtr.														
Year 1 2nd Qtr.														
Year 1 3rd Qtr.														
Year 2 1st Qtr.														
Year 2 2nd Qtr.														
Year 2 3rd Qtr.														
Contact Person: _____							CODES (see all that apply)							
Title: _____							RT: Required Technical Courses		CT2: Eligible for CT2 Credit					
Phone: _____							RA: Other Required Courses		TAG: Eligible for TAG Credit					
E-mail: _____							RE: Recommended Electives							
POTENTIAL number or range of college credits available to secondary pathway students upon admission: _____							CC: Other College Credit Opportunities (based on articulation or dual/concurrent enrollment agreements with partner high school)							
Date Completed: _____														

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## What is a Career Field?

A career field is “a grouping of occupations and broad industries based on commonalities”. The career field concept calls for balancing broad-based, career-technical education and the specialized training necessary for success in employment, further study, and adaptation to an ever-changing economy.

The career field concept is the basis for developing both broad and specialized technical content standards that serve as a framework for curriculum, instruction, assessment and program design addressing the needs of an entire industry/business sector. Previously, Ohio used a framework of six career clusters as the basis for exploring and introducing careers to students. To avoid confusion with those introductory clusters, Ohio opted to use the term “career field” to define its workforce development curricular framework. The Ohio career fields align with national efforts to broaden career-technical education, integrate career-technical and academic study and reflect the workforce needs of today and tomorrow.

## What Are the 16 Ohio Career Fields?

- 1) **Agricultural and Environmental Systems** – Includes technical- and professional-level careers in animal and crop production, agricultural services and engineering, food processing, horticulture, natural resource management, environmental services, agricultural and environmental education, communications and research.
- 2) **Arts and Communication** – Includes technical- and professional-level careers related to the humanities and the performing, visual, literary and media arts.
- 3) **Business and Administrative Services** – Includes technical- and professional-level careers in business management, administrative support, human resources and business administration that encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.
- 4) **Construction Technologies** – Includes technical- and professional-level careers in designing, planning, managing and building and maintaining the built environment, including roadways and bridges and industrial, commercial and residential facilities.
- 5) **Education and Training** – Includes technical- and professional-level careers in planning, managing and providing education and training services and related learning support services.
- 6) **Engineering and Science Technologies** – Includes technical- and professional-level careers in planning, managing, and providing scientific research and services such as laboratory and testing and research and development; and (b) design, process and development services such as electrical engineering, industrial engineering, materials science, nanofabrication, fuel cell technology and robotics.

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- 7) **Finance** – Includes technical- and professional-level careers in financial and investment planning, accounting, banking, insurance, real estate and business financial management.
  - 8) **Government and Public Administration** – Includes technical- and professional-level careers in national defense, foreign service, governance, revenue and taxation, regulation and public administration at local, state and federal levels.
  - 9) **Health Science** – Includes technical- and professional-level careers in planning, managing and providing therapeutic services, diagnostic services, health informatics, support services and biotechnology research and development.
  - 10) **Hospitality and Tourism** – Includes technical- and professional-level careers in the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services.
  - 11) **Human Services** – Includes technical- and professional-level careers related to families and human needs within economic, political and social systems such as social services, counseling and mental health services, consumer services and personal care services.
  - 12) **Information Technology** – Includes technical- and professional-level careers in the design, development, support and management of hardware, software, multimedia and systems integration services. The four IT pathways are Information Support and Services, Communication Network Services, Programming and Software Development/Applications and Interactive Multi-Media Development.
  - 13) **Law and Public Safety** – Includes technical- and professional-level careers in planning, managing, and providing judicial, legal, public administration, public safety and protective services and homeland security including professional and technical support services in public planning, emergency management planning, fire protection, emergency medical services and the criminal justice system.
  - 14) **Manufacturing Technologies** – Includes technical- and professional-level careers in planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.
  - 15) **Marketing** – Includes technical- and professional-level careers in planning, managing, and performing marketing activities such as distribution, promotion, pricing, selling, financing, information management and product/service management to reach organizational objectives.
  - 16) **Transportation Systems** – Includes technical- and professional-level careers in planning, management and movement of people, materials and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services and mobile equipment and facility maintenance.

**Heart of Ohio Tech Prep Consortium  
Tech Prep Programs by Career Field and County**

	Clark	Delaware	Fairfield	Franklin	Licking	Madison	Pickaway	Ross	CSCC	COTC	OU Lancaster	OU Chillicothe	Electrical Trades Center	The University of Akron	Clark State	CCC
Agricultural and Environmental Systems																
<b>Arts and Communications</b>				X	X	X	X	X	X							
Business and Administrative Services		X	X	X	X	X		X	X	X	X	X				
Construction Technologies	X	X	X	X	X			X	X				X			
<b>Education and Training</b>		X	X	X	X	X		X								
Engineering and Science Technologies				X	X				X	X	X					
Finance				X	X				X	X	X					
<b>Government and Public Administration</b>																
Health Science		X	X	X	X	X	X	X	X	X	X	X				X
Hospitality and Tourism			X	X		X			X							
<b>Human Services</b>		X	X	X	X			X						X		
Information Technologies		X	X	X	X	X	X	X	X	X	X	X				
Law and Public Safety		X	X	X	X	X		X	X	X	X	X				
<b>Manufacturing Technologies</b>		X	X	X	X	X		X	X	X	X					
Marketing				X			X	X	X							
Transportation Systems		X	X	X	X	X		X	X							

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## **Calendar of Events**

A calendar of Tech Prep events is available at <http://www.HeartOfOhioTechPrep.org>.

## **Tech Prep Student Showcase**

The Heart of Ohio Tech Prep Showcase is an annual event that recognizes outstanding teams of College Tech Prep high school students for their ability to grasp, apply, and present a mutually-developed project that demonstrates the higher-level technical and academic content of their Tech Prep career preparation.

The Heart of Ohio Showcase does not require projects to compete against each other for general awards. Each project is judged on its own merits as it complies with the general judging criteria; and all teams scoring within the given ranges of Superior, Excellent, and Good will receive trophies. For more information, contact Debra Saffo at [dsaffo@cotc.edu](mailto:dsaffo@cotc.edu).

## **Tech Prep Mini Grants**

The consortium may have funds available to support New/Continuing Summer Career Camps, Tech Prep Program Start Ups/Conversions, and Career Exploration Events. If available, the funds are divided among the applicant organizations; therefore the amount of award is dependent upon the number of applicants. Contact Raemarie Oatman at [roatman@csc.edu](mailto:roatman@csc.edu) for more information.

## **New Teacher Orientation**

This is an annual hands-on workshop is for any Tech Prep or academic teacher who instructs Tech Prep students (whether the teacher is new to Tech Prep or an experienced instructor). The day will be filled with valuable information that will benefit each attendee. This is an excellent opportunity for your faculty to learn about the implications of Tech Prep in the classroom, Tech Prep curriculum, receive pertinent Tech Prep information, meet post-secondary partner staff members, and network with Tech Prep peers. For more information, contact Debra Saffo at [dsaffo@cotc.edu](mailto:dsaffo@cotc.edu).

## **Summer Workshop for Teachers**

The Heart of Ohio Tech Prep Consortium offers a multi-day Summer Workshop for consortium middle and high school teachers. The workshop includes several sessions per day that address items such as: Career and college readiness for underrepresented populations; Getting girls interested in STEM programs; Using technology in the classroom; Grading practices that promote student success; Strategies for effective group work; Mathematics and science lessons for real world problems; Academic intervention strategies, and; Accelerated learning practices. For more information, contact Marcia Key at [key@ohio.edu](mailto:key@ohio.edu).

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### **Counselor Breakfast**

The Annual Counselor Breakfast provides an opportunity for Tech Prep Staff to share information about College Tech Prep and related activities taking place within the consortium. In addition, guest speakers and college representatives will provide information related to the field and successful post-secondary transitions. Attendees receive valuable information that can be shared with students, parents, and school staff. For more information, contact Marcia Key at [key@ohio.edu](mailto:key@ohio.edu).

### **Online Teacher Academy**

The Online Teacher Academy consists of two courses (Tech Prep Teacher Responsibilities and 21<sup>st</sup> Century Teaching and Learning) intended to prepare new (and seasoned) Tech Prep teachers and Career-Technical teachers transitioning their programs to the Tech Prep model. Instruction includes Tech Prep program management, curriculum development and instructional strategies to improve student performance. For more information, contact Raemarie Oatman at [roatman@csc.edu](mailto:roatman@csc.edu).

### **Tech Prep Scholarship Information**

**Every year, Tech Prep** students from throughout our consortium are awarded scholarships from our partner colleges. Congratulations to these students — they've learned first-hand how **Tech Prep** can be the smart way to pay for college, too!

These Tech Prep-only scholarships are offered by Central Ohio Technical College, Columbus State Community College, Ohio University Chillicothe Campus, or Ohio University Lancaster Campus. (See pages 17 – 20 for more specific information.)

**General Information:**

No scholarship application is required. Consideration is given to **Tech Prep** students who meet the eligibility criteria and application process. Please contact **Robin Bussey at (740) 364-9596 or [rbussey@cotc.edu](mailto:rbussey@cotc.edu)** for additional and deadline information.

- The scholarship award is \$1,500 for the year
- A total of 5 scholarships will be awarded

**Eligibility Criteria:**

- Must complete Tech Prep curriculum during the academic year and be admitted to COTC as a regular degree/certificate-seeking student the year following high school graduation
- Must be a graduating senior
- Must have a minimum cumulative Tech Prep GPA of 3.0 or higher

**Application Process:**

**Tech Prep** students wishing to be considered for this award must submit the following:

- A **personal statement** related to your education experience in the **Tech Prep** program and your future goals
- A **recommendation** from a high school **Tech Prep** teacher
- A **certified copy** of your high school transcript

**Selection Process/Criteria:**

The scholarship award will be based on high school GPA, personal statement and faculty recommendation

**Renewal Process:**

The scholarship is not renewable.

**General Information:**

To request a scholarship application, visit their website at <http://csc.c.edu/financialaid/scholarships.htm/> or call the **Columbus State Community College Financial Aid Office** at (614) 287-2648. Contact **Regina Harper**, Scholarship Advisor at [rharp10@csc.c.edu](mailto:rharp10@csc.c.edu) for additional or deadline information.

- Scholarships are available for Autumn, Winter, and Spring quarters (in equal disbursements)
- The scholarship award is \$1,500 for the year (\$500 per academic quarter)
- Scholarships are renewable for a second year

**Eligibility Criteria:**

- Applicants must attend a Heart of Ohio Tech Prep Consortium high school or career center and have successfully completed the Tech Prep curriculum as prescribed no later than the last day of the academic year
- Students must be graduating seniors and have a minimum 2.0 cumulative grade point average at the conclusion of the fall semester of the high school senior year
- Students must enroll in an Associate Degree program at Columbus State Community College
- Scholarship recipients are required to attend full time all quarters in which they are receiving the scholarship

**Application Process:**

To qualify for consideration, students will be asked to submit the following:

- Application to Columbus State Community College or proof of admission
- Essay response to a specific question
- Letter of recommendation from a Tech Prep instructor
- High school transcript (must include grades from first semester of senior year)
- College transcript (if previously attended, including all who have participated in PSEO)

**Selection Process/Criteria:**

- High school cumulative grade point average and college academic records (if applicable)
- School activities and community service
- Personal statement

**Renewal Process:**

Renewal of the scholarship for a second year requires that the student has enrolled and completed at least two academic quarters (at full-time or above) in the first year of enrollment at Columbus State, has a cumulative grade point average of 2.5 or better, and is registered in a technology program.

**General Information:**

To request a scholarship application, call the **College Tech Prep Office, Ohio University Chillicothe Campus** at **(740) 774-7226**.

- Two-Three scholarships of \$1,500 each, per year, are available
- Scholarships are renewable, pending continued eligibility

**Eligibility Criteria:**

- New freshmen beginning Fall Quarter may apply. The scholarship is only available at the Ohio University Chillicothe Campus
- Student must have been admitted to Ohio University Chillicothe Campus
- Students must be graduating seniors in the previous year's class and have successfully completed an official 11th and 12th grade Tech Prep pathway and appropriate college prep academic classes at a Heart of Ohio Tech Prep Consortium high school or career center with a 2.5 GPA or be in the top 50 percent of his/her graduating class
- Applicant must be a full-time student (12 credit hours per quarter) to retain the scholarship with coursework in a related Tech Prep program

**Application Process:**

**Tech Prep** scholarship applicants must submit:

- A Tech Prep scholarship application — typed or neatly printed in black ink
- A transcript of grades including the recent grading period
- A paragraph written by the student, describing how the student's Tech Prep education was different from the education received outside of Tech Prep and how it benefited the student
- A strong letter of support from a high school Tech Prep teacher. This letter of support should detail any special projects done by the student and should make note of any particular abilities or characteristics such as integrity and motivation

**Selection Process/Criteria:**

The scholarship award will be based on academic achievement, the letter of support, and the student's written statement.

**Renewal Process:**

The award continues for a maximum of two years (contingent upon funding) to give the student an opportunity to complete a technical Associate's Degree. A 2.7 GPA is required to continue receiving the scholarship.

**General Information:**

- Three scholarships of \$1,000 each, per year, are available
- Scholarships are renewable, pending continued eligibility

**Eligibility Criteria:**

- New freshmen beginning Fall Quarter may apply. The scholarship is only available at the Ohio University Lancaster Campus
- Student must have been admitted to Ohio University Lancaster Campus
- Students must be graduating seniors in the previous year's class and have successfully completed an official 11th and 12th grade Tech Prep pathway and appropriate college prep academic classes at a Heart of Ohio Tech Prep Consortium high school or career center with a 2.5 GPA
- Must be a full-time student (12 credit hours per quarter) to retain the scholarship

**Application Process:**

Applicants must submit:

- A Tech Prep scholarship application — typed or neatly printed in black ink
- A transcript of grades including the recent grading period
- A paragraph written by the student, describing how the student's Tech Prep education was different from the education received outside of Tech Prep and how it benefited the student
- A strong letter of support from a high school Tech Prep teacher. This letter of support should detail any special projects done by the student and should make note of any particular abilities or characteristics such as integrity and motivation

**Selection Criteria:**

The scholarship award (which will be recommended to the Campus Dean by the Campus Tech Prep Steering Committee) will be based on academic achievement, the letter of support, and the student's written statement.

**Renewal Process:**

The award continues for a maximum of two years to give the student an opportunity to complete a technical Associate's Degree. A 2.7 GPA is required to continue receiving the scholarship.

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## **Freshman Year Calendar**

It is never too early to plan for the future!

### **Freshman Year**

- Build strong academic, language, mathematics and critical thinking skills by taking challenging courses.
- Study hard and get excellent grades.
- Strengthen your vocabulary by increasing your reading.
- Become involved in co-curricular activities.
- Meet your high school guidance counselor and discuss your plans for the next four years.
- Browse through college literature or surf the web to get an idea of what kinds of schools may be of interest to you.
- Check out what high school courses colleges require.
- Know NCAA (National Collegiate Athletic Association) requirements if you want to play sports in college.
- Keep an academic portfolio and co-curricular record.
- Research career possibilities.
- Begin saving money for college.

## **Sophomore Year Calendar**

Concentrate on academic preparation and continue to develop basic skills and co-curricular interests.

### *September*

- Consult your guidance counselor about taking the PSAT in October. The PSAT is a preliminary test that will prepare you for the SAT Reasoning Test.
- If you plan on taking the ACT, talk to your guidance counselor about taking the PLAN this fall. The PLAN is a preliminary standardized test that will give you some preparation for the ACT. PLAN does not have national testing dates, so ask your guidance counselor about test dates offered by your school.
- You need to register several weeks in advance for the PLAN and the PSAT, so consult your guidance counselor early in September.
- Take NCAA-approved courses if you want to play sports in college.

### *October*

- Take the PSAT for practice. The results will not be used for college admission.
- Sign up, if you have not done so already, for co-curricular activities that interest you. The level of involvement and accomplishment is most important, not the number of activities.
- Keep a record of your co-curricular involvement, volunteer work, and employment (all year).

### *November*

- Make sure you are "on top" of your academic work. If necessary, meet with your teacher for additional help.
- Save your best work in academic courses and the arts for your academic portfolio (all year).

### *December*

- Receive results of PLAN and/or the PSAT. Read materials sent with your score report. Consult your guidance counselor to explore ways to improve on future standardized tests and courses to discuss which may be required or beneficial for your post-high school plans.

### *January*

- Keep studying!
- Volunteer-a great way to identify your interests and to develop skills.

### *February*

- It is never too early to start researching colleges and universities. Visit your guidance office to browse through literature and guidebooks or surf the Web and check out college and university home pages.

### **Sophomore Year**

*March*

- NACAC has developed a list of on-line resources to help you in the college admission process called Web Resources for the College-Bound.

*April*

- Register for June SAT Subject Test. These are one-hour exams testing you on academic subjects that you have already completed. Among the many to choose from are biology, chemistry, foreign languages and physics. Many colleges require or recommend one or more of the SAT Subject Tests for admission or placement. You can take SAT Subject Tests when you have successfully completed the corresponding course in high school study (B+ average or better). Talk to your teachers and counselor about which tests to take.
- See your guidance counselor for advice.
- Continue to research career options and consider possible college majors that will help you achieve your career goals.

*May*

- Plan now for wise use of your summer. Consider taking a summer course or participating in a special program (e.g., for prospective engineers or journalists or for those interested in theatre or music) at a local college or community college. Consider working or volunteering.

*June*

- Take the SAT Subject Tests that you registered for in April.
- If you work, save some of your earnings for college.

*July*

- During the summer, you may want to sign up for a PSAT/SAT prep course, use computer software, or do the practice tests in books designed to familiarize you with standardized tests.

*August*

- Make your summer productive. Continue reading to increase your vocabulary.

**Junior Year Calendar**

Begin college selection process. Attend college fairs, financial aid seminars, general information sessions, etc., to learn as much as you can about the college application process. Make sure you are meeting NCAA requirements if you want to play Division I or II sports in college.

*September*

- Register for the October PSAT. Meet with your guidance counselor to review your courses for this year and plan your schedule for senior year.
- Save samples of your best work for your academic portfolio (all year).
- Maintain your co-curricular record (all year).

*October*

- Junior year PSAT scores may qualify a student for the National Merit Scholarship Competition and the National Achievement and the National Hispanic Scholars Programs. So, even though these scores will not be used for college admission, it is still a good idea to take the PSAT. The more times you take standardized tests, the more familiar you will become with the format and the types of questions asked. If you wish to receive free information from colleges, indicate on the PSAT test answer form that you want to participate in the Student Search.

*November*

- Junior year grades are extremely important in the college admission process, because they are a measure of how well you do in advanced, upper-level courses. Grades also are used to determine scholarships and grants for which you may be eligible. So put in the extra effort and keep those grades up!

- If you will require financial aid, start researching your options for grants, scholarships and work-study programs. Make an appointment with your guidance counselor or start by visiting NACAC's Web Resources for the College-Bound to do research on your own using the Internet.

#### *December*

- During December you should receive the results of your PSAT. Read your score report and consult your school counselor to determine how you might improve on future standardized tests. The PSAT is excellent preparation for the SAT Reasoning Test, which you will take in the spring.
- If you plan to take the ACT, register now for the February ACT. Many colleges accept the ACT (American College Test) or the SAT Reasoning Test. Some colleges require the ACT or both SAT Reasoning Test and the SAT Subject Tests. When you begin to explore different colleges and universities, double-check to see if they prefer or require the ACT, the SAT Reasoning Test and/or the SAT Subject Tests.

#### *January*

- Begin to make a preliminary list of colleges you would like to investigate further. Surf the Internet and use the college resources in the guidance office or library.
- Ask your parents for your Social Security number (required on many college applications). If you were never issued a Social Security number, contact the closest Social Security office as soon as possible to obtain a number.

#### *February*

- Meet with your guidance counselor to discuss your preliminary list of colleges. Discuss whether your initial list of colleges meets your needs and interests (academic program, size, location, cost, etc.) and whether you are considering colleges where you are likely to be admitted. You should be optimistic and realistic when applying to colleges.
- Register for the March SAT Reasoning Test if you have completed the math courses covered on the SAT Reasoning Test. If not, plan to take the SAT Reasoning Test in May or June. Prepare for the SAT Reasoning Test or ACT by signing up for a prep course, using computer software, or doing the SAT/ACT practice tests available in the counseling office or at bookstores. But don't spend so much time trying to improve standardized test scores that grades and co-curricular involvement suffer.

#### *March*

- Write, telephone, or use the Internet to request admission literature and financial aid information from the colleges on your list. There is no charge and no obligation to obtain general information about admission and financial aid.

#### *April*

- When selecting your senior courses, be sure to continue to challenge yourself academically.
- Register for the May/June SAT Reasoning Test and/or the May/June SAT Subject Tests. Not all SAT Subject Tests are given on every test date. Check the calendar carefully to determine when the Subject Tests you want are offered. Register for the June ACT if you want to take that test.
- Continue to evaluate your list of colleges and universities. Eliminate colleges from the original list that no longer interest you and add others as appropriate.
- Look into summer jobs or apply for special summer academic or enrichment programs. Colleges love to see students using their knowledge and developing their skills and interests.

#### *May*

- Attend a college fair to get more information about colleges on your list. NACAC sponsors college fairs in cities across the country during the fall and the spring. Visit NACAC's National College Fairs Web page to check out the schedule for the National College Fairs and the Performing and Visual Arts College Fairs.
- Get a jump start on summer activities-consider enrolling in an academic course at a local college, pursuing a summer school program, applying for an internship, working, or volunteering. If you work, save part of your earnings for college.

- Begin visiting colleges. Phone to set up appointments. Interviews are always a good idea. Many colleges will tell you they are optional, but an interview will show interest, enthusiasm and initiative on your part and provide an excellent opportunity to have your questions answered. Do a practice interview with your counselor, teacher, employer, or a senior who has had college interviews. Set up interviews as early as possible-interview times become booked quickly!
- Take the SAT Reasoning Test or the SAT Subject Tests.

#### *June*

- After school ends, get on the road to visit colleges. Seeing the college firsthand, taking a tour and talking to students can be the greatest help in deciding whether or not a school is right for you. Although it is ideal to visit colleges during the academic year, going in the summer will be valuable. Admission offices employ their students to give tours and answer questions from prospective students and their parents.
- Take the SAT Reasoning Test, the SAT Subject Tests and/or the ACT.

#### *July*

- Visit colleges, take tours, have interviews and ask questions. Make college visiting a family event. Involve your parents and siblings in every step of your application process. Choosing the right college is a tough decision; the opinions of those who know you best can provide helpful insight into which college is best for you.

#### *August*

- Continue to refine your list of potential colleges and universities.
- Begin preparing for the actual application process: draft application essays; collect writing samples; and assemble portfolios or audition tapes. If you are an athlete and plan on playing in college, contact the coaches at the schools to which you are applying and ask about intercollegiate and intramural sports programs and athletic scholarships.
- Complete the NCAA Initial-Eligibility Clearinghouse form if you hope to play Division I or II sports. (This form cannot be mailed until you finish your sixth semester of high school.)

### **Senior Year Calendar**

Apply to colleges. Make decisions. Finish high school with pride in yourself and your accomplishments.

#### *September*

- Make sure you have all applications required for college admission and financial aid. Write, phone, or use the Internet to request missing information.
- Check on application and financial aid deadlines for the schools to which you plan to apply. They may vary and it is essential to meet all deadlines!
- Meet with your guidance counselor to be sure your list includes colleges appropriate to your academic and personal record. Review your transcript and co-curricular records with your school counselor to ensure their accuracy.
- Register for the October/November SAT Reasoning Test and/or SAT Subject Tests, or September/October ACT.
- If the colleges require recommendations, ask the appropriate people to write on your behalf. At least three weeks before the due date, ask your counselor and teachers, employers, or coaches to write letters of recommendation. Provide recommendation forms, any special instructions and a stamped, addressed business envelope to the people writing your recommendation. Be thoughtful! Write thank-you notes to those who write recommendations and keep them informed of your decisions.
- Plan visits to colleges and set up interviews (if you didn't get to them during the summer or if you want to return to a campus for a second time). Read bulletin boards and the college newspaper. Talk with current students and professors.

#### *October*

- Attend a regional college fair to investigate further those colleges to which you will probably apply. Visit the College Fairs section on NACAC's Web site to view the schedule for NACAC's National College Fairs and the Performing and Visual Arts College Fairs.

- Mail applications in time to reach the colleges by the deadlines. Check with your guidance counselor to make sure your transcript and test scores have been/will be sent to the colleges to which you are applying.
- If applying for early decision or early action, send in your application now. Also prepare applications for back-up schools. Remember, if you are accepted under the early decision option, you are expected to enroll at that college and to withdraw all other applications. Submit financial aid information if requested from early decision/action candidates.
- Register for the December/January SAT Reasoning Test and/or SAT Subject Tests, or December ACT if you have not completed the required tests or if you are not happy with your previous test scores and think you can do better.
- Have official test scores sent by the testing agency to colleges on your list.

#### *November*

- Take the SAT Reasoning Test or SAT Subject Tests if appropriate. Don't forget to have test scores sent to colleges on your list.
- Be sure your first quarter grades are good.
- Continue completing applications to colleges. Make copies of all applications before mailing the applications.
- If you need financial aid, obtain a FAFSA (Free Application for Federal Student Aid) from your guidance office. Check to see if the colleges to which you are applying require any other financial aid form. Register for the CSS Profile if required and obtain the college's own financial aid forms, if available.
- Keep all records, test score reports and copies of applications for admission and financial aid. Do not throw anything away until at least the end of your first year in college. Having detailed records will save you time and effort should anything be lost or should you decide to apply in the future to other colleges and scholarship programs.

#### *December*

- Have official test scores sent to colleges on your list if you have not done so.
- Consult your school counselor again to review your final list of colleges. Be sure you have all bases covered. It is a good idea to make copies of everything before you drop those envelopes in the mail. If for some reason your application gets lost, you will have a back-up copy. File your last college application.
- If you applied for early decision, you should have an answer by now. If you are accepted, follow the instructions for admitted students. If the decision is deferred until spring or you are denied, submit applications now to other colleges.

#### *January*

- Keep working in your classes! Grades and courses continue to count throughout the senior year.
- Request that your counselor send the transcript of your first semester grades to the colleges to which you applied.
- Parents and students, complete your income tax forms as soon as possible. You will need those figures to fill out the FAFSA. Complete and return your FAFSA as quickly as possible after January 1. Check to make sure your colleges or state does not require any other financial aid forms. If they do, consult your guidance counselor or contact the college's financial aid office.

#### *February*

- Remember to monitor your applications to be sure that all materials are sent and received on time and that they are complete. Stay on top of things and don't procrastinate; you can ruin your chances for admission by missing a deadline.
- If you completed a FAFSA, you should receive your Student Aid Report (SAR) within four weeks after submitting the FAFSA. Review the SAR carefully and check for any inaccuracies. If necessary, correct any items on the SAR and return it to the FAFSA processor (if a college transmitted your data directly, notify the college of any change).

- If more than four weeks have passed after sending in your FAFSA and you have not received an acknowledgment, contact the Federal Student Aid Information Center at (319) 337-5665. To identify you, they will need your name, social security number, address, and date of birth exactly as it was written on your FAFSA.
- Complete scholarship applications. You may be eligible for more scholarships than you think, so apply for as many as you can.
- Enjoy your final year in high school, but don't catch senioritis!

#### March

- Stay focused and keep studying-only a couple more months to go!

#### April

- Do not take rolling admission applications for granted. (Some colleges do not have application deadlines; they admit students on a continuous basis.) These schools may reach their maximum class size quickly-the earlier you apply, the more availability there may be.
- Review your college acceptances and financial aid awards. Be sure to compare financial aid packages in your decision-making process. If you are positive you will not enroll at one or more of the colleges which accepted you, please notify those colleges that you have selected another college. Keeping colleges abreast of your plans might enable those colleges to admit someone else. If you know which college you will attend, send your tuition deposit and follow all other instructions for admitted students. You must decide which offer of admission to accept by May 1 (postmark date).

#### May

- By May 1, decide on the one college that you will attend. By May 1, send in your tuition deposit to the college you will attend. Notify the other colleges that accepted you that you have selected another college.
- BE PROUD-you have completed a difficult task.
- If your first-choice college places you on their waiting list, do not lose all hope. Some students are admitted off the waiting list. Talk with your counselor, and contact the college to let them know you are still very interested. Keep the college updated on your activities.
- Take Advanced Placement examinations, if appropriate and request that your AP scores be sent to the college you will attend.

#### June

- Request that your counselor send your final transcript to the college you will attend. Notify the college of any private scholarships or grants you will be receiving.
- Know when the payment for tuition, room and board, meal plans, etc., is due. If necessary, ask the financial aid office about a possible payment plan that will allow for you to pay in installments.
- Congratulations, you've made it through high school! Enjoy your graduation and look forward to college.

#### July

- Look for information in the mail from the college about housing, roommate(s), orientation, course selection, etc. Respond promptly to all requests from the college. August-September
- Ease the transition into college. Accept the fact that you'll be in charge of your academic and personal life. What you do, when you do it and how things get done will be up to you. You'll have new responsibilities and challenges. Think about budgeting your time and establishing priorities. Take charge of the changes that lie ahead and eliminate or minimize pressures. Go forth with confidence and enthusiasm, willingness to adapt and determination to succeed academically and personally.
- Pack for college. Don't forget to include things that remind you of friends and family. Be prepared for the new opportunities and challenges. Have a great freshman year!

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## **Useful Links**

**Association for Supervision and Curriculum Development**

<http://www.ascd.org>

**Central Ohio Technical College**

<http://www.cotc.edu/>

**Columbus State Community College**

<http://www.csccl.edu>

**The Electrical Trades Center**

<http://www.electricaltrades.org/>

**FedStats - Information on jobs and job trends from the U.S. Government**

[www.fedstats.gov/](http://www.fedstats.gov/)

**Free Federal Resources for Educational Excellence**

<http://www.free.ed.gov>

**Heart of Ohio Tech Prep Consortium**

<http://www.heartofohiotechprep.org>

**The International Society for Technology in Education**

<http://www.iste.org>

**The National Educational Technology Standards for Student**

<http://cnets.iste.org>

**Ohio College Tech Prep**

<http://techprepohio.org>

**Ohio Department of Education**

<http://www.ode.state.oh.us/>

**Ohio Board of Regents**

<http://www.regents.state.oh.us>

**Ohio State Apprenticeship Council**

<http://jfs.ohio.gov/apprenticeship/>

**Ohio University - Chillicothe Campus**

<http://www.chillicothe.ohiou.edu/>

**Ohio University - Lancaster Campus**

<http://www.lancaster.ohiou.edu/>

