

KnowHow2GO

MENTOR WORKBOOK

*Tips and tools to educate yourself
and that important student in your
life about the college preparation
process. . . and have fun while doing it.*





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What is KnowHow2GO?

KnowHow2GO is a national college access campaign that encourages low-income and first-generation students in grades 8-10 to actively prepare for college. The campaign, which launched in January 2007, is sponsored by Lumina Foundation for Education, the American Council on Education and the Ad Council. For more information, visit www.KnowHow2GO.org.



The Mentor Workbook

was produced with support from the MetLife Foundation.

MetLife Foundation



Introduction

Welcome to the KnowHow2GO Mentor Workbook. We know that preparing for education beyond high school can be a daunting task for students and their mentors. This workbook provides you with tips and tools to educate yourself and that important student in your life about the college preparation process...and have a little fun along the way. It includes suggested conversation-starters and activities you can do together to begin the process.

We encourage you to utilize this workbook throughout your student's middle and high school career, whenever time allows. You can also share it with other caring adults who aspire to be mentors. The workbook is available for download at www.KnowHow2GO.org/partners.

Why College?

It's never too early to start preparing for college. Here are The College Board's top four reasons why higher education is well worth the required time and effort.

- 1. There is a positive correlation between higher levels of education and higher earnings for all racial and ethnic groups, and for both men and women. Over a lifetime, it is estimated that a college degree is worth \$1.3 million more than a high school diploma.*
- 2. The income gap between high school graduates and college graduates has increased significantly over time. The average college graduate recoups the cost of full college tuition and fees in a short period of time.*
- 3. College graduates have lower smoking rates, more positive perceptions of personal health and healthier lifestyles than individuals who did not graduate from college.*
- 4. Higher levels of education are correlated with higher levels of civic participation, including volunteer work and voting, as well as greater openness to the opinions of others.*

Step 1 Be a Pain



KnowHow2GO's Step 1 to college is *Be a Pain*.

Middle and high school students are advised to tell all of the adults in their life that they want to go to college—and need their help. That includes traditional mentors—like parents, teachers and school counselors—as well as non-traditional mentors such as siblings, extended family members, coaches and community leaders.

Students should start by approaching the adults they feel most comfortable discussing their college aspirations with.

The student in your life is fortunate to have found a mentor in you. You can continue this step together, over time, by utilizing the conversation-starters and doing the suggested activities on the pages that follow. To read more about Step 1, visit www.KnowHow2GO.org.

Conversation-Starters

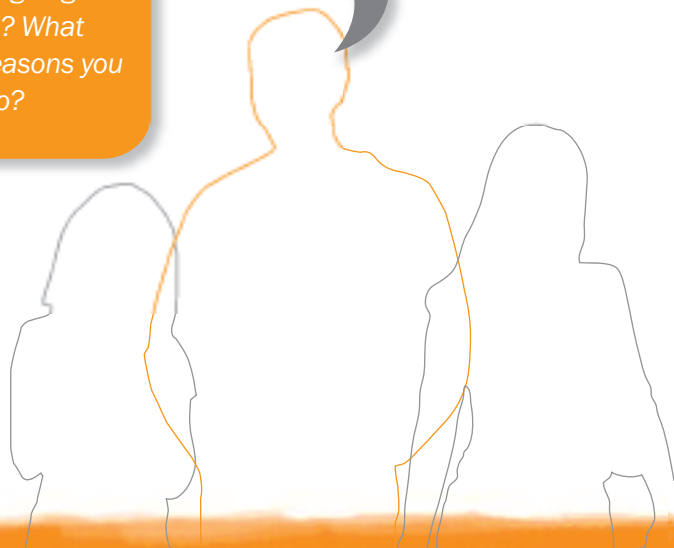
We know that it is often difficult to break the ice with students and get them talking about the steps they need to take to go to college. Think about asking your student the following questions to encourage him or her to turn college dreams into a college plan.

Which adults in your life do you know who went to college?

Which adults do you turn to for help when you have a problem you need to solve?

What excites you about going to college? What are the reasons you want to go?

I know you want to go to college. Who else have you told about your college plans?



ACTIVITY 1:***In it Together***

Take a few minutes to exchange contact information. You should also suggest the best ways to reach each other and the best times to meet in-person.

Mentor

Name: _____

Address: _____

Phone: _____ E-mail: _____

Best Way to Reach Me (circle at least one):

Phone

E-mail

Best Days/Times to Reach Me:

Monday Morning

Monday Afternoon

Tuesday Morning

Tuesday Afternoon

Wednesday Morning

Wednesday Afternoon

Thursday Morning

Thursday Afternoon

Friday Morning

Friday Afternoon

Saturday Morning

Saturday Afternoon

Sunday Morning

Sunday Afternoon

Student

Name: _____

Address: _____

Phone: _____ E-mail: _____

Best Way to Reach Me (circle at least one):

Phone

E-mail

Best Days/Times to Reach Me:

Monday Morning

Monday Afternoon

Tuesday Morning

Tuesday Afternoon

Wednesday Morning

Wednesday Afternoon

Thursday Morning

Thursday Afternoon

Friday Morning

Friday Afternoon

Saturday Morning

Saturday Afternoon

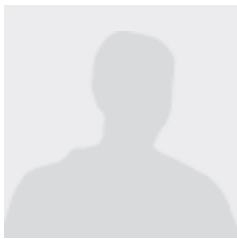
Sunday Morning

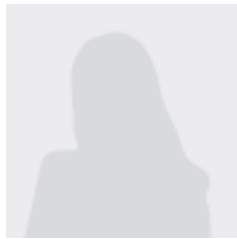
Sunday Afternoon

ACTIVITY 2
Extra Help

There will be times when your busy schedule will prevent you from giving the student in your life the help he or she needs to successfully prepare for college. It's important, therefore, to help your student build a network of other caring adults to turn to for advice.

Take a few minutes to make that list together. If your student wishes, he or she can sketch or paste a photo of those caring adults in the spaces below.







ACTIVITY 3
All About the Student

Being an effective mentor means taking the time to get to know your student—his or her strengths, weaknesses, interests and aspirations.

Take a few minutes to answer the following questions together. The questions will get your student thinking about future goals, and ensure you're on the same page.

What are my strengths (related to school)?

What are my weaknesses?

What would I like to improve on during this school year?

What do I most enjoy doing outside of the classroom
(extracurricular activities and hobbies)?

What community service have I done in the past two years?

What might I want to be when I grow up?

ACTIVITY 4

Get It Together

The student in your life will have a head start on college applications if he or she gets in the habit of collecting and saving important documents in one place. These documents range from report cards to writing and art samples. The latter might inspire, or be the beginning of, your student's college application essay.

Take a few minutes to review this checklist together and locate these important documents. Decide on a safe place to store the documents for future reference.

- Report Cards (from middle and high school)
- Awards (create a list of awards won; include dates)
- Extracurricular Activities (create a list of list of activities you're involved in; include dates)
- Community Service (create a list of projects and time spent on each; include dates)
- Employment (create a list of jobs held; include dates)
- Writing/Art Samples (include papers or projects you're especially proud of)

Step 2 Push Yourself



KnowHow2GO's Step 2 to college is *Push Yourself*.

No matter how big their dreams, students can't get into a postsecondary institution if they haven't taken the required classes during high school. Most colleges require three to four years of math, English, science and social studies, and two years of the same foreign language.

But taking those classes is only half the battle. Colleges want to see that students have pushed themselves by taking the toughest classes they can handle—that means honors, Advanced Placement (AP) and International Baccalaureate (IB) classes, where they're offered. It's true that colleges value lower grades in tougher classes more than higher grades in easier classes.

Push your student by utilizing the conversation-starters and doing the suggested activities on the pages that follow. To read more about Step 2, visit www.KnowHow2GO.org.

Conversation-Starters

Students know that colleges require certain courses, but they often don't know which ones or find out too late into high school to take them all. Get your student thinking about the courses required for college admission by asking some of the following questions:

What courses are you taking this year?

Which courses do you find easiest?
Which do you find the hardest?

Have you thought about which courses are required for certain majors or careers?

Does your high school offer Advanced Placement courses?
How can you sign up?

ACTIVITY 1

What Do You Know?

ONLINE ACTIVITY

Go to www.KnowHow2GO.org and, from the homepage, click on the call-out that says “Are you ready for college?” Then, encourage the student in your life to take the 10-question quiz. Pause to discuss why each question is right or wrong, and take notes in the workbook. If you’re both feeling ambitious, take the quiz again. You can expect to see different questions each time.

ACTIVITY 2

Chart Your Course(s)

As we mentioned in the introduction to this section, most colleges require three to four years of math, English, science and social studies, and two years of the same foreign language.

Take a few minutes to fill out this chart of classes to take during high school together. Start by writing in the names of the classes the student has taken in each category. Then, write in the names of the classes they still need to take in those categories—circle those classes or write them in a different color, so they stand out. Refer to this chart during class registration each year.

MATH

ENGLISH

SCIENCE

SOCIAL STUDIES

FOREIGN LANGUAGE ACTIVITY 3

AP Find

Advanced Placement (AP) classes can be tough, but they're a great way to start earning college credits. The good news is there are likely classes offered in the subjects your student is strongest in. When considering which classes to take, encourage your student to take the toughest classes he or she can handle.

Take a few minutes to complete this word find together. Hidden within are the names of AP classes offered at high schools across the country.

ART

ENGLISH

MUSIC

BIOLOGY

FRENCH

PHYSICS

CALCULUS

GEOGRAPHY

PSYCHOLOGY

CHEMISTRY

GOVERNMENT

SPANISH

ECONOMICS

HISTORY

STATISTICS

G K Q S V S C I T S I T A T S Y W A S C
 A N A W J D Y C C B S Y E E H U W Q Y L
 W R F W G N D B X F N P Z P A R T Y H F
 P K P S C I M O N O C E A T C H A S P F
 I Q E Q U K D Z E P W R T N W U I T D P
 D W Q J V R Q Y V C G G P S I L T T Z S
 R N P Z T K B L I O V S U K G S B X M Y
 Q U I F W G Z N E Y C L J N H P H R S C
 Q G D S M F A G R I U P E V L W U P D H
 B I O L O G Y O S C Y F T J K T E E X O
 R H T Q B R T Y L V J Z O E P Y Y W U L
 A T T R K S H A T J S F M Z T R A O X O
 O N U M I P C N M K L V G W Y G B U W G
 T F B H W I G W H T N V G C E J J B Q Y
 Y Y G M R P F C R D K C H E M I S T R Y
 B X H C N E R F N V I M T M R W A I U N
 O P B V S W G K A G I U K R C W C T Q F
 G O V E R N M E N T T S P K M V F W H F
 C W R V Q D J I A Q J I E B A A Q G C H
 L P Z I I Z M Q U H J C H G S T Q K F B

ACTIVITY 4

Testing...Testing...

Once your student enters junior year of high school, it's time to get serious about standardized testing. To determine which of the two main tests—SAT and ACT—your student should spend time preparing for, visit the Web sites for the colleges he or she is interested in.

If a college accepts both tests, make your decision based on the information provided here:

	SAT	ACT																				
Test Timing	October-June (offered on 7 Saturdays); Junior and/or beginning of Senior Year	September-June (offered on 6 Saturdays); Junior and/or beginning of Senior Year																				
Subjects Covered	<p>Critical Reading—includes sentence completion and passage-based reading</p> <p>Math—includes basic algebra, geometry and statistics</p> <p>Writing—includes improving sentences/ paragraphs, identifying sentence errors and an essay</p>	<p>English—includes punctuation, grammar, sentence structure, strategy, organization and style</p> <p>Math— includes math up to an 11th grade level</p> <p>Reading—includes reading comprehension</p> <p>Science—includes analysis and problem-solving related to the natural sciences</p> <p>Writing—optional; includes an essay</p>																				
Test Format	Multiple choice, except for writing section	Multiple choice, except for writing test																				
Test Length	<table><tbody><tr><td>Critical Reading</td><td>70 minutes</td></tr><tr><td>Math</td><td>70 minutes</td></tr><tr><td>Writing</td><td>60 minutes</td></tr><tr><td>Total</td><td>3 hours and 20 minutes</td></tr></tbody></table>	Critical Reading	70 minutes	Math	70 minutes	Writing	60 minutes	Total	3 hours and 20 minutes	<table><tbody><tr><td>English</td><td>45 minutes</td></tr><tr><td>Math</td><td>60 minutes</td></tr><tr><td>Reading</td><td>35 minutes</td></tr><tr><td>Science</td><td>35 minutes</td></tr><tr><td>Writing</td><td>optional; 30 minutes</td></tr><tr><td>Total</td><td>2 hours and 55 minutes; add 30 minutes for writing test</td></tr></tbody></table>	English	45 minutes	Math	60 minutes	Reading	35 minutes	Science	35 minutes	Writing	optional; 30 minutes	Total	2 hours and 55 minutes; add 30 minutes for writing test
Critical Reading	70 minutes																					
Math	70 minutes																					
Writing	60 minutes																					
Total	3 hours and 20 minutes																					
English	45 minutes																					
Math	60 minutes																					
Reading	35 minutes																					
Science	35 minutes																					
Writing	optional; 30 minutes																					
Total	2 hours and 55 minutes; add 30 minutes for writing test																					
Test Scoring	Students can earn 200-800 points on each of the three sections; maximum 2,400 points	Students can earn between 1 and 36 points on each of the four main sections; scores are averaged; maximum 36 points; writing test is scored separately																				
Why Take It?	Good at test-taking, vocabulary, grammar, essay-writing, reasoning, quick-thinking; accepted by virtually all colleges, but most popular on the East and West Coasts	Good student, in general, and strong reader; accepted by virtually all colleges, but most popular in the Midwest																				

Step 3 Find the Right Fit



KnowHow2GO's Step 3 to college is *Find the Right Fit*.

There are more than 4,000 postsecondary institutions in the United States, including four- and two-year colleges and universities, community colleges and vocational schools. The challenge for you and your student is to find the institution that best matches his or her talents, interests and personality. Is it a big or small school? Is it near home or far away? And does it offer the program of study your student is thinking about pursuing?

There's tons of research you can do with the student in your life to help him or her find the right fit. Start by utilizing the conversation-starters and doing the suggested activities on the pages that follow. To read more about Step 3, visit www.KnowHow2GO.org.

Conversation-Starters

It is often hard for students to visualize the many postsecondary options available to them. But finding the right fit is an important factor in ensuring a student enjoys and completes college. Use the following questions to get your student thinking about the type of school that's right for him or her.

When you think about college ...

Do you have thoughts on what you'd like to study?

Are you interested in going away to school or going to school close to home?

Would you like to be in an urban environment or somewhere more rural?

Do you like the idea of a big campus with a lot of students or a smaller campus?

Do you want to live in a campus dorm or commute from home?

Are you interested in participating in activities like sports? Music? Community service?

ACTIVITY 1

Online Intel

ONLINE ACTIVITY

College Web sites give students a good sense of what schools look like, what their strengths are and what it takes to get accepted. They're most helpful, though, when you know what you're looking for.

Take a few minutes, with the student in your life, to visit the Web sites of his or her top five college choices. Try to select a good mix of schools. On each site, look for and read through these sections:

Prospective Students—This section of the site is dedicated entirely to students like yours. It's also where you can find most of the sections below.

About Us—This will tell you briefly about the college's strengths, history, traditions and notable alumni. Pay attention to the adjectives used to describe the school.

Academics—This will introduce your student to the college's programs of study. Click on a few to view the departmental pages. Then, read about the classes offered, the professors who teach them and the experiences of recent alumni.

Student Life—Go back to the Prospective Students section and click on Student Life. This is where you can learn about everything from sororities and fraternities to available housing and athletics. Show your student that, for every extracurricular activity or hobby he or she is involved in now, there's likely an equivalent organization on campus.

Financial Aid—You might want to hold on clicking this sub-section until you've read the next chapter of this workbook. But, when you're ready, explore this important section for school-specific scholarships and work-study programs. You might be pleasantly surprised!

Application—Last but not least, help your student locate and print the college's application for admission. Pay attention to the information it asks for—and the required essay topics.

ACTIVITY 2**KnowHow2GO-U****ONLINE ACTIVITY**

Low-income students and those who are the first in their families to pursue college often have a difficult time picturing themselves on campus. KnowHow2GO-U helps students overcome that barrier by inviting them to explore buildings commonly found on college campuses—on their own time and at their own pace.

Go to www.KnowHow2GO.org and, on the homepage, click on the call-out that says “KnowHow2GO University—Take the Tour.” Once you enter the virtual campus, stop in these buildings to review the information and activities within. Store important information in your student’s “Notebook” for printing or e-mailing later.



Scroll left to explore...

Admissions—Learn why college is important and the types of colleges out there

Dorms—Decorate a room that reflects your student’s interests

Academic Center—Peek into small and large college classrooms

Library—Review our study tips and reading list for college-bound students



Scroll right to explore...

Financial Aid—Read about the types of aid, including everyone’s favorite—scholarships

Student Center—Check out the extracurricular activities offered on college campuses

Career Center—Start thinking about the right career for your student

Athletic Center—Take the “Are you ready for college?” quiz

ACTIVITY 3

Campus Scavenger Hunt

After your student feels comfortable on a college campus, schedule dates to tour local colleges together. On each visit, look for the buildings you explored on KnowHow2GO-U. And bring this Campus Scavenger Hunt list with you (along with a camera or camera phone). It will ensure each visit is both productive and entertaining. Earn one point per item, unless otherwise noted!

- Ask the name of the mascot.
- Find out where first-year students live.
- Locate the public bus stop nearest to campus. Write down the cross streets.
- Find the gymnasium and record its hours of operation.
- Take a picture in the bookstore. Earn an extra point if you're wearing something with the school's colors.
- Learn the name of a cultural organization or association on campus.
- Find three faculty offices. Write down the professors' names and office hours. Earn a point for each pair.
- Pick up a copy of a free campus newspaper.
- Jot down the names of two campus cafeterias or food stands.
- Take a picture of college students studying.
- Talk to five students—write down their names, majors and hometowns. Each conversation is worth one point.
- Explore the campus library. Ask the librarian how many volumes they have.
- Take a picture in a computer lab.
- Stop by the admissions office. Pick up a copy of the application.
- Visit the financial aid office and collect a FAFSA form. Earn an extra point if you find information about a scholarship.

ACTIVITY 4

Find the Right...Major

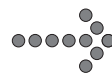
A student who knows what he or she wants to study will have an easier time narrowing down college choices. Some colleges won't offer that program of study—and others will be recognized for their work in that field. But your student shouldn't worry if he or she hasn't chosen a program yet. There's time between the end of high school and the first few semesters of college to decide.

Take a few minutes to map out potential majors together. Do some research online to determine the classes students have to take within those majors—and the colleges that offer strong programs. Students can use this chart to initiate a conversation with a school counselor.



Possible Major 1

Possible Major 2



Related Classes

Top Colleges

Related Classes

Top Colleges

Step 4

Get Your Hands on Some Cash



KnowHow2GO's Step 4 to college is *Get Your Hands on Some Cash*.

This is arguably the most important chapter, since many low-income and first-generation students consider finances the biggest barrier to college. But students receive more aid than you might think—including \$80 billion from the federal government last year—and there are lots of options out there.

The three main types of financial aid, which you'll read about later in this chapter, are grants and scholarships, work-study and loans. But before you pursue those options, work with your student to fill out the Free Application for Federal Student Aid (FAFSA). This will determine how much financial support the federal government can give him or her—and how much additional aid is needed. You can help your student estimate this amount using the FAFSA4Caster available at www.fafsa4caster.ed.gov.

Help your student get his or her hands on some cash by utilizing the conversation-starters and doing the suggested activities on the pages that follow. To read more about Step 4, visit www.KnowHow2GO.org.

Conversation-Starters

It's hard to talk about money, especially with middle or high school students who may not understand their family's financial situation. Here are some ways to start the conversation and get your student thinking about preparing financially for college.

Have you talked with your parents about how you might pay for college?

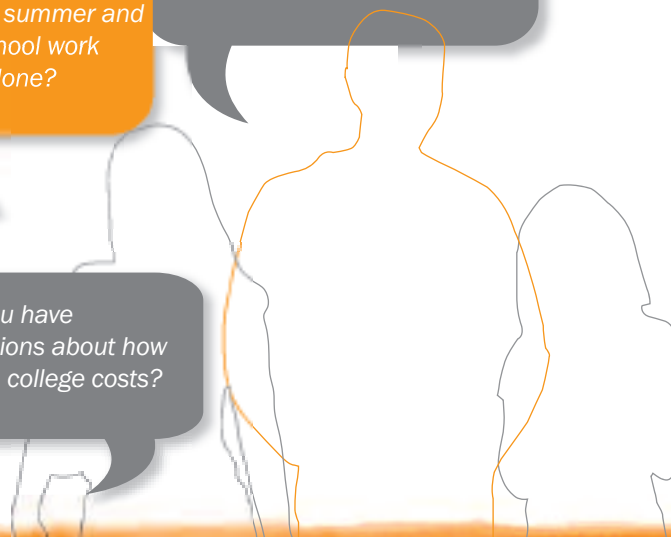
Do you know that scholarships are available to help with the cost of college?

Do you know that the government provides loans to students who can't afford college?

Have you saved any money for college through summer and after-school work you've done?

Do you have questions about how much college costs?

Where would you look first for information about loans and scholarships? Is there an adult at school who would know where to look?



ACTIVITY 1**F-A-F-S-A!**

As we mentioned in the introduction to this chapter, filling out the Free Application for Federal Student Aid (FAFSA) is the first step to obtaining financial aid. We encourage you to familiarize yourself with the form as soon as possible. Federal aid is based on need, but it's distributed on a first-come, first-served basis.

Take some time to print the FAFSA on the Web Worksheet from <http://www.fafsa.ed.gov/>. Pull the documents needed to fill out the form, using the list provided below. Then, walk through the FAFSA together, making note of the information your student doesn't know. It's great practice, even if college is still a few years away!

- Social Security number (student and parents)
- Driver's license (student, if any)
- W-2 forms (student and parents)
- Federal Income Tax Return (student and parents)
- Untaxed income records (student and parents)
- Current bank statement (student and parents)
- Business and investment mortgage information, business and farm records, stock, bond and other investment records (student and parents)
- Alien registration or permanent resident card (student, if not a U.S. citizen)

When it's time to complete the FAFSA, visit www.collegegoalsundayusa.org to see if your state offers free, professional help. Most states provide this service to students one day per year.

ACTIVITY 2

Lots of Options

Federal aid is a great starting point for students figuring out how to pay for college. But there are many more sources of aid to pursue. The three main types are grants and scholarships, work-study and loans. Take some time, with the student in your life, to learn more about each.

Grants and Scholarships—Also called gift aid, grants and scholarships don't have to be repaid. Grant aid comes from federal and state governments, and from individual colleges. Scholarships are usually awarded based on merit.

Work—Student employment and work-study aid helps students pay for education costs such as books, supplies and personal expenses. Work-study is a federal program that provides students with part-time employment to help meet their financial needs and give them work experience.

Loans—Most financial aid (54%) comes in the form of loans to students or parents, aid that must be repaid. Most loans that are awarded based on financial need are low-interest loans sponsored by the federal government. These loans are subsidized by the government, so no interest accrues until students begin repayment after graduation.

ACTIVITY 3

Scholarship Search

ONLINE ACTIVITY

Chances are, no matter what talents students have, there's a scholarship out there for them! Some are based on academics and athletics, but others are based on where they've worked and where they live.

The best place to start searching is online. There are a number of sites out there, but our favorites are The College Board and FastWeb. Below we provide links for each site and tips for browsing them.

The College Board



http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Fill out the Personal Information, Academic Information, Type of Award and Affiliation Information. If your student doesn't know an answer, feel free to skip that question.

Skim the Search Results to locate scholarships of interest to your student. Click the scholarship name to review the Application Requirements, General Information, Deadlines and Contact Information. This will help your student determine if a scholarship is worth pursuing.

Finally, at the top of the Search Results, click and print the Summary of Selected Criteria. Consider this information when searching for scholarships elsewhere.

FastWeb



<http://www.fastweb.com/>

On the homepage, select answers to the two drop-down questions under Search Scholarships.

Answer the questions on the next few pages, and then follow the prompts to create a username and password. Write it in the workbook so you'll remember it later.

Skim the Scholarship Matches to locate scholarships of interest to your student. If you find a scholarship your student likes, choose Mark as Favorite. If a scholarship isn't relevant or worth his or her time, choose Discard.

Check back and apply to any that seem like a good match!

ACTIVITY 4

Try Your Luck

ONLINE ACTIVITY

Once you and the student in your life have browsed The College Board and FastWeb, and identified a few scholarships worth pursuing, choose one. Follow the link to the scholarship page and print the application. Take some time to walk through the form together.

Pay special attention to the information it asks for: extracurricular activities, hobbies, community service information, awards received, etc. You should also note what the essay questions are, if a letter of recommendation is required and whether they'd like to see samples of the student's work. All are common to scholarship applications. For tips on putting together a strong college application, visit www.collegeboard.com/student/apply.

We wish you and your student the best of luck with your scholarship search and the rest of the college preparation process!



MENTOR WORKBOOK NOTES

Lined writing area consisting of 24 horizontal lines for notes.

Handwriting practice area with 30 horizontal lines.

What is KnowHow2GO?

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