



## SUGGESTIONS

### FOR HIGH SCHOOL COUNSELORS (from high school counselors)

For many students, the Wisconsin Education Fair (WEF) marks their first experience in post-high school planning. Although some students are already aware of their post-secondary options and the selection and application processes, other students have little knowledge in these areas. For this reason it is very important that a counselor or another staff member assists students in getting the most out of the WEF experience. Provided below are possible items to consider during this process. If you have suggestions that are not included in this list, please forward them to a WEF board member for consideration.

### BEFORE the WEF

- 1** Discuss the various post-secondary options with students, i.e., technical and community colleges, public and private four-year colleges and universities, specialty schools, apprenticeships and the military.
- 2** Discuss the various types of degrees and diplomas, i.e., technical diplomas, associate's degrees, bachelor's degrees, advanced degrees, etc.
- 3** Provide students with college and university system catalogs or photocopy the majors/programs charts from those catalogs. Electronic versions of the catalogs can be found for the University of Wisconsin System, the Wisconsin Technical College System and the Wisconsin Association of Independent Colleges and Universities.
- 4** Discuss the types of information that students should consider in choosing a post-secondary institution. Important areas to consider are listed in the "WEF Questions to Consider" document that can be found in the WEF website. To access this document, go to [www.wefs.org](http://www.wefs.org), click on the "Prepare for the Fair" link and then click on "Students/Families/School Counselors."
- 5** Provide students with a list of participating institutions. This list can also be found on the WEF website.
- 6** Ask students about their educational/career plans and suggest post-secondary institutions that they may want to visit at the WEF.
- 7** Send permission letters home so that parents or family members are aware that their students are attending the WEF and beginning the post-high school planning process.
- 8** Prepare a worksheet that students will be required to complete using information acquired at the WEF. If possible, have a teacher use this worksheet as a class assignment.
- 9** Have students register in advance for the WEF at [www.gotocollegefairs.com](http://www.gotocollegefairs.com). Registration may be done in the spring or the fall, but the counselor should retain the barcode sheets until the day of the WEF. If feasible, the counselor could take the students to a computer lab and assist with this process. If this method is not a possibility, the counselor may provide students with instructions and have them register on their own. Including these instructions in a permission letter may encourage parents or family members to assist with the registration process.

### DURING the WEF

- 1** Give students their registration forms and worksheets once you arrive at the WEF.
- 2** Stay with your students. Your presence will show that you value the WEF experience and you will be able to assist students in finding institutions that match their interests.
- 3** Encourage students to take full advantage of their time at the WEF. Many students are tempted to rush to gather information so that they may spend the rest of their time visiting with other students.

### AFTER the WEF

- 1** Have students take the WEF worksheet home to get it initialed and then bring the worksheet to class the following day. Other options would be to collect worksheets immediately following the WEF or have students take them directly to the class for which they were assigned.
- 2** Spend a period in class having the students share information about the institutions they visited. This provides the counselor an opportunity to share relevant information on schools and careers.
- 3** Encourage students to take materials collected at the WEF home to share with family members and others. This will provide an opportunity for conversation and planning for post high school options and opportunities.
- 4** Ideally, students could do an additional assignment or project in which they select an occupation or career area and research a post-secondary institution that offers education or training in that area.



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