

# MEMO

April 22, 2015

## **Re: General Guidelines for GEAR UP Service Types**

Many services and program activities provided by NSHE institutions directly or indirectly support GEAR UP students, family, school teachers, administrators, and overall the Nevada GEAR UP Program. To distinguish services directly provided to students and family, Nevada Department of Education (NDE) requires the institutions to identify services and activities as direct, indirect, or other in GEAR UP Subgrant proposals.

Through discussion with NDE, general guidelines for GEAR UP service types are created to assist NSHE institutions with distinguishing direct services from indirect services or other activities.

### **Direct Services to Students and Family:**

1. Services provided **directly to** GEAR UP students and family either in-person or in virtual ways should be considered as direct services.
2. Number of students or family members and the list of such participants received services can be identified in direct services.
3. Direct services are identified in GEAR UP database and these services are required to be entered in the database by SPIFs.

### **Indirect Services:**

1. Services provided **to indirectly support** GEAR UP students and family including planning and/or preparing meetings and events with SPIFs should be considered as indirect services.  
For instance, development of college corner with SPIFs and set up assistance of college corner at a school site are deemed as indirect services **whereas** providing university and college information to students and consulting with students at a college corner should be considered as direct services.
2. Services provided to GEAR UP school teachers, principals, administrators, SPIFs, or school districts to support the Nevada GEAR UP goals should be considered as indirect services.

### **Other:**

Any other scope of work than direct or indirect GEAR UP services addressed as above should be considered and identified as other type. For instance, subgrant administration, communication and coordination for NSHE institutions, professional development for ambassadors, and GEAR UP research and longitudinal studies should be considered as other.

**See attached NDE Guide & Glossary of GEAR UP Services for Data Entry next page.**



NEVADA STATE GEAR UP  
SERVICE GLOSSARY FOR  
9<sup>th</sup> and 10<sup>th</sup> GRADE DATA ENTRY – 2015-2016

The glossary is designed to provide general guidelines for GEAR UP services in making data entries. If you have questions, please contact Tammy Bolen at 775-687-9243/[tbolen@doe.nv.gov](mailto:tbolen@doe.nv.gov) or Lori Botelho at 775-687-9222/[lbotelho@doe.nv.gov](mailto:lbotelho@doe.nv.gov) .

## I. Student Services:

Service Code – Use the Name of Services (Names of Services are underlined below.) and Service Type (Service Type is listed in bold print below). Services should be supported through GEAR UP funds or match funds.

### A. Tutoring/Homework Assistance

**Tutoring/homework assistance** services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteers. *Tutoring should be recorded by subject area (Mathematics, English/Reading, Science, Other).*

**Virtual tutoring/homework assistance:** Virtual tutoring services include services that are provided via remote access through the internet or other means.

**NOTE: Data entry needs to indicate whether tutoring is “in-person” or “virtual.”**

### B. Rigorous Academic Curricula

**Rigorous Academic Curricula** are provided when GEAR UP students are provided career and college readiness level classes that advance their skills and academic performance. This varies by grade level. The middle grades should be providing classes to accelerate the preparation for high school and beyond. **These courses must either be paid for with GEAR UP funds, or qualify as GEAR UP in-kind/match.**

Examples include:

Pre-algebra and Algebra I course work that is above grade level in mathematics or science  
AVID

### C. Comprehensive Mentoring

**Comprehensive mentoring** services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.

**Virtual comprehensive mentoring:** Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.

Mentoring Programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

(Comprehensive Mentoring implies a **long-term relationship** and not a one-time activity)

**NOTE: Data entry needs to indicate whether mentoring is “in-person” or “virtual.”**

Identify name of event. Examples include:

The Williams Group  
Mentoring periods

#### **D. \*Counseling/Advising/Academic Plan/Career Counseling**

**Counseling/advising/academic planning/career counseling** services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

**Counseling:** Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.

**Advising:** Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.

**Academic planning:** Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.

**Career counseling:** Providing assistance about career choices, career planning, internships, or career interests.

**Virtual counseling/advising/academic planning/career counseling:** Virtual Counseling/advising/ academic planning/career counseling include services that are provided via remote access through the internet or other means.

**NOTE: Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are “in-person” or “virtual.”**

Examples include:

Academic and Career Counseling

Career Cruising™ software  
Career Fairs

*\*Every student must have an Individual Academic/Learning Plan*

#### **E. Financial Aid Counseling/Advising**

**Financial aid counseling/advising** services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits of and how-to of participate in college savings plans.

**Virtual financial aid counseling/advising:** Virtual financial aid/counseling/advising includes services that are provided via remote access through the internet or other means.

**NOTE:** *Data entry needs to indicate whether financial aid counseling/advising is “in-person” or “virtual.”*

Examples include:

- Financial Literacy Presentations:
- Budgeting
- Checking Accounts
- Savings Accounts
- Credit

## **F. College Visit/College Student Shadowing**

**College visit/college student shadowing** services take place on college campuses.

**College visit:** A physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

**College student shadowing:** A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.

**Virtual college visit:** Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

**NOTE:** *Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.*

Examples include:

- College/University visits (time varies and includes travel time)
- College/University fairs (time varies)

## **G. Job Site Visit/Job Shadowing**

**Job site visit/job shadowing** services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.

**Job site visit:** A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.

**Job shadowing:** A one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.

**Virtual job site visit:** Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.

**NOTE:** *Data entry needs to indicate whether job site visit services are “in-person” or “virtual.”*

Examples include:

Internships  
Job Presentations  
Job Shadowing/Job Site Visits

## **H. Summer Programs**

**Summer programs** are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.

**NOTE: Data entry needs to indicate whether summer programs are providing services for “academic enrichment” or “remedial services.” In addition, summer programs may include other services that should be recorded as such, i.e., college visit.**

Examples include:

Summer School  
Summer Special Programs, examples include:  
Dean’s Future Scholars Camp  
Talent Search Camp

## **I. Educational Field Trips**

**Educational field trips** are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. *Educational field trips should be recorded by subject area (Mathematics, English/Reading, Science, Other).*

Examples include:

Yucca Mountain Nuclear Waste Depository  
Atomic Energy Museum  
Special exhibitions or fine arts events

## **J. Workshops**

**Student Workshops** are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. *Workshops should be recorded by subject area.*

**Virtual student workshops:** Virtual student workshops include services that are provided via remote access through the internet or other means.

*NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”*

### **K. Family Events/Cultural Events**

Services in which GEAR UP students and their families/guardians participate. Include GEAR UP services that recognize the role of families in student success, not defined under a previous category./ A service that relates to or teaches GEAR UP students about a common and distinctive racial, national, religious, linguistic, or ethnic heritage.

Enter both categories of participants in database: Parents and Students.

Examples include:

- Family Awards and Recognition (time varies)
- Family Nights (time varies)
- Cultural events (Ethnic celebrations)

**L. Other** – A service that does not fall under any of the other service categories. Please specify.

Examples include:

- Community Service – Includes Leadership/Student Council and other service-oriented activities related to GEAR UP (time varies)
- Taking tests (ACT Aspire)

## **II. Parent Services:**

Three entries (services) are required, one for parents in attendance, one for students in attendance, and one for In-Kind Money. Services should be supported through GEAR UP funds or match funds.

### **A. Workshops on College Preparation/Financial Aid/Financial Literacy (hours vary)**

1. **Workshops of college prep/financial aid** services include a parent/guardian or adult family member’s attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.
2. **Virtual parent/family workshops:** Virtual parent/family workshops include services that are provided via remote access through the internet or other means.

**NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”**

Examples include:

- Budgeting
- Checking Accounts
- Savings Accounts
- Credit

## **B. Counseling/Advising**

**Counseling/advising** services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family member designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student's academic goals, college plans, school progress, etc.

**Counseling:** Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.

**Advising:** Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

Career Cruising

Examples include:

Individual Learning/Academic Plan  
Grade report parent meetings

## **C. College Visits**

**College visit** services take place on college campuses. These include a physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. The visit should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

**Virtual college visits:** Virtual parent/guardian college visits includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

**NOTE: Data entry needs to indicate whether college visit services are "in-person" or "virtual," as well as the name and/or type of college visited, i.e., 2- or 4-year college.**

Examples include:

College/University Visits (time varies, and includes travel time)  
College/University Fairs (time varies)  
College/University Orientation (time varies)

## **D. Family Events**

**Family events** are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a previous category.

Family events, such as GEAR UP, math and reading nights and cultural events (hours may vary)

## **E. Other**

This is a service that does not fall under any of the other service categories. (Describe this in Service Name) – Please specify.

Examples include life skills, drug and dropout prevention, motivational speakers, etc.

### **III. Teacher Services:**

GEAR UP Sponsored Professional Development. Professional Development should be paid from or a match to GEAR UP funds.

Examples include:

STEM  
Regional Professional Development Centers  
GEAR UP trainings, conferences and meetings

### **IV. School Services:**

#### **A. Curriculum Development**

Design for learning which is planned and guided by the school, district and /or state

#### **B. Reform Efforts**

Understanding what works in education and how to go about successful teaching and learning. Examples include conferences, working, professional development provided by: Implementation of the new Common Core State Standards and Assessments, International Center for Leadership in Education, AVID, Partnership for 21st Century Learning, Academy models, Breaking Ranks, Professional Learning Communities (PLC), etc.

#### **C. Other (Describe in Service Name)**

#### **Contacts:**

Tammy Bolen  
Nevada GEAR UP State Director  
Nevada Department of Education  
700 East Fifth Street, Room 110  
Carson City, Nevada 89701-5096  
(775) 687-9243 Fax: (775) 687-9250  
[tbolen@doe.nv.gov](mailto:tbolen@doe.nv.gov)

Lori Botelho, GEAR UP Assistant Director  
Nevada Department of Education  
(775) 687-9222 Fax: (775) 687-9250  
[lbotelho@doe.nv.gov](mailto:lbotelho@doe.nv.gov)