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INTRODUCTION

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

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

WHAT IS EDUCATIONAL TALENT SEARCH?

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

WHO CAN PARTICIPATE IN ETS?

You can participate in ETS if:

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

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

How much does it cost?

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

WHAT SERVICES DOES ETS PROVIDE?

ACADEMIC ADVISING

- Help in selecting college preparatory classes in high school
- Study skills workshop
- Tutoring services
- Information about specific colleges, universities and other postsecondary choices
- Assistance in selecting, applying to and enrolling in education programs after high school
- Orientation to postsecondary life
- Contacts with college representatives

CAREER ADVISING

- Career exploration and planning
- Career interest inventories and follow-up
- Information on specific careers

FINANCIAL AID INFORMATION AND ASSISTANCE

- Financial aid workshops for parents and students
- Individual information and assistance to students and their parents, preparing applications for grants, scholarships, college work programs and student loans

PERSONAL DEVELOPMENT

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

ADDITIONAL SERVICES

- Newsletters
- Field trips to colleges and work sites
- Follow-up

When and Where Do I Meet with my ETS Advisor?

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

REQUIREMENTS

Academics

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

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

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

Participation

In addition to monthly educational and career related workshops, Educational Talent Search also offers participants a range of extracurricular activities and cultural experiences which will enrich your life and lay the basis for a wide range of interesting activities in adult life. Project activities may include invited speakers, college and career days and educational and cultural field trips. When activities or field trips take place off-campus, transportation will be provided by ETS.

It is important to note that you are expected to attend the scheduled monthly workshops and individual meetings. It is understood that there are some reasons why you may not be able to attend, but if that happens, you should talk with your advisor either before or after the meeting. We want to make sure you receive workshop materials and valuable information. If you miss two consecutive workshops and do not provide a reason, your ETS Advisor will contact you to discuss the absences and your future involvement with ETS.

Participation in all program activities is mandatory.

Educational Advising

The Educational Talent Search Advisor will visit your school once a month for workshops and once weekly to meet with students individually. Students are required to meet with the advisor to review grades, study skills, assess learning styles and discuss future educational plans.

Tutoring

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

STANDARDS OF CONDUCT

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

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

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

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

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

WORKSHOPS

During monthly workshops, all students are expected to behave according to their school's code of conduct and the rules established by Educational Talent Search. Students are to arrive on time to workshops, bring appropriate materials and be prepared to participate.

FIELD TRIPS

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

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

Although most field trips take place on weekends, they are considered an essential part of the ETS program. Students are expected to attend the field trips as part of program participation. Transportation for field trips will be provided from the home school to UC Clermont and to the field trip destination.

Any student displaying inappropriate behavior on a field trip will not attend future field trips.

TUTORING SESSIONS

Educational Talent Search Tutors meet with students during or after school to help them improve in their academic subjects. During tutoring sessions there is no talking, no reading letters, comic books or magazines and no writing letters. This time is to be used for becoming current on class work or preparing for an exam. The tutor may also work with you on organizational skills, study skills and time management. You are expected to arrive on time for tutoring sessions with appropriate study materials.

GLOSSARY

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

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

- **Open Admission** All students who complete the application and have earned a high school diploma or its equivalent are admitted to the degree programs.
- **PLAN** Tenth grade assessment program from ACT to help students improve college planning and preparation. Contains academic tests, interest inventory and study skills assessment.
- **Private College** A college funded by private sources.
- **Public College** A college or university funded by state money.
- **Rolling Admission** College applications are reviewed by the college and decisions made throughout the year.
- **Scholarship** A type of financial aid which does not need to be repaid and is awarded on the basis of achievement or need.
- **Scholastic Assessment Test (SAT)** A college entrance test given by test centers on specified dates throughout the year. The test measures verbal and mathematical reasoning.
- **Selective (Closed) Admission** A policy that requires special standards for admission to an academic program or college.
- **Student Aid Report (SAR)** The official notice sent to families following the processing of a student's financial aid application. The SAR must be submitted to the financial aid office at the college in which the student enrolls in order for the student to receive payment under the financial aid program.
- **Transcript** Official record of high school or college courses and grades. Required as part of the college application.
- **Tuition** The price an educational institution charges for instruction.

ETS PARTICIPANT AGREEMENT

NAME _____

SCHOOL _____ GRADE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ MESSAGE PHONE _____

PERSON TO LEAVE MESSAGE WITH _____

As a member of the UC Clermont Educational Talent Search program, I agree

- **To participate in ETS activities during the school year (campus, career and cultural tours, workshops, group meetings and field trips).**
- **To be present for and on time for meetings with my ETS Advisor and Tutor.**
- **To encourage my parent(s) to attend ETS parent meetings.**
- **To take messages, permission forms and notices home and return them ON TIME if needed.**
- **To attend tutoring activities if recommended by my ETS Advisor.**
- **To behave in a respectful manner during all ETS activities.**

I understand participating in ETS will assist me in the completion of high school and in the selection of an educational program after high school.

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____