

Intake/Orientation Recommendations Based Upon Research/Best Practices

RESEARCH SAYS:

POTENTIAL ACTIVITIES:

MATERIALS:

Help students connect and build relationships with staff and other students

- Use icebreaker activities
- Encourage peer mentorship
- Administer questionnaires to discover common ground and foster discussion

- Icebreaker descriptions
- Questionnaire template

Provide program overview, including purpose, goals, philosophy

- Provide visual accompaniment to information
- Use testimonials from students who have found success in program to help describe program

- PowerPoint template
- Suggested questions for former students

Acknowledge previous negative educational experiences

- Allow students to share, if comfortable
- Share how adult education differs from other educational experiences students may have had

- PowerPoint template
- Reflective writing/discussion opportunity

Set clear, realistic expectations

- Close the gap between learner expectations and reality by being clear about programmatic expectations and helping students connect dots between their goals and learning activities.

- PowerPoint template
- Learning plan template
- Goal-setting worksheets

Identify and address potential barriers and supports

- Have students identify potential barriers to meeting goals, i.e., child care, transportation, negative influences
- Have students identify their personal supports (family, etc.)
- Talk through addressing barriers, inc. providing referral info

- PowerPoint template
- Barriers vs. supports sheet
- Referral sheet template

Acknowledge and address learning-related issues

- Discuss learning issues and potential accommodations
- Engage in one-on-one conversations about past learning experiences/difficulties; make referrals as necessary
- Complete learning styles inventory

- PowerPoint template
- Learning style inventory
- Referral sheet template

Help students build self-efficacy

- Provide opportunity for students to come into contact with successful current or past students to provide a social model - either live or video
- Provide regular recognition and celebrations of success

- Suggested questions for former students
- Certificates

Set short- and long-term goals

- Ask, "What is it you that you want to do that you can't do now?"
- Help student set realistic long-term goal, then work with student to set smaller goals to achieve on way to large goal

- Reflective writing/discussion opportunity
- Goal-setting worksheets

Develop learning plan

- Work with student to align goals to instructional objectives
- Review academic assessment results and determine next instructional steps
- Designate timeframe to revisit plan and celebrate/revise

- Goal-setting worksheets
- Learning plan template