

# Table of Contents

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Introduction and How to Use this Book .....	1
Outline of Program .....	2
<b>Chapter 1: Counselor Preparation for Advisement Program .....</b>	<b>3</b>
Getting “Buy-In” from Administrators and Teachers .....	5
Selecting Students for the Advisement Process .....	7
Parent permission slip (English and Spanish) .....	9
Counselor Guide for Student Workbooks.....	11
Orientation Invitations .....	13
<b>Chapter 2: Group Orientation for Academic Advisement .....</b>	<b>15</b>
Academic Advisement Attendance .....	17
Group Orientation Lesson Plan .....	18
Group Rules .....	19
ideas for Starting Each Group .....	20
Academic Advisement Orientation Agenda.....	21
Academic Advisement Student Questionnaire .....	22
Do You Want To Meet With Your Counselor?.....	23
Counselor “Check -In” Passes.....	24
What goal would be appropriate for this student?.....	25
Weekly Student Goal Tracker .....	26
Individual Goal Graphing.....	27
Keeping Track of the Groups Points .....	28
Appointment Cards .....	29
Suggestions for Closure of Session.....	31
<b>Chapter 3: Icebreakers .....</b>	<b>33</b>
Making the Link .....	35
Riddles are Brain Food .....	36
How Many Words Can You Find? .....	37
Last Letter Game.....	39
Rescue Ships: A Cooperative Game.....	40
Group Juggle.....	43
Back to Back.....	44
Over Here.....	45
A Brain Maze Leaves Me in a Haze.....	46
<b>Chapter 4: Individual Session 1 .....</b>	<b>49</b>
Sample memo to teachers.....	51
Scheduling Issues.....	51
Agenda for 1st Individual Session .....	51
How do you feel about ... ..	53
Parent Academic Advisement Questionnaire .....	54

Progress Notes from Counselor to Teacher .....	56
Learning styles .....	57
Monitoring progress .....	59
<b>Chapter 5: Small Group Content and Lesson Plans .....</b>	<b>61</b>
Needs Assessment: Which Lessons should be included in group? .....	63
Learning styles .....	64
Procrastination .....	67
Stress Management .....	71
Study Skills .....	77
Turning In Assignments.....	82
Organization .....	84
Motivation.....	86
Goal setting.....	88
Testing Skills and Anxiety .....	91
<b>Chapter 6: Individual Session 2.....</b>	<b>93</b>
Individual Session 2 Agenda.....	95
Student Reading on Motivation.....	96
Counselor Appointment to Observe.....	97
<b>Chapter 7: Final Group Session.....</b>	<b>99</b>
Final Group Agenda .....	101
Group Points.....	101
Self-evaluation .....	101
Pledge for continued success and growth .....	102
Parent Invitation to Discuss Academic Progress .....	103
<b>Chapter 8: Final Individual Session .....</b>	<b>105</b>
Agenda for Individual Session .....	107
Review teacher commentary and pledge for growth.....	108
<b>Chapter 9: Words of Wisdom from the Experts .....</b>	<b>109</b>
Words from a pediatrician (for parents).....	111
Words from a counselor: How emotions effect learning (article for kids) .....	112
Essays from students “I really try but...” (article for kids) .....	113
How I feel knowing that school is hard for me. ....	MISSING
<b>Chapter 10: Appendix .....</b>	<b>115</b>
Student Study/Support Strategies Documentation .....	117
Certificate for completing advisement.....	118
Documentation of Test Scores Pre-Post Group .....	119
Optional Ideas: Group Reunion to Measure Success/Maintenance.....	120
References .....	121

SAMPLE PAGE  
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NEEDS ASSESSMENT

## Which Lessons Should Be Included in Group?

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Students,

Which topics do you feel are important for you to review and practice? Put a number next to the subjects according to how important you think the topic is for you to discuss.

3 = most important for me to work on

2 = somewhat important for me to work on

1 = not important for me to work on

\_\_\_\_ Motivation (trying hard and being excited about learning)

\_\_\_\_ Procrastination (not using time wisely)

\_\_\_\_ Goal setting

\_\_\_\_ Learning styles (how you learn)

\_\_\_\_ Test Anxiety (being nervous about taking tests)

\_\_\_\_ Testing Skills

\_\_\_\_ Handling Stress and Pressure

\_\_\_\_ Turning In Assignments

\_\_\_\_ General Study Skills

\_\_\_\_ Organization



## I'll Do It in a Minute... Procrastination and How to Avoid It!

What is procrastination? Procrastination means waiting until the last minute to do tasks that are supposed to get done. Are you one of those people who waits until the last minute to do things? Problems can develop when we leave tasks until the last minute. Here are tips to help prevent procrastination.

**CUT DOWN A TASK INTO SMALLER PARTS** — If you have a large task, it doesn't have to be done at once. Start with a small part of the task, one step at a time.

**BE SPECIFIC ABOUT EACH SMALL STEP OF THE TASK** — Tell yourself "I will read three pages of chapter 6 on Saturday before lunch," rather than "I need to read chapter 6 this week."

**MAKE LISTS OF THINGS TO BE DONE** — Check items off of your list as you complete each task. Being able to cross something off often inspires us to do another.

**USE SPARE TIME** — If you have fifteen minutes to wait for dinner, use your time to write notes about a paper or plan for a project. Don't expect to get it all done in one sitting.

**TRY A BUDDY SYSTEM** — Arrange with a friend to give each other feedback on each other's plans and progress.

**DON'T TRY TO BE PERFECT** — Trying your best is better than not doing it at all. For writing assignments, put something down on paper even if you aren't sure you love the ideas. You can edit your work later.

**AVOID DISTRACTIONS** — TV, video games, telephone calls, and music can be very distracting and only give you excuses to delay doing your work.

**ADDRESS YOUR FEARS** — What is preventing you from action? Are you afraid or embarrassed about doing something wrong? Talk about your fears and admit them to yourself... then get started!

Which one are you going to try? \_\_\_\_\_

When are you going to try it? \_\_\_\_\_

# Task Completion Sheet

(or in other words... how to avoid procrastination)

What is the task? Read Chapter 4 (which is 15 pages) in the next two days.

Divide the task into at least three smaller parts.

- a. I will read the first five pages before I go to bed.
- b. Tomorrow I will read the next five pages.
- c. The day after tomorrow I will read the last pages.

Schedule when are you going to do part A? Today before I go to bed.

Schedule when are you going to do part B? Tomorrow

Schedule when are you going to do part C? The day after tomorrow.

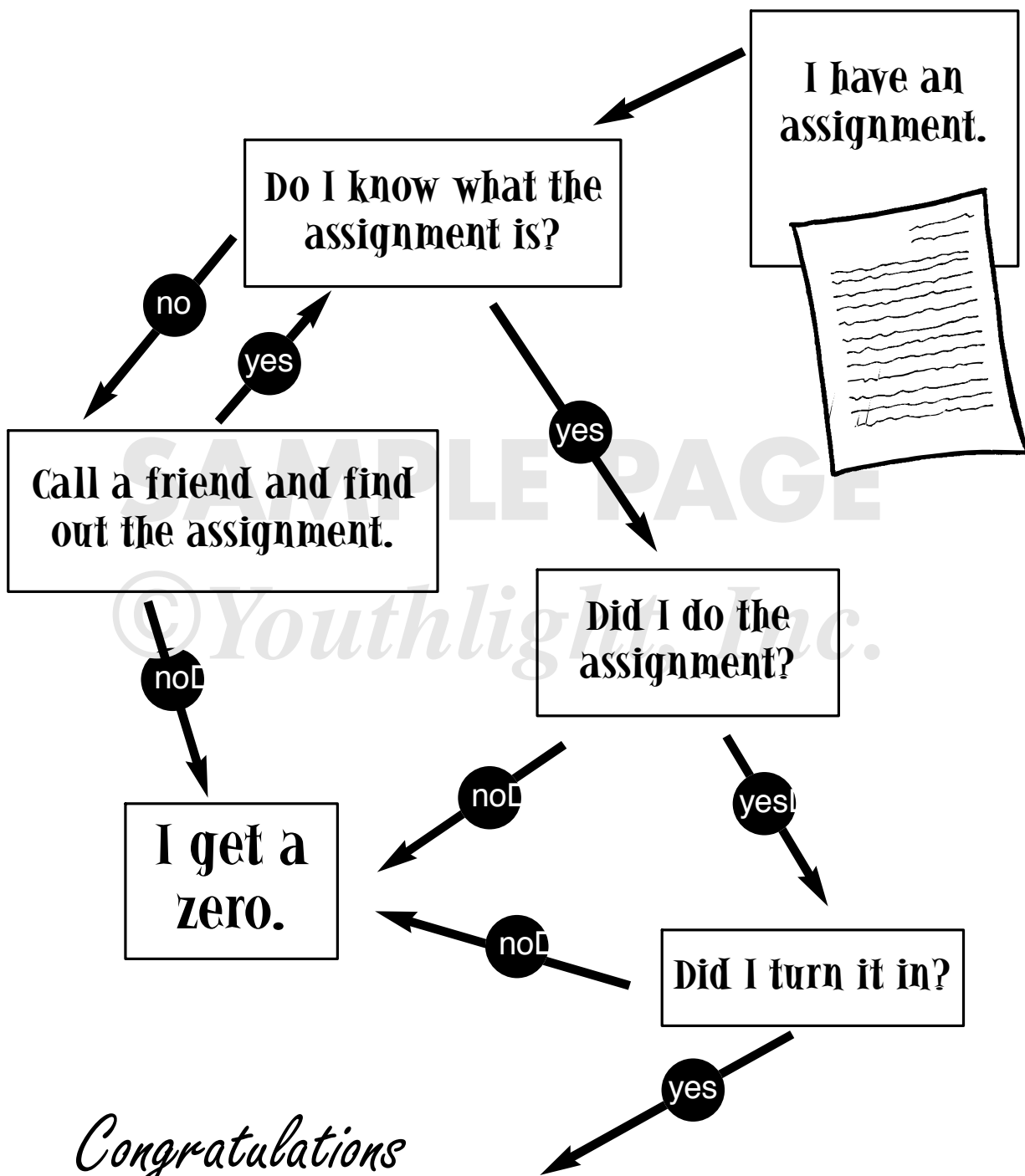
Check off the following ONLY when they are completed:

- I did part A.
- I did part B.
- I did part C.

SAMPLE



# What happens when you get an assignment?



*Congratulations  
... on showing responsibility!*