

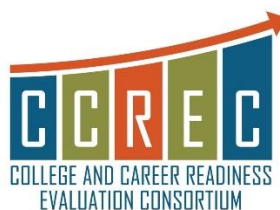
# GEAR UP

## WORKSHOPS

Educational Field Trips

# ADVISING

## GEAR UP Student and Family Definitions: Guidelines for GEAR UP Program Services



December 2020

# TUTORING

Financial Aid  
Homework  
Academic Planning  
COUNSELING  
Job Shadowing  
College Visits  
Summer Programs  
MENTORING  
Family Events  
COLLEGE PREP  
CAREER COUNSELING

*A Multistate Collaboration by:*

College and Career Readiness  
Evaluation Consortium

National Council for Community  
and Education Partnerships

## GEAR UP Student Definition

A GEAR UP student, for the purposes of CCREC, is a student who is eligible to receive GEAR UP services through a cohort<sup>1</sup> or priority student model<sup>2</sup>. Students who are enrolled in schools that are implementing GEAR UP services, regardless of model type (cohort, priority, or hybrid), participate at different levels of service that are documented through various data collection systems. Additionally, over the six- or seven-year life of a GEAR UP project, students enroll, withdraw, and/or re-enroll in schools where GEAR UP services are and/or are not provided. Therefore, to effectively analyze student outcomes for research, evaluation, and reporting purposes, participating CCREC programs agree to collect and track the following information:

- The student's period of eligibility for GEAR UP services, i.e., as marked by dates of entry, exit, and/or re-entry (as applicable) into the program;
- The student's participant type, i.e., as a cohort or priority student;
- The amount of services a student receives (as measured in minutes), for each student service definition category;
- The number of instances that each student service is provided;
- The grade-level of the student at the time each student service is provided; and
- The grade-level of the student, each time the student (re)enrolls and/or (re)enters GEAR UP, as applicable.

## GEAR UP Service Modalities

GEAR UP programs should use these four service modalities to code the student and family services.

- **Direct:** In-person services or activities.
- **Virtual Synchronous:** Services or activities delivered to students and/or family members in real time using phone or an audio-visual technology platform (e.g., Zoom, Google Classroom, Instagram Live, Facebook Live, etc.).
- **Virtual Asynchronous:** Services or activities provided to students and/or family members through a technology-mediated platform that does not occur in real time (i.e., elements of the service occur at different times). This may be a learning/content management system (e.g., Google Classrooms, Blackboard, Canvas, etc.), a messaging platform that may or may not include a response(s) from a student or family member (e.g. Google chat, texting, email, etc.), or other means of serving students or their family members in an asynchronous manner.

**Data Coding Notes:** The following guidelines offer direction for recording **Virtual Asynchronous** services.

- One-way texts and/or emails sent from GEAR UP staff with no response from the receiver are not recorded as a **service**, though they may be recorded as **outreach** for your program only, not for CCREC data collection.
  - Services through a messaging platform should be categorized to the appropriate GEAR UP service definition category based on the content of the message, but **only** if the service is two-way.
  - When recording incoming messaging platform chat or text services, every two (2) texts from the same student/family member counts as five (5) minutes of service.
  - When recording incoming messaging platform email services, every one (1) email from a student/family member counts as five (5) minutes of service.
  - Messages and/or emails sent from students/family members just confirming receipt of a text or email are not recorded as a service.
  - Report presentations or tutorials as the actual/estimated time required to view them. Students/family members must directly confirm that they completed the presentation/tutorial.
- **Unknown:** The mode of service delivery is unknown.

---

<sup>1</sup> **Cohort Model:** The cohort, or whole-grade, model involves providing services to all students in the participating grade levels. By law, a cohort must start no later than the 7th grade, and services must be provided to the students in the cohort through the 12th grade. Each cohort must include either: (1) all of the students in a particular grade level at a participating school that has a 7th grade and in which at least 50 percent of the students are eligible for free or reduced-price lunch under the Richard B. Russell National School Lunch Act; or (2) all of the students in a particular grade level, who reside in public housing, as defined in section 3(b) (1) of the United States Housing Act of 1937.

<sup>2</sup> **Priority Student Model:** Priority students are defined in the law as any student in secondary school who is eligible to be counted under section 1124 (c) of the Elementary and Secondary Education Act of 1965; eligible for assistance under a State program funded under part A or E of Title IV of the Social Security Act; eligible for assistance under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act; or otherwise considered by the applicant to be a disconnected student.

## Important Note

**GEAR UP services are defined as any service or activity that is documented and coded for evaluation and/or reporting purposes by a GEAR UP program. The following service definitions are adopted for use by all CCREC grantees but can also be used by GEAR UP at-large. Not all grant programs will provide all services, and programs may provide allowable services that are not included here. Only those listed here will be reported to CCREC. The underlying assumption for all services and activities is that they are provided by GEAR UP.**

## GEAR UP Student Service Definitions

### College Visit

**College visit** services refer to a student's visit to a college campus that is facilitated/supervised/led by GEAR UP staff, teachers, other school staff, or college representatives. Features of a college visit include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, and/or other college departments.

A college visit, if **virtual**, must similarly be facilitated/supervised by GEAR UP staff, teachers, other school personnel, or college representatives, but additionally, confirmed to have: a) included the same elements as an in-person college visit through synchronous or asynchronous methods, and b) been completed by the student.

#### Data Coding Notes:

- College visit data records must include the IPEDS number of the college.
- Do not count the travel time to and from the college as part of the college visit; however, if another service or activity was provided during the travel time (e.g., mentoring, financial aid, college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.

### Counseling/Advising

**Counseling/Advising** services span a spectrum of activities with individual or small groups of students. Services include discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues; providing assistance on college and/or career choices/planning/interests, internships, or college planning; and/or providing assistance on coursework selection (secondary or postsecondary), course of study choices, college major selection, standardized and pre-college assessment advising and/or interpretation of scores.

**Counseling/Advising** is distinguished from **Mentoring** based on the meeting patterns defined, i.e., **Mentoring** is an ongoing interaction between a mentor and a designated mentee and is most often a part of a formal mentoring program.

#### Data Coding Notes:

- Do not to include counseling/advising related to *financial aid* here, as those services are distinctly reserved for recording as **Financial Aid Counseling/Advising**.
- It is recommended, but optional, that grantees record Counseling/Advising services by topic area for the session, i.e., Academic, College, Career, Social-Emotional, and Other.

# GEAR UP Student Service Definitions *(continued)*

## Educational Field Trips

**Educational field trips** are services during which students leave their school and travel to another location and include an academic component that is linked to classroom activities. Examples of this service include a science demonstration on a college campus (wherein, the purpose of the event is the science demonstration not a college visit); a class trip to a science or history museum linked to curriculum; academic competitions; cultural experiences such as performing arts, museums, or similar activities; and field trips that complement and enhance existing curriculum in key content areas.

An educational field trip, if **virtual**, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff, and additionally, confirmed to have: a) included the same elements as an in-person field trip through synchronous or asynchronous methods, and b) been completed by the student.

### Data Coding Notes:

- Do not include travel time to and from the field trip destination as part of the service; however, if another service was provided during the travel time (e.g., mentoring, financial aid/college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.

## Financial Aid Counseling/Advising

**Financial aid counseling/advising** services assist students in understanding and navigating the complexities of financial aid, including providing hands-on assistance with the Federal Student Aid ID, FAFSA and scholarship applications; presentations on financial aid or literacy; using financial aid or literacy curriculum; understanding and comparing financial aid award letters; and the benefits of and information on participation in college savings plans. Financial aid counseling/advising may be provided one-on-one, in small or large groups, and during or outside of the school day.

## 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, see employability and occupational skills in practice, and gain 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 may include visits to local businesses, employers, and agencies to explore different professions or career options and may or may not be followed by job shadowing.

**Job shadowing:** A one-on-one experience in which a student spends time at a business or work environment with an employee, observing typical job duties.

A job site visit or job shadowing, if **virtual**, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff, and additionally, confirmed to have: a) included the same elements as a physical on-site visit or shadowing through synchronous or asynchronous methods, and b) been completed by the student.

### Data Coding Notes:

- Do not include travel time to and from the job site/shadowing destination as part of the service; however, if another service was provided during the travel time (e.g., mentoring, financial aid/college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.

# GEAR UP Student Service Definitions *(continued)*

## Mentoring

**Mentoring** services refers to actions of GEAR UP staff, teachers, or other school staff to identify students who would benefit from an ongoing supportive relationship with a trained, caring adult or other student(s), i.e., “mentor.” Mentors meet with their assigned student(s) on a regular and consistent basis, which may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organizational, or life skill development.

Forms of mentoring services may include:

- Traditional mentoring programs that match one student and one adult.
- Group mentoring that links one adult with a small group of students.
- Team mentoring that involves several adults working with small groups of students, ideally with a ratio of no more than four students to one adult.
- Peer mentoring that connects caring students with other student(s).
- E-mentoring that is provided through synchronous or asynchronous methods.

**Mentoring** is distinguished from **Counseling/Advising** based on the meeting patterns defined, i.e., **Mentoring** is an ongoing interaction between a mentor and a designated mentee and is most often part of a formal mentoring program.

### Data Coding Notes:

- The duration of mentoring services received is recorded for the mentees only; the mentors’ time mentoring does not count as a service.
- The time the mentor receives training to become a mentor can be recorded as a **Student Workshop** if the mentor is a GEAR UP student (e.g., Leadership Skills Training, etc.).

## Student Workshops

**Student workshops** are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experiences for each student in the workshop. Workshops are offered to groups of students on topics including leadership development, student mentor training, career exploration, 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 may include 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 include a planned lesson or agenda, and all students receive the same information. A student workshop, if **virtual**, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff, and additionally, confirmed to have: a) included the same elements as an in-person workshop through synchronous or asynchronous methods, and b) been completed by the student.

### Data Coding Notes:

- Do not include financial aid workshops here; those should be recorded as **Financial Aid Counseling/Advising**.
- It is recommended, but optional, that grantees record **Student Workshop** services by topic area for the session, i.e., Academic, College, Career, Social-Emotional, and Other.

# GEAR UP Student Service Definitions *(continued)*

## Summer Programs

**Summer programs** are services or activities that include an experience over the course of one or multiple days during the summer and can serve to bridge knowledge between school years. Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, a residential GEAR UP program hosted by a college/university/community organization, or another activity attended by a GEAR UP student that supports GEAR UP goals/objectives. These programs include academic enrichment, college preparatory programs, summer camp experiences, credit recovery, career technical education (CTE), and/or remediation programs.

### Data Coding Notes:

- It is recommended, but optional, that grantees record **Summer Programs** by area, i.e., Academic Enrichment, Remedial Services, or Other.
- For services during the summer that fall under another service definition, that definition can be used if it is distinct from a **Summer Program**.
- **Summer Programs** can also include non-school year services for year-round schools.

## Tutoring/Homework Assistance

**Tutoring/homework assistance** services refers to supplementary 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 may be provided by GEAR UP staff, hired tutors, teachers, paraeducators or other school staff, trained peers or near-peers, and/or volunteers.

### Data Coding Notes:

- It is recommended, but optional, that grantees record **Tutoring/Homework Assistance** by subject area, i.e., Mathematics, Language Arts, Science/Social Studies, and Other.

## GEAR UP Family Definition

A GEAR UP family member, for the purposes of CCREC, comprises a variety of roles related to the GEAR UP student, including:

- Parent(s)
- Guardian(s)
- Adult family member(s)
- Older sibling(s) acting in a caregiving role

## GEAR UP Family Service Definitions

### Family College Visit

**College visit** services refer to a family member's visit to a college campus, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, other school staff, or college representatives. Features of a college visit include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

A college visit, if **virtual**, must similarly be facilitated/supervised by GEAR UP staff, teachers, other school personnel, or college representatives, but additionally, confirmed to have: a) included the same elements as an in-person college visit through synchronous or asynchronous methods, and b) been completed by the family member.

#### Data Coding Notes:

- College visit data records must include the IPEDS number of the college.
- Do not count the travel time to and from the college as part of the college visit; however, if another service or activity was provided during the travel time (e.g., family counseling/advising, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.


### Family Counseling/Advising

**Counseling/advising** services span a spectrum of activities that can include one-on-one or small group advising designed to meet the specific needs of the individuals engaged in the activity. These services include meeting with the GEAR UP staff, with or without a student, to discuss the student's academic goals and progress, college planning, financial aid, career readiness, and/or other related topics.

### Family Workshops

**Workshop** services include attendance with or without GEAR UP students at a workshop that supports academic success, helps students to be successful in middle and high school, demonstrates how to navigate the K-12 education system, and assists their student with college preparation or financial aid processes. These services include informational sessions focusing on the college search process, college entrance requirements, financial aid opportunities, career readiness, and other related topics.

**Note: This document will be revised to reflect any new or updated service categories as the U.S. Department of Education makes changes to GEAR UP's federal reporting.**



*A publication by*  
**College and Career  
Readiness Evaluation  
Consortium**

*In partnership with*  
**National Council for  
Community and Education  
Partnerships**



*Copyright © 2020 The College and Career Readiness Evaluation Consortium*