

# Year One Promise Counseling Calendar 2018

## Counseling Sessions & To-Dos

## Required Activities

### September

*Monthly incentive distributed September 1*

#### First Counseling Contact (Sept 1 - Sept 28):

- Abbreviated Student Education Plan (SEP) for second semester
- Review of YOP intake form (survey)
- Communicate with student around Focus 2 Career login
- Assign progress report submission

*Who needs career class or one-on-one with career counselor?*

#### First YOP Activity (Sept 1 - Sept 28):

- Register for Focus 2 Career
- Complete ALL self-assessments: My Career Planning Readiness, My Academic Strengths, Work Interest, Personality, Leisure, Values, & Skills. Note: you MUST save occupations and areas of study (majors) that you're interested in or no information will appear in your portfolio!

### October

*Monthly incentive distributed October 1*

#### Second Counseling Contact (Oct 1 - Oct 31):

- Complete comprehensive SEP
- Discuss Career Questionnaire
- Assign self-reflection submission

#### Second YOP Activity (Oct 1 - Oct 15):

- Submission of progress report via Canvas

### November

*Monthly incentive distributed November 1*

#### Third Counseling Contact (Nov 1 - Nov 30):

- Discuss progress report
- Open registration

#### Third YOP Activity (Nov 1 - Nov 16):

- Registration workshop
- Register for *minimum* 12 units for Spring 2019
  - Complete self-reflection of the semester via Canvas

### December

*Monthly incentive distributed December 1*

#### Fourth Counseling Contact (Dec 1 - Dec 17): (Optional)

- End of semester check-in: counselor creates Spring 2019 meetings

#### Fourth YOP Activity (Dec 1 - Dec 17):

- College One Student Showcase/YOP attendance

9/10/18