

PART 1

HOW TO USE THIS MANUAL

WHO THE MANUAL IS FOR

This manual is designed to be used by campus-community partnerships of youth programs and colleges interested in working together to empower youth of the community to embark on a college/career path. It describes how the partnership can carry out college and career workshops in their community.

The manual targets youth in grades 7 through 10 from underserved communities who typically do not have the resources, access or support systems that more affluent youth tend to have to motivate and prepare them for college and to succeed in life.

PURPOSE OF THE MANUAL

The manual is designed to provide a framework for developing a series of workshops and field trips that will encourage and support the youth in going on to college and/or obtaining successful careers. It is intended to offset the tendency for these underserved youth to be overlooked, or get tracked on a path that does not recognize their full potential.

This manual is also intended to provide communities with guidelines to build effective partnerships with local college campuses, allowing them to work together to design and deliver the workshops. This is based on a model developed through the support of the COPC project. This model is founded on the principle that effective college awareness programs require a direct connection with local colleges and the direct involvement of college students to inspire and act as mentors for the youth.

The manual also documents learning and best practices that have evolved out of many years of experience developing college awareness programs for after-school programs, and most recently through the college-community partnership.

HOW TO USE THIS MANUAL CONTINUED

GOALS OF THE COLLEGE/CAREER WORKSHOPS

The intent of the workshops is to have the participants enter 11th and/or 12th grade motivated and confident about applying for college, aware of the steps they need to take, and know how to access the resources available to them. At the same time, it is meant to be inclusive and to include youth who do not consider themselves to be on the college track, to help them consider the possibility, and to offer other viable and positive options such as professional training programs or community service.

The first goal of the workshops is to inspire and prepare young people to embark on and follow a path to college and a rewarding career. The workshops are intended to increase their awareness of the benefits and challenges of college, and to be aware of the steps they need to take, and challenges they need to overcome to get there. Youth who complete the workshops will be on a college or career track when they enter high school and will know what steps they need to take and what resources are available to help them get there.

The second goal is to provide college students with rewarding community engagement opportunities that will enhance their understanding of working in the community and the education system, and will build their leadership skills by giving them a high degree of responsibility and control of the design and implementation of the workshops.

DESIGN OF THE MANUAL AND HOW TO USE THIS MANUAL

This manual is based on the premise that each program and community is unique, and this workbook has been designed so programs can tailor how they design and apply the workshops to meet the needs of their youth and their community. It is meant to be flexible, to adapt to different situations and partnership configurations, such as a small program working with one college, or several programs and colleges. It can be used to design a workshop series delivered over time in small segments, or delivered more intensively with two or more all-day workshops. Instead of simply describing a series of pre-designed activities, this manual provides guiding principles, a framework of essential elements and objectives/outcomes, and suggested modules of specific activities that can all be used together to design a successful series of workshops. The manual also includes outlines for a suggested series of workshops. These may be used as an “off the shelf” series, but users of this manual are encouraged to be creative and modify or design these to fit their particular needs and capacity.

This manual is also based on the guiding principle that building a team, and empowering the team members and participants to take active roles and ownership of the process, is as important as the workshops themselves. Along with this principle is the principle that the most effective program will result from a collaborative effort of the team. A substantial portion of this manual is devoted to this. The other essential principle is that the workshops need to be designed to fit the specific needs of the community being served. One size does not fit all; the age, culture, family background, school environment all need to be considered.

HOW TO USE THIS MANUAL CONTINUED

The manual is divided into three basic parts:

- **The first is this section – How to Use This Workbook.**
- **The second – Getting Started – Building a Partnership and Planning the Project** provides guidelines and suggested steps for building a team that fits your particular needs and community, and also provides some recommended steps for designing and planning the project.
- **The third – Designing the Workshops** gives recommendations on how to design and develop the overall series and the individual workshops. It provides guidelines, essential elements, and goals and objectives to be used as the overall framework for designing the workshops series.
- **The fourth – Sample Workshop Series** is a suggested outline of a workshops series that can be used as is, but again, it is highly recommended to modify it for your particular community or design your own series.
- **There is also an on-line appendix** that contains some useful forms and other materials. This on-line appendix can be accessed at: www.youthwithafuture.net/resources.html.

FUTURE COMPONENTS OF THE WORKBOOK

We are also developing an internet-based component. This component includes more detailed instructions for workshop planners, additional forms and sample activities, other resources and links. It will be an interactive element of the workbook that will allow the users to provide feedback and their own ideas, and to encourage them to interact with each other. We hope that this will allow for the continued development and improvement of the product, and better support the success of young people. This may be accessed at: www.youthwithafuture.net.

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