

ALPS Scavenger Hunt Presentation Project

Purpose: Discovering the Resources at Atlantic Cape Community College

Each group signs on for a piece of the scavenger hunt. Some hunting is virtual, some is real. **Your group's job is to scavenge the information required and formulate a presentation to teach the class** what students need to know to navigate college successfully. Some graphical content is required in snaps, video, PowerPoint, Prezi, Glogster electronic poster, Google presentation (where you can all work on your presentation at the same time) or any combination thereof.

Permission must be obtained and a form signed before photographing any college staff or student.

Skills needed: organizing, time management, interviewing, writing, preparing graphical content, presenting, public speaking, using presentation technology.

All of these skills will be covered by instruction, reading assignments, assisted lectures, task matrices, and teacher guiding and helping in our computer lab periods.

1. **Financial Counseling** : Judy Brandis at jbrandis@atlantic.edu
2. **Library Home Page (virtual)**: Leslie Murtha at lmurtha@atlantic.edu
3. **Information Commons**: Kathy Fritz at kfritz@atlantic.edu
4. **Counseling Center**: Tammy Franco at tadefran@atlantic.edu
5. **Finding and Communicating with Your Instructor**: Pat Gandy at pgandy@atlantic.edu

Financial Counseling : Judy Brandis

Basic Information needed

- ⊃ Where in the building do I go to obtain financial counseling?
- ⊃ How can students get funds to attend college? Grants, scholarships, loans: what are the differences?
- ⊃ Where and to whom can we go to for help with financial advice? (a picture and or video might be nice here so your audience can put a face to a name)
- ⊃ Can students get financial aid for attending part time? What are the parameters of that?
- ⊃ What grades result in losing financial aid? Once a student loses financial aid can he or she get reinstated?
- ⊃ If a student stops or drops out, does he or she need to repay the student loans?
- ⊃ What is a FAFSA? Can a student get help filling one out?
- ⊃ When are scholarship applications due and what does the scholarship form look like? What does one have to do to complete the application process? How many days lead time should one give a professor to fill out the recommendation form? Where does one send in the form? When will one find out if he or she received a scholarship?
- ⊃ Do EMTs receive a one-time scholarship? If so how much is that? Do firemen and women?
- ⊃ Other questions the group generates:

Library Home Page: Leslie Murtha

Basic Information Needed:

- ⊃ What are the resources that the library home page offers students? Please limit your group to ten. Examples tutors, online help with research, APA hotlink, little teaching videos and much more
- ⊃ How does one access databases from the library's page while researching on a computer off campus?
- ⊃ What are the databases available and what are their specific fields of interest?
- ⊃ How can one find a book from the library's homepage? An ebook?
- ⊃ Can one get help with research if one takes an online class and has a research project in that class? If so, how?
- ⊃ What are subject guides and how can they help students?
- ⊃ A student needs a book for her research that we do not carry in our collections. What can the student do?
- ⊃ A student has exhausted his research and is stuck and the paper's due date is looming ahead. What can the student do?
- ⊃ If you need help with your research paper, what should you bring to your interview appointment or online chat?
- ⊃ Where can I find help with APA or MLA documentation?
- ⊃ What kind of information does the GALE Reference Library have and what is my password to enter Infotrac?

- ⊃ How can I reference online Encyclopedia Britannica to obtain background information on my research topic?
- ⊃ What is information literacy and why will that help you in college and life?
- ⊃ Other questions:

The Information Commons: Kathy Fritz

Basic Information Needed:

- ⊃ Where is it? Should I shut off my cell phone upon entering?
- ⊃ Whom do I physically go to request help for a research project?
- ⊃ Where can I access class materials in Blackboard or type up a paper if I do not have a computer at home?
- ⊃ If I want to print a doc from home, what do I have to save it as in order to open it here at school and print it out?
- ⊃ How do I print out a doc in the information commons? What is the cost? (you might want to ask Kathy Fritz to go through the process and videotape –with permission-- that for your fellow and sister students—they could really use this knowledge)
- ⊃ Where exactly do I sign up for tutoring?
- ⊃ What does the tutoring room look like? You might want to snap a picture (with permission.)
- ⊃ How do I find out the hours when tutors are available?

- ⊃ How can I request a tutor for advanced studies other than English or math? (Perhaps the student needs help with calculus, statistics, A & P.)
- ⊃ Where can I find a quiet place to study? (Picture maybe?)
- ⊃ Where are the Holocaust resources located? What does the Holocaust Center offer students studying the Holocaust? (Picture maybe?)
- ⊃ Is there a group study or group project room where your group could meet and discuss things without bothering anyone in the Information Commons?
- ⊃ Is there a special room for nursing students to study?
- ⊃ Other questions?

The Counseling Center and Advising: Student Development

Basic Information Needed:

- ⊃ How do I find out what courses I need to take in my major?
- ⊃ Is it possible if a student self advises that he or she will take a course or two that s/he doesn't need, thereby increasing the time to graduation, and wasting precious time and money?
- ⊃ What is a graduation audit?
- ⊃ Can a student get mental health counseling if she or he is feeling anxious, depressed, agitated, hopelessly overwhelmed or other? Who does a student turn to in such a state?

- ⊖ Can a student receive career counseling to help find an appropriate path of study, to build a resume, or to learn how to interview for a job?
- ⊖ What time of the semester is it best to go for advising to map out a plan for the next semester's registration? What are the benefits of following this advising plan?
- ⊖ What tutorials does student services offer to help me in college?
- ⊖ How can I find out about test taking anxiety? (snap a picture)
- ⊖ What is the proper protocol for help with a problem in class? Whom do I speak to first? Second? Third?
- ⊖ Where can you find a college catalog and a course guide for semester's courses? (Snap a photo of the front cover of each)
- ⊖ Other questions:

Finding Your Professor or Instructor and Communicating with Him or Her

Basic Information Needed:

- ⊖ Where and how does a student leave a paper for a professor's mailbox?
- ⊖ How does one physically leave a message for a prof?
- ⊖ Where are the professors' offices?
- ⊖ How does a student meet with a part-time instructor?



- ⊃ What is the best way to contact or leave a message for an instructor (part-time teacher)? A professor (full-time teacher)? Reach out to one of each and report on the process. Was it effective?
- ⊃ Do all teachers prefer the same methods of contact?
- ⊃ What might you do if an instructor does not return your email or phone call?
- ⊃ If I am an online student, should I find out what campus my teacher is on and make an appointment to meet F2F with that professor, if at all possible? Why might that be a good idea?
- ⊃ Where do I go when a professor leaves materials for students to pick up in the event that a class is precipitously cancelled?
- ⊃ What is the proper protocol for help with a problem in class? Whom do I speak to first? Second? Third?
- ⊃ If the course is web enhanced, where would I go to see if the professor left any messages for the class in the event of her or his absence?
- ⊃ If the class is not web-enhanced, how will I know if a professor's class is canceled and what the assignment might be?
- ⊃ Other questions:

Group Task Matrix : who does what, when? Fill in the names of your group members. Put a check in the member's column that corresponds to the task or tasks that member will complete: add in the box the date the activity is to be completed.

Names of Members				
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Tasks to Be Completed				
Makes Interview Appt				
Chooses Presentation Format				
Interviews; obtains answers to all questions				
Photographs or Videographs (with permission)				
Types Information for Presentation Format				
Uploads Graphics for Project				
Polishes and Edits Project				
Due Date for Project:				

Grading Rubric

20= excellent

15=very good

10=good

5=poor

0=not evident

Criteria	20	15	10	5	0
Thoroughness of Interview					
Graphics (minimum 5)					
Quality of Presentation					
Cooperation of Group Members					
Written language—spelling, grammar, sentence sense					
Total Points:					

Teacher Commentary: