**Common Application Seminar**

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| **UNIT:** 1**Project Title:**  Common Application Instruction**Lesson # 1****Grade Level:** 12**Time Needed:** 45 minutes**Focus Question:** Do students know the necessary steps to complete the common application? | **MATERIALS NEEDED:**1. Computer/projector
2. Common Application PowerPoint
3. Common App Instructions “Notes” (coincide with PowerPoint)
4. Pre & Post Assessment
5. PowerPoint hand out (for students)
6. Writing Utensils
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| **Project Overview (Brief description, context, purpose):** The focus of this lesson is common application instruction awareness. In order to succeed at completing and sending the common application, all students must follow a guided process. Through the use of discussion, lecture, PowerPoint and inventories, we will explore the various steps seniors must take to apply to common application schools.  |
| **CURRICULUM LINKS****National Common Core** [CCSS.ELA-Literacy.CCRA.R.1](http://www.corestandards.org/ELA-Literacy/CCRA/R/1/) Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.[CCSS.ELA-Literacy.CCRA.W.6](http://www.corestandards.org/ELA-Literacy/CCRA/W/6/) Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.**ASCA National Standard(s): Academic Development:** Students will acquire the skills necessary to apply to colleges using the common application.**Academic**A:A2:1 Apply time-management and task-management skills A:A3:1 Take responsibility for their actions**Career**C:A1.7 Understand the importance of planning*‘***Personal/Social Development**PS:A1.3 Learn the goal-setting process**MA Curriculum Frameworks**A2-3, W1-1 and PS1-3**MA Career Development Education Benchmarks**

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|  | **MA Career Development Education Benchmarks**  | **Competencies** |
| **Academic** | ***Learners will develop and******demonstrate:***A2: strong academic,technical and employabilityskills for career and life management | A2-3: Organizational skills for career and life management |
| **Workplace Readiness Development** | ***Learners will develop******and demonstrate:***W-1: knowledge andskills in the planning anddecision-making process | *W1-1*: Skills in the planning process (focusing on the importance ofpreparation and future orientation)  |
| **Personal/Social Development** | ***Learners will develop and demonstrate:****PS1:* attitudes, behaviors,knowledge and skills thatpromote identity formation, personal responsibility and self-direction | PS1-3: Attitudes and skills, personal responsibility and self-determination |

**GUIDANCE DEPARTMENT LINK:** To provide a comprehensive and developmental school counseling program of services that promote the academic, social/emotional, and career potential of all students. Through counseling, advocacy, advising, collaboration, leadership, and systemic change, counselors assist students to achieve personal excellence, to become life-long learners and to be responsible community members. |
| **PLANNING REFLECTION:** * Skill and knowledge
* Baseline Data:
	+ How many seniors will apply to colleges using the common application?
	+ How many seniors are having a hard time filling out the common application?
* Measurements used to collect pre and post data:
	+ Pre-Assessment
	+ Post-Assessment
* Assess student learning through:
	+ Pre and Post Assessment Data
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| **COUNSELOR/TEACHER PERFORMANCE OBJECTIVES**During the lesson the counselor will: Teach students how to complete the common application. |
| **STUDENT PERFORMANCE OBJECTIVES** |
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| **Cognitive:** By the end of the lesson, students will identify the steps they must take in order to apply to college. | **Affective**: By the end of the lesson, students will realize that all steps must be completed before sending the common application.  | **Behavioral/Performance**: By the end of the lesson, our data will document that students werel be able to apply to schools using the common application website. |

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| **PRE-ASSESSMENT***Students will fill out a worksheet before the seminar begins for pre-assessment:*1. What is the common application website?
2. After creating a common application account, what is the first step?
3. What is the second step?
4. In which tab will you find college specific questions?
5. Where can you find answers to frequently asked questions?
6. In which tab will you fill out information used for ALL common application colleges?

**POST-ASSESSMENT***Students will fill out a worksheet after the seminar ends for post-assessment:*1. What is the common application website?
2. After creating a common application account, what is the first step?
3. What is the second step?
4. In which tab will you find college specific questions?
5. Where can you find answers to frequently asked questions?
6. In which tab will you fill out information used for ALL common application colleges?
7. Was this helpful?
8. Comments/suggestions
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| **DESCRIPTION OF THE ACTIVITY/SEQUENCE OF THE LESSON**1. Distribute a pre-assessment to all students.
2. Counselor will present the common application instructions PowerPoint
	1. Using the notes attached to the lesson plan.
3. Log-in to the common app website to demonstrate utilization of the “help center”
4. Q & A
5. Distribute the post-assessment to all students.
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| **MODIFICATION FOR DIFFERENTLY ABLED STUDENTS:*** Preferential seating and/or grouping.
* Oral and visual instructions will be provided.
 | **LEARNING STYLES ADDRESSED:*** Visual
* Auditory
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| **DATA ANALYSIS AND SUMMARY:** 75% of the students that participated in the common application lesson applied to schools using the common application and did so successfully. The pre and post assessment shows that the intervention was successful. There was a significant increase in knowledge. There was a 66% increase in the students’ knowledge of the website. 100% of the students said that this intervention was helpful.  |
| **REFLECTION**Of the students that participated, 75% used the common application. Data suggests that the intervention was successful. In the future, the lesson plan will be required of all seniors rather than being optional. Many student applied using the common application that did not come to the lesson.  | **RESOURCES*** ASCA. High school career development. American School Counselor Association. Retrieved from

 <http://www.schoolcounselor.org/resources_list.asp?c=40&i=16>* Common Application. Retrieved from [www.commonapp.org](http://www.commonapp.org)
* Common Core. Common Core State Standards Initiative. Retrieved from www.corestandards.org
* MASCA. MA Model for Comprehensive School Counseling Programs. Retrieved from <http://masca.org/images/stories/Resources/mamodel_comprehension>
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**SUPPLEMENTAL MATERIAL:**

1. Common Application Sign-up Sheet
2. Pre-Assessment
3. Common Application Instruction “Notes” – used by instructor only
4. Common Application PowerPoint Handout
5. Common Application Instructions Handout
6. Post-Assessment
7. PowerPoint Presentation- not attached to this document
8. DATA GRAPH/CHART

**DATA ANALYSIS**

 **After the Common Application Seminar:**

**Common App Instructions Sign-up Sheet**

**Friday, October 18, 2013**

**Location: Room 313**

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**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Common Application 101 – Pre-Assessment**

1. What is the common application website?
2. After creating a common application account, what is the first step?
3. What is the second step?
4. In which tab will you find college specific questions?
5. Where can you find answers to frequently asked questions?
6. In which tab will you fill out information used for ALL common application colleges?

**Common Application Instruction “Notes” (used by instructor)**

* **Slide 1:** Title Page
* **Slide 2:** ***Step One:*** Create an account
* **Slide 3:** Screen Shot (creating an account)
	+ Enter you email address and password
* **Slide 4:** Tabs help students navigate through the application to complete various tasks. Important tabs to consider:
	+ Dashboard- Status overview for ALL colleges
	+ My colleges- Page where students take action for specific colleges
	+ Common App- Common questions asked by ALL members
* **Slide 5**: Dashboard
	+ Detailed snapshot
* **Slide 6:** The left navigation menu displays main pages within the Common App.
	+ Profile, Family, Education, Testing, Activities and Writing
	+ These tabs will need to be filled out completely in order for the common app to be sent.
* **Slide 7:** To the right you will see the Help Center, which displays articles relevant only to the task at hand.
	+ The example shows help regarding half siblings because the student is answering questions pertaining to the household.
* **Slide 8:** ***Step Two:*** College Search
	+ Search colleges by entering
		- School or city name
		- Country
		- US State
		- Zip code
		- Term
		- Deadline on or after \_\_\_\_\_\_\_\_\_ (specific date)
* **Slide 9:** Result List
	+ Picture One: you will see the result list
	+ Picture Two: Once you add a school to your list you are prompted to either return to the result list or direct yourself to the dashboard.
		- Reminder: dashboard displays the status of your application
	+ Once you have selected all schools you are interested in you will want to fill out all information on the “Common App” tab.
* **Slide 10:** ***Step Three:*** Common App tab
	+ Answer ALL questions in ALL 6 subcategories.
	+ These questions are used for ALL colleges and must only be answered ONE time.
* **Slide 11:** Writing section
	+ The application displays a word count
	+ Whether there is not enough
* **Slide 12:** Writing section
	+ Or TOO much
* **Slide 13: *Step Four:*** Start filling out college specific information in the “My Colleges” tab
* **Slide 14:**
	+ College specific questions (sent along with the Common App)
		- Examples:
			* Preferred start term
			* Preferred residence during your first year
			* Academic program of study
				+ How did you learn about the school
			* Have any siblings attended \_\_\_\_\_.
	+ Assign recommenders
		- You cannot assign a recommender until you complete the Education screen of the Common App
	+ Preview and submission – common app

**Application Submission**

* + - In order to begin the submission process, you must first have the following items completed:
			* All sections of the Common Application
			* All of this College’s Questions
			* All required Recommender assignments
		- Please refer to the Dashboard to view the status of these components.
		- Once all required components are completed, you will see the option to begin your Application Submission from this screen.
* **Slide 15:** Assign Recommenders
* **Slide 16:** Writing Supplement
	+ The writing supplement allows each college to ask short answer and essay questions. Responses can be either text entry or upload- or both- depending on the college’s preference.
	+ The writing supplement is submitted afterword
* **Slide 16: *Step 5:*** Submit the Common App
	+ Dashboard will show a status of “ready” indicating that your application can be submitted.

**Common Application Instructions**

1. **Set up an account-** keep username and password safe and accessible for further use.
2. **Select colleges of interest by using the “College Search” tab.**
3. **In the “Common App” section, answer all required questions on the application, including essay**
4. **Select a specific college using the “My Colleges” tab.** Once selected, complete the college specific questions, and assign recommenders.
5. **Application Submission** In order to begin the submission process, you must first have the following items completed:
	1. All sections of the Common Application
	2. All of this College’s Questions
	3. All required Recommender assignments (at this time it is *your responsibility* to provide your school counselor with the school report as well as the fee waiver form, if applicable.)

 Please refer to the [Dashboard](https://commonapp.org/ca4app#!d/Status) to view the status of these components.

1. **Once all required components are completed,** you will see the option to begin your Application Submission from this screen.
2. **Must the Supplement be submitted at the same time as the Common App?** Some institutions require that you submit your supplement before you may submit your Common Application; this information is provided for each institution in your My Colleges list in the “Questions” section of the Common App Online. Additionally, if you submit your application electronically, you MUST submit your supplement electronically as well (it cannot be printed and mailed).
3. **Send payment:** Many Common App member institutions require an application fee. Payment of this fee may be available on the common app website, on the institution's website, or via check. If an institution that you have selected requires an application fee, this will be available in the 'Payments' section. If an application fee is required, you must submit this fee before your application package will be complete. If you are sending your payment by mail, send a check or money order payable in US currency. Do not send cash. Include your name, date of birth and home phone number on the check.

**Helpful Hints**

**Hoosac Valley CEEB Code:** 220000

**College Application ID**: Once you log in, you will find the college application ID at the upper right corner of each page.

**Standardized Test Scores (ACT, SAT, etc.):** Please make sure your test results are sent directly to your selected institutions.  You may do this for free when you sign up for the test.

**Deadlines:** View in the 'My Colleges' section.

**Supplements:** You will find the required supplements on the common application website in the “supplements” sections or on the institution’s website.

**Essay:** 250-500 words on one of the options provided on the common application. DO NOT UPLOAD A COLLEGE SPECIFIC ESSAY. The essay you choose to upload will be sent to all colleges.

**Additional writing samples, materials:** Required by some institutions. Consult each institution’s instructions for submitting these materials.

**After the App has been submitted:** you may add additional institutions and submit your application to them, as well. Once you have submitted your Common App to any institution, your application will be locked and you will not be able to make any changes to it.

**Application fee waiver:**

* Visit https://www.commonapp.org/eLearning/Application\_Fees.htm

**\*\* It is strongly recommended that you preview the common application prior to submission by use of the “print preview” button.**

**\*\* We also encourage students to submit the application online.** You will find that most institutions recommend this.

**\*\* Please refer to the “High School Credentials Envelope Packet”** for more information regarding information sent to schools.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Common Application 101 – Post-Assessment**

1. What is the common application website?
2. After creating a common application account, what is the first step?
3. What is the second step?
4. In which tab will you find college specific questions?
5. Where can you find answers to frequently asked questions?
6. In which tab will you fill out information used for ALL common application colleges?
7. Was this helpful?
8. Comments/suggestions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_