Course Description
College Planning and Preparation is a one semester elective course that allows students to begin the process of planning and preparing for college. Instruction includes a focus on the decision-making process of choosing a school, including the inquiry and application processes and financial requirements. Also covered is an overview of basic expectations for college level reading, writing, and research.

Rationale
College Planning and Preparation provides practical application and advice for students who desire to apply for and attend college. Included in the course are tutorials regarding the decision making process and practical application for their knowledge. Work completed in this course should allow students to confidently make application to several types of colleges and universities and be prepared for the first year of higher education.

Prerequisite
None

Measurable Learning Outcomes
A. The student will:
B. Review the process in determining God’s will in choosing a career
C. Articulate reasons for attending college and for choosing a specific institution over another
D. Identify the planning steps to be taken by students during the final two years of high school
E. Explain the basic differences between the SAT and ACT, knowing how best to prepare for each one
F. Summarize the major costs of attending college and what financial aid options are available
G. Write a college entry essay on a variety of topics
H. Identify and follow the three major citation styles used in specific content areas
I. Write a request for a college recommendation letter
J. Prepare a college application
K. Write a properly formatted email
L. Research and write a short college-level paper
M. Take notes on reading and lectures

Course Materials
See LUOA’s Systems Requirements for computer specifications necessary to operate LUOA curriculum. Also view Digital Literacy Requirements for LUOA’s expectation of users’ digital literacy.

Note: Embedded YouTube videos may be utilized to supplement LUOA curriculum. YouTube videos are the property of the respective content creator, licensed to YouTube for distribution and user access. As a non-profit education institution, LUOA is able to use YouTube video content under the YouTube Terms of Service and the provisions of the TEACH Act of 2001. For additional information on copyright, please contact the Jerry Falwell Library.

Course Grading Policies
The students’ grades will be determined according to the following grading scale and assignment weights. The final letter grade for the course is determined by a 10-point scale. Assignments are weighted according to a tier system, which can be referenced on the Grades Page in Canvas. Each tier is weighted according to the table below. Items that do not affect the student’s grade are found in Tier 0.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Assignment Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100%</td>
<td>Tier 0 0%</td>
</tr>
<tr>
<td>B 80-89%</td>
<td>Tier 1 25%</td>
</tr>
<tr>
<td>C 70-79%</td>
<td>Tier 2 35%</td>
</tr>
<tr>
<td>D 60-69%</td>
<td>Tier 3 40%</td>
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<tr>
<td>F 0-59%</td>
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</tbody>
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Course Policies
Students are accountable for all information in the Student Handbook. Below are a few policies that have been highlighted from the Student Handbook.

Types of Assessments
To simplify and clearly identify which policies apply to which assessment, each assessment has been categorized into one of four categories: Lesson, Assignment, Quiz, or Test. Each applicable item on the course Modules page has been designated with an identifier chosen from among these categories. Thus, a Quiz on the American Revolution may be designated by the title, “1.2.3 Quiz: The American Revolution.” These identifiers were placed on the Modules page to help students understand which Honor Code and Resubmission policies apply to that assessment (see the Honor Code and Resubmission policies on the pages to follow for further details).
- **Lesson:** Any item on the Modules page designated as a “Lesson”
  These include instructional content and sometimes an assessment of that content.
  Typically, a Lesson will be the day-to-day work that a student completes.

- **Assignment:** Any item on the Modules page designated as an “Assignment”
  Typical examples of Assignments include, but are not limited to, papers, book reports,
  projects, labs, and speeches. Assignments are usually something that the student
  should do their best work on the first time.

- **Quiz:** Any item on the Modules page designated as a “Quiz”
  This usually takes the form of a traditional assessment where the student will answer
  questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of
  material than Tests.

- **Test:** Any item on the Modules page designated as a “Test”
  This usually takes the form of a traditional assessment where the student will answer
  questions to demonstrate knowledge of the subject. Tests cover a larger amount of
  material than Quizzes.

Resubmission Policy
Students are expected to submit their best work on the first submission for every Lesson,
Assignment, Quiz, and Test. However, resubmissions may be permitted in the following
circumstances:

- **Lesson:** Students are automatically permitted two attempts on a Lesson. The student
  may freely resubmit for their first two attempts without the need for teacher approval.

- **Assignment:** Students are intended to do their best work the first time on all
  Assignments. However, any resubmissions must be completed before the student
  moves more than one module ahead of that Assignment. For example, a student may
  resubmit an Assignment from Module 3 while in Module 4, but not an Assignment from
  Modules 1 or 2. High School students may not resubmit an Assignment without
  expressed written permission from the teacher in a comment.

- **Quiz:** Students may NOT resubmit for an increased grade.

- **Test:** Students may NOT resubmit for an increased grade.

If a student feels that he or she deserves a resubmission on a Lesson, Assignment, Quiz, or
Test due to a technical issue such as computer malfunctioning, the student should message his
or her teacher to make the request, and that request will need to be approved by a Department
Chair.

Consequences for Violations to the Honor Code
Every time a student violates the Honor Code, the teacher will submit an Honor Code Incident
Report. The Student Support Coordinator will review the incident and allocate the appropriate
consequences. Consequences, which are determined by the number of student offences, are
outlined below:
• **Warning:** This ONLY applies to high school Lessons and elementary/middle school Assignments and Lessons. These will be taken as a teaching moment for the student.
  
  • **Lessons:** A zero will be assigned for the question only.
  
  • **Elementary/Middle School Assignment:** The student must redo their work. However, they may retain their original grade.
  
• **1st Offense:**
  
  • **Lesson, Quiz, or Test:** The student will receive a zero on the entire assessment.
  
  • **Assignment:** The student will either:
    
    • Receive a 0% on the original assignment
    • Complete the Plagiarism Workshop
    • Retry the assignment for a max grade of 80%
  
• **2nd Offense:** The student will receive a zero and be placed on Academic Probation.

• **3rd Offense:** The student will receive a zero and the Faculty Chair will determine the consequences that should follow, possibly including withdrawal from the course or expulsion from the academy.
Scope and Sequence
College Planning & Preparation

Module 1: “I Want To Go To College!?”
Section 1: Think About It
Section 2: The School Search
Section 3: Getting Serious

Module 2: “I Have a List – Now What?”
Section 1: What Are Colleges Looking For?
Section 2: Costs vs. Resources
Section 3: College Visits
Section 4: After the Visit

Module 3: “I’m Prepared – What’s the Next Step?”
Section 1: Testing – SAT/ACT
Section 2: How to Apply
Section 3: Financial Aid
Section 4: Special Considerations

Module 4: “What Can I Expect at College?” Academics
Section 1: Making Connections
Section 2: Expectations
Section 3: Reading & Study
Section 4: Writing

Module 5: “What Can I Expect at College?” Student Life
Section 1: Your Home Away from Home
Section 2: Have Some Fun and Get Involved
Section 3: Putting It All Together