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ABSTRACT

Designed for program managers and teacher/recruiter/counselors (TRC's), this handbook provides information on Brevard Community College's Adult Basic Education (ABE) Outreach program. First, background information on the ABE/TRC concept is presented, identifying the major functions of the TRC as counseling through door-to-door contact, conducting outreach classes in community buildings near the clients to be served, and providing an informal instructional environment suited to adult learner needs. The next sections present information on the development of the ABE Outreach program; needs in setting up an outreach program; characteristics of a TRC; staff training needs; and potential problems. Next, suggestions are offered for locating and orienting TRC's. Then, guidelines are presented for the TRC, including a discussion of requisite personal characteristics and skills, tips for program success, information needed and techniques for recruitment, and sources of information about the community. The bulk of the handbook consists of forms, samples, and fliers, including ABE teacher forms; a TRC job description, job schedule, outreach contact sheet, time log, and follow-up report; ABE student profile sheets and forms; information on adult/community education centers; and sample publicity materials. (HB)

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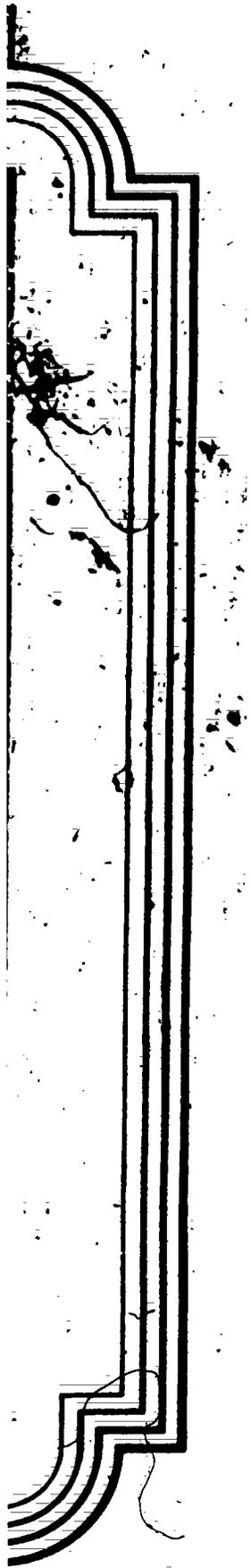
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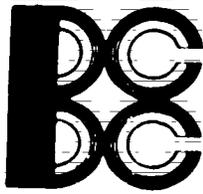
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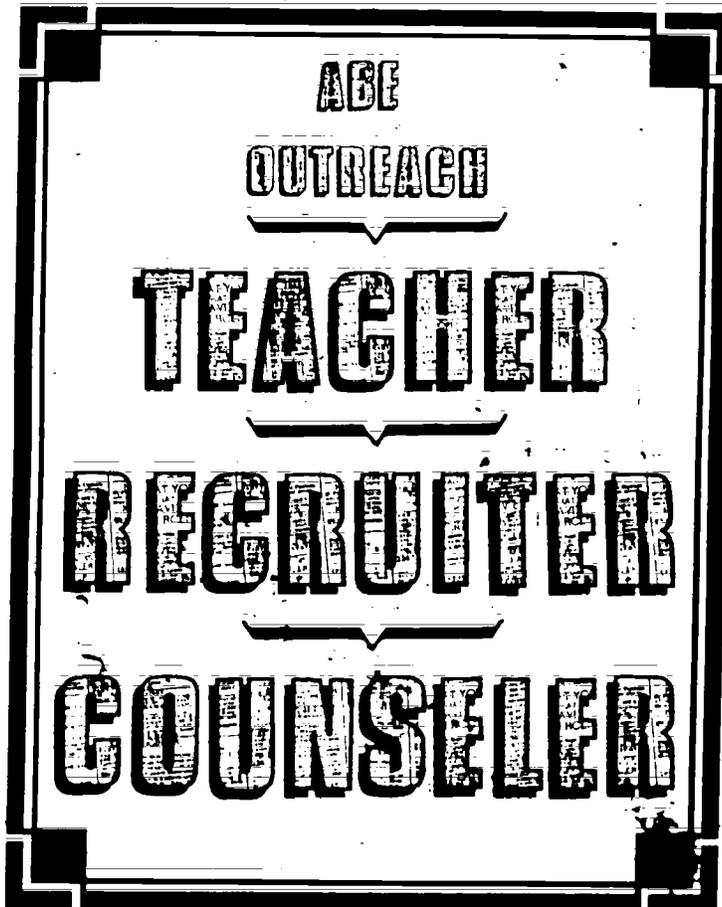


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BREVARD COMMUNITY COLLEGE



A Handbook for Adult Basic Education

Teacher/Recruiter/Counselors

A Guide for Program Managers

Revised, 1984

BREVARD COMMUNITY COLLEGE  
 Adult Basic Education  
 Teacher/Recruiter/Counselor  
 PROGRAM

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"There is nothing permanent except change."

°°°Heracilitus (540-475 B.C.)

ADULT BASIC EDUCATION  
TEACHER - RECRUITER - COUNSELOR

INTRODUCTION:

Brevard Community College uses Adult Basic Education Grant funds to employ Adult Basic Education Teacher/Recruiter/Counselors (TRC). The major objective of the TRC position is to assure every opportunity is given to enrolling Level 1 (grades K-4) adults into ABE Outreach classes and classes offered at adult centers. This concept was developed because traditional methods of recruitment were not effective with Level 1 adults. Prospective ABE students generally lack self-confidence; have a distrust of schools or institutions of learning, and display a poor self-concept which are prohibitive to a return to schooling. Level 1 adults do not readily admit their lack of education; therefore, they require special efforts for identification and recruitment into ABE programs.

In order to overcome these barriers, the ABE/TRC concept was created with the following components:

- counseling through door-to-door contact,
- outreach ABE classes in community building near the clients to be served,
- an informal instructional environment suited to adult learner needs.

Door-to-door counseling provides identification of prospective clients as well as an opportunity for the teacher/counselor to discuss educational programs available within the community. As trust is built between the TRC and client, recruitment into an outreach class is probable, whereas, this person usually would make no effort to obtain further learning. Because the counselor is also the teacher, the adult learner is able to overcome many of his/her fears

about facing the "unknown." By creating outreach classes within the communities where clients have easy access and providing a learning environment that is non-structured and geared to immediate individual needs, adult learners are more responsive to adapting to learning and growing.

Outreach classes afford the opportunity for ABE students to prepare themselves for eventual enrollment at adult centers. Once students overcome many of their fears and experience success in learning, they are counseled about more advanced programs of study, whether vocational training or earning a high school diploma. The IRC accompanies these learners to the nearest adult center; assists with placement; interacts with the new instructors, and plans learning activities until the adult feels comfortable with the new environment. The IRC works with adult center instructors and helps with follow-up on dropouts; arranges transportation, child care and provides counseling to solve personal problems or makes referrals to appropriate community agencies for such counseling.

The IRC keeps in close contact with community agencies, businesses, and related referral programs to promote publicity about all adult education opportunities. As a result of the IRC's efforts, adult centers experience increased enrollments in all segments of the program.



ADULT EDUCATION TEACHER/RECRUITER/COUNSELOR CONCEPT  
DEVELOPMENT

In response to the Federal Adult Education Act, 1978 and the Florida State Plan for Adult Education, Adult Basic Education Grant funds are used primarily to provide educational opportunities for those adults achieving academically below the 4th grade level. Second, priority is given to those adults performing at 4th-8th grade level. Adult Basic Education funds are expended indirectly to support promotion of high school completion, but not for actual instruction of students.

Adult education programs are generally organized at public school sites or at community colleges. These programs function effectively to meet priority 2 and 3; however, the impact on priority 1 has been minimal. The following situations may have implications for this non-participation by Level 1 adults:

1. Level 1 (K-4) adults are the least educated and remain hidden in communities. They do not readily admit their lack of education and go to great lengths to avoid situations which reveal undereducation.
2. Level 1 adults are fearful of traditional schooling institutions where they experienced failures in the past. School buildings are places they avoid. Many times these people are parents of children experiencing the same failures and because of their own undereducation, they see no value in encouraging their children to stay in school or to achieve. They seldom come to the schools for parent conferences perhaps in fear that their lack of basic skills will be discovered. They are often suspicious of the schools and their children are most likely to be high school drop-outs.

Because adult centers are usually located in these same school buildings, no matter how diligent, actual enrollment of these people in ABE classes is minimal.

3. ABE classes offered at adult centers are taught mainly by part-time instructors. These instructors usually teach in the day school and are hired for specific classroom hours. There is little time to do follow-up and outside the class recruitment and counseling. Training for ABE instruction is lacking with these teachers. One cannot assume that because an instructor is successful with small children or high school level students, he/she will be able to walk in to an ABE class and use the same methods and materials.

4. Adult centers have often failed to provide a counseling and placement program which assures each adult will be suited to a class or teacher. Adult centers are becoming more and more alternative high schools for students aged 16 to 19. As a result, attitudes of the staff reflect a typical "high school" accommodation. The older adult feels uncomfortable in this setting, especially those who are undereducated.
5. Staff development is neglected for part-time adult education teachers. This is not always the fault of adult centers. It is difficult to find time to train teachers en masse. Adult centers need to provide more orientation sessions at the beginning of each term for new teachers and occasions for "rap sessions" to resolve problems related to meeting adult learner needs. It seems appropriate to require adult education teachers to have a minimum of 6 hours prior training before being hired as an instructor in the adult program. Teachers and administrators are in need of a minimum of 6 semester hours in adult education, specifically, adult learning theory and curriculum for adults.



#### LOOKING FOR SOLUTIONS:

1. Since traditional methods for recruitment of adult enrollees into adult centers do not work well with Level 1 clients, one-to-one or door-to-door counseling has proved an effective method.
2. Since Level 1 adults are reluctant to attend adult centers, outreach classes are set up in churches, community recreation buildings, or storefronts. These classes are located close to or within the targeted communities.
3. Since Level 1 adults generally have feelings of inadequacy and are often distrustful of educators, Outreach Teacher/Recruiter/Counselors are employed on a part-time basis. The dual roles (teachers & counselor) allows for a person who is knowledgeable of the unique needs of the clients to be served. This person has training which prepares him/her to do a special kind of counseling and also be an instructor in basic skills education.
4. Once Level 1 adults have advanced in their basic skills to Level 2 and become more self-confident, they are better able to adapt to a regular ABE class held at a nearby adult center. The IRC accompanies the students to the new class, assists with placement, and stays with the adults until a comfortable environment has been achieved.

5. The TRC works closely with the staff at adult centers by assisting with publicity, referrals, counseling, placement, and assessing ABE center instructional needs; the TRC is called upon to follow-up on class drop-outs and help set up new ABE classes. This person's role is further extended to working with clients in need of transportation, child care, and referrals to community service agencies.
6. The TRC promotes programs through community service agencies, the media, posters, speaking engagements to churches and service clubs, etc. Major recruitment, however, is conducted through door-to-door counseling. Although Level 1 adults are the primary target group, adult centers experience increased enrollments due to the TRC's efforts.
7. The TRC encourages those adult learners participating in the ABE programs to become recruiters. Special awards and recognition are given these students. Satisfied ABE students can prove the best resource for enrolling new learners.
8. The TRC keeps close contact with adult centers in his/her service area. It is important that the outreach program serve as feeders to adult centers and that the TRC is knowledgeable about teachers and their instructional programs. By continually interfacing with the adult education staff, the outreach program does not become a separate entity, but rather a liaison to the adult center programs.



## SETTING UP THE OUTREACH PROGRAM NEEDS:

A full-time staff person is usually employed to oversee the Adult Basic Education program. This person is traditionally referred to as the "ABE Coordinator." The ABE Coordinator's duties are generally to:

1. write and monitor the Adult Basic Education Grant.
2. interview and recommend hiring of ABE Teacher/Recruiter/Counselors.
3. provide inservice training for ABE/JRC's and ABE part-time instructors.
4. oversee the total ABE Program at Outreach Centers and adult centers.
5. coordinate program promotion with community agencies, institutions, and the community at large.
6. develop program publicity (flyers, posters, other media).
7. work with ABE instructors and administrators to develop viable programs at adult centers.
8. conduct needs assessments related to staff development and students.
9. recommend and order ABE instructional materials.

## TEACHER/RECRUITER/COUNSELORS (JRC's)

JRC's are very special people and not easy to find. The success or failure of the outreach program rests on the selection and training of people suited to the needs of the targeted group. Since this is a part-time position and both daytime and evening hours must be available, restrictions in this area are often prevalent when looking for just the right people. The following duties and characteristics of a JRC are suggested:

### CHARACTERISTICS TO LOOK FOR - The JRC:

1. Selected from the area/community to be served. (Important for acceptance)
2. Ability to meet and communicate with people from all socio-economic levels.
3. Displays self-confidence with demonstrated leadership abilities.
4. Active community involvement demonstrated (i.e., served on Housing Authority Board or other community agency involvements).
5. Has a high school diploma with some community college courses or continuing education course work. Has shown an active desire to grow and learn by seeking out these opportunities.
6. Has a minimum of 7 years experience in a job with good recommendations from employers.
7. Has had experience in instruction (i.e., church, volunteer tutor, etc.).



8. Displays a warm, friendly and courteous demeanor (humanistic behavior).
9. Receptive to taking directions and training for new roles.
10. Demonstrates empathy for others and a commitment to the ABE Program.

#### STAFF TRAINING:

A necessary component to creating an Outreach Teacher/Recruiter/Counselor program is pre-in-service training. Usually, a minimum of 8 hours is required before a TRC assumes duties in the field. Attention is given to adult learning theory, administrative procedures, adult program elements, class management, counseling and recruitment techniques, public relations, and general TRC data collection duties. A handbook composed of pre-service guidelines is provided each new TRC. After the initial training, the TRC meets with the adult center administrators to discuss program needs. During the first month of the program, staff meetings are called every two weeks to discuss problems, activities, and make any necessary changes in strategies. New TRC's can be assisted greatly by having on board a TRC who has had past experience in the field. This person oversees the first month's activities of new staff members. TRC's are required to observe and work as "teacher aides" in ABE classes before attempting to teach a class.

Frequent staff meetings during these early days are important to the TRC's success. Counseling and recruitment of ABE students can be a difficult task. Discouragement can easily set in when some immediate successes are not experienced. Problem solving at these meetings serves to renew the spirit and vigor of the TRC's activities.

#### A FEW PROBLEM AREAS NEED TO BE MENTIONED:

TRC's can come to this position displaying initially great enthusiasm and belief in the concept. However, after a week or so in the field, the following weaknesses begin to appear:

door-to-door counseling or all the same doors being "shot" or not "opened". Being over-optimistic to the point of unrealistic engagement. This happens only in about 10 to 15% of contacts made and should not be considered a constraint.

Some people become belligerent and try to put the IRC on the defensive. Especially, this is true when the "wrong" door has been tapped. If a person who has a diploma is told about the program before having the opportunity to say so, or presents being asked, he/she may respond in a negative way. The IRC can immediately lead into a discussion about more advanced programs available at the community college or thank the person for his/her time and move on. Winning this person over to assist the IRC in identifying those people in the community in need of adult education may be another tactic. IRC's never get on the defensive and try to "justify" their position.

The job is time consuming and the weather is hot. Getting in and out of a car or walking a great deal can drain a person's energy, especially, if some of the above mentioned situations occur. The IRC may need a staff position where sharing information and concerns occur. Talking about specific problems with those more experienced, can help renew determination to succeed. Others who have been in the field for a longer period may have helpful solutions.

IRC's are told at the very beginning, and this is re-emphasized many times, when running into problems and feeling letdown occurs; call the ABE coordinator or a colleague in the field. Problems should not be allowed to fester.

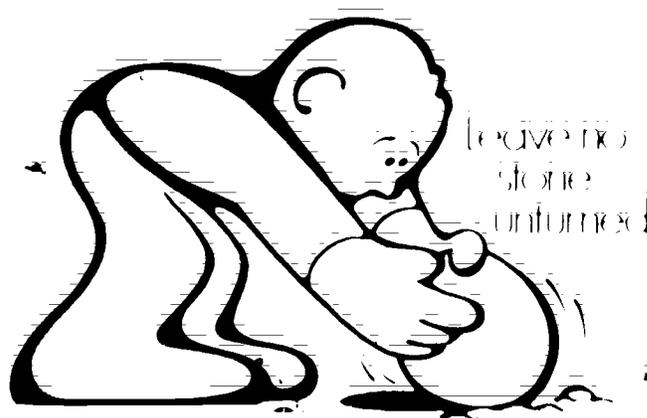
The ABE coordinator needs to be "on top" of all outreach activities. The person goes with the IRC to help set up outreach classes and introduce the IRC to key people who will help with contacts. Frequent calls to the IRC with some encouraging remarks can help. Visits to newly developed outreach classes can be beneficial. Make sure that instructional materials are appropriate and available for use.

In summary, the dual role of "recruiter/counselor" is necessary before the role of teacher can be employed. Recruitment involves discovering where the prospective clients are located before tapping on doors. Success in recruiting is often associated with how much information is known about the client prior to the first visit, such as, name, marital status, number of children, age, general education level. Usually, this information is gathered through community agency referrals or sometimes friends and neighbors who are concerned about the person's welfare. Knowing about the family or person helps with introductions, contacts. The IRC tells the person right away

why the visit is being made. He/she explains immediately that this is an adult education program and not a community agency to be discussed. The recruiter is courteous and not condescending, critical, or even on the defensive. A friendly non-intimidating approach works best. The IRC is "selling" a product, education. "Arguments" are well thought out and presented with enthusiasm. If the person doesn't want to talk right away about education, but seems troubled or wants to vent feelings about other concerns, the IRC listens and verbalizes only when necessary. The IRC doesn't appear overanxious to jump to the subject at hand. Leading into the discussion about ABE often occurs when almost ready to leave. The "counselor" role begins immediately upon gaining the interest and confidence of the client.

"Counseling" takes time. It is quality rather than quantity that the IRC seeks in recruitment counseling. A lot of listening and observing takes place with a prospective client before being able to even tackle the subject of education. This may take 30 minutes to an hour in many cases.

One other point might be made. The IRC doesn't go overdressed or wear too much jewelry. Comfortable shoes and dress for the occasion is necessary.



## TRC PRE-INSERVICE

### HOW DO YOU LOCATE PEOPLE SUITED TO THE ROLE OF TEACHER/RECRUITER/COUNSELOR?

1. Determine the communities to be targeted. Find out who the community leaders are, especially, those well-respected. Make an appointment to discuss the program with these people and ask their assistant in finding people who fit the TRC job description.
2. Another resource can be community agencies. A call to the Family Counseling Center resulted in an excellent referral who had had experience in social work. Also, contact school principals who have schools located in or near the targeted communities. A new TRC was discovered through this method. This person had done volunteer tutoring in the school.

It is best not to "advertise" this position. Seek out people through the above suggested methods. If you have a TRC already on board, use this person to assist you in finding those other "right" people for interviews.

It has been found locally that women are more suited to this position. A man knocking on a door has less chance of getting entry. This is especially true if women are the prospective clients. However, an older retired man with the right qualifications can be successful if working in the company of a woman TRC. The man could also set hours for recruitment/counseling during the evening, whereas, a woman might be reluctant to visit certain communities during evening hours.

### TRC ORIENTATION

- Step 1 - Read the "ABLE Teacher/Recruiter/Counselor Guide" and determine if this position is right for you.
- Step 2 - Study carefully the "TRC Job Description"
- Step 3 - Examine the requirements for DATA COLLECTION
  1. Recruiter's Report
  2. Recruiter's Time Log
  3. Adult Learner Follow-up Form
  4. How to Complete a "Travel Voucher"
- Step 4 - First Staff Training Session
  1. Review Items in Step 1 - 3 for Clarification
  2. Characteristics of Prospective Clients
  3. Recruitment Techniques
  4. Counseling Techniques
  5. Adult Learning Theory
  6. Motivation
  7. What to expect in the field-problems/solutions

Step 5 - Study Reference Materials

1. Complete "What is APL? A Teacher Training Competency Module"
2. Read/study "Adult Basic Education Handbook"
3. Read/study reference materials on adult literacy, teaching adults; adult program offerings.

Step 6 - Second Staff Training Session

1. Film: "Illiteracy. We Can't Afford it"
2. Discussion and Problem Solving related to Step 5 references

Step 7 - Complete Observations of ABE Classes at Outreach Centers or Adult Centers

1. Observe experienced TRC working in the field
2. Visit adult centers (usually with ABE Coordinator or Experienced TRC) for first visit.
3. Make personal contact counseling with a minimum of 5 perspective students
4. Visit with community agencies and other possible resources
5. Seek out sites for holding ABE Outreach Classes

Step 8 - Third Training Session

1. Problem Solving - Discussion of Step 7 Activities
2. Plan a program of individualized instruction for a student based on diagnostic testing
3. Review specific programmed instructional materials
4. Examine different diagnostic/placement tests
5. Role playing - interview techniques

Step 9 - Set up an ABE Outreach Class

1. Based on experience and training, you can now set up an outreach class. In some cases, you will continue as a "teacher aide" for an ABE class offered at an adult center until comfortable with the instructional program.
2. Continue with intensive recruitment/counseling in targeted communities
3. Make contact each week with adult centers
4. Assist as needed with recruitment of students for adult center ABE classes. Recruitment into other adult programs (i.e.; high school completion, G.E.D. preparation) can occur.

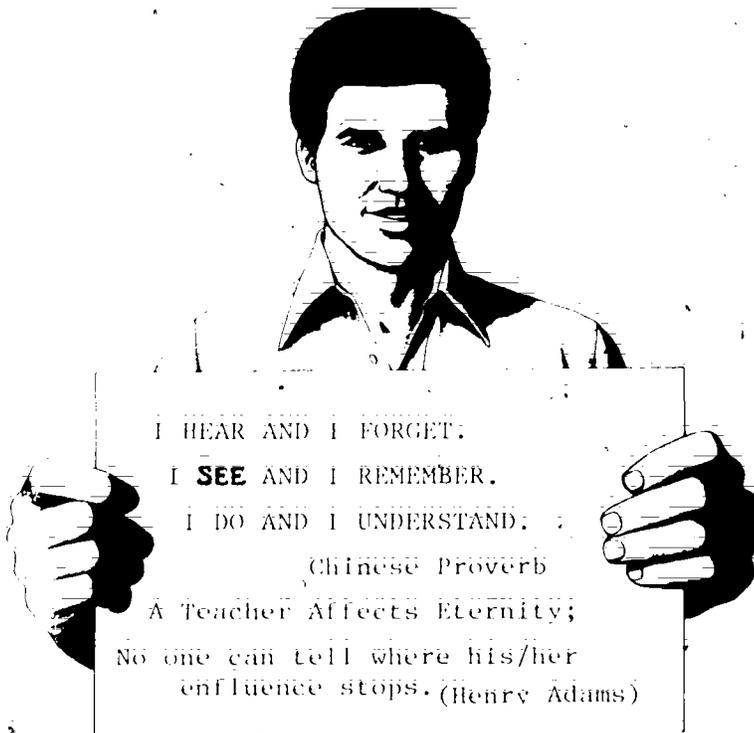
Step 10 - Be prepared to make presentations to groups who have contact with prospective clients. (Check with ABE Coordinator for references before making presentations):

Always carry program flyers and posters with you when working in the field. Distribute freely! Leave a flyer with each person contacted.

Step 11 - Staff meetings are held every two weeks. Bring...

- Problems & ideas .
- Needs, instructional or other.
- RECRUITER CONTACT SHEETS
- ADULT LEARNER FOLLOW-UP FORMS
- RECRUITER TIME LOG & Mileage (last week of each month)

Be sure to call the ABE Coordinator for assistance as needed!



## GUIDELINES FOR THE TEACHER RECRUITER/COUNSELOR

The following discussion is an excerpt from a Special Demonstration Project, 1978-79 developed by the North East Florida Education Consortium/Teacher Education Center. A few additions have been added based on experiences in Brevard County. This is a more detailed description of ideas that may have already been discussed.

### PERSONAL CHARACTERISTICS AND SKILLS of the TRC

As has been mentioned, the ABE TRC is a "special type" person, for he/she must understand the people, their problems, attitudes, interests, and desires. The following might serve as a very basic set of personal qualities which should be inherent to the recruiter/counselor:

1. EXHIBITING A SYMPATHETIC AND UNDERSTANDING IMAGE - The ABE client, due in part to a general lack of education, is typically faced with a battery of personal and professional blockades throughout his/her life. Failures continuously manifest subsequent failures until it is a common ingredient in his/her daily life. In many instances, a feeling of inferiority and often "dumbness" begins to saturate outlooks on life. The personal problems begin to seem insurmountable until a feeling of helplessness becomes the dominant force within his/her lifestyle.

As a result, the ABE client often likes to verbalize his/her problems. The understanding recruiter/counselor can be a key figure by becoming the "sounding board" for such negative frustrations. By exhibiting a sense of understanding, a feeling of closeness and trust often evolves, which in turn enables actions to be taken which will involve this person in planning educational strategies to improve his/her lifestyle.

2. BEING RESPECTFUL OF THE ABE CLIENT - As previously mentioned, the ABE client often has many personal and professional blockades throughout life. He/she might even be fearful of and intimidated by the thought of a classroom environment. Negative connotations of education due to previously unsuccessful public education experiences go a long way in explaining such fears and reluctance toward seeking further educational experiences.

The ABE recruiter/counselor must be respectful of those individuals he/she meets. Such respect must be for the person as an individual and a human being, for the client can always sense an absence of respect through the mannerisms, facial expressions, verbal expressions, and gestures of the recruiter.

The recruiter might do well to seek ways of complimenting the client. Everyone likes to be told that he/she is dressed nicely, that the hair is well groomed, and that his/her house is neat and clean. This helps the client build confidence and trust in himself/herself, as well as in the recruiter.

3. EXHIBITING A SENSE OF HUMOR AND PATIENCE - It has often been said that "laughter is the universal language." Everyone loves a laugh and everyone understands laughter. Anxieties and nervousness are reduced in the

presence of laughter, resulting in a more trusting and respectful atmosphere within which further communication may occur.

PATIENCE, above all--patience! It takes a great deal of time to gain the trust and respect of people. It takes even longer to get a commitment from them to attempt to improve their lifestyle. Even then, such commitments have to be continuously reaffirmed through follow-up visits, encouragement, and assistance.

UNDERSTAND + RESPECT + HUMOR + PATIENCE = A NEW ADULT LEARNER!

### RECRUITER TRAINING TIPS FOR A SUCCESSFUL PROGRAM

It is essential that a recruiter be highly trained prior to the initiation of any recruiting program. This will assure you of a successful recruiting endeavor.

PRIOR TO BEGINNING, IT WOULD BE WELL TO KEEP THESE POINTS IN MIND:

- Keep your OBJECTIVE foremost in your thinking.
- Be sincere and honest in all you do. BE YOURSELF!
- Become knowledgeable of the OFFERINGS of the Adult Basic Education program, with basic information concerning the content of these offerings.
- Be prepared to EXPLAIN THE PROGRAM as completely as possible. Don't hurry! This could take at least 15 minutes per family--often times more!
- WEAR APPROPRIATE CLOTHES. Be clean and neat, but not overdressed.
- KNOW YOUR AREA to canvass. This will prevent overlapping with another person.
- Be informed on the LOCATION of the Adult Basic Education classes.
- ATTEND A CLASS IN ABE prior to recruiting.
- RECRUIT A FEW PEOPLE properly, rather than many people in an inadequate manner.

DURING YOUR VISIT, USE A COMMON SENSE APPROACH BY ADHERING TO THE FOLLOWING:

- DO NOT ENTER the home if the timing appears to be wrong! An unwholesome atmosphere may exist at the time you choose to visit.
- ENTER the home with a friendly attitude and identify yourself to the potential adult learner.
- TELL the person the REASON for your visit.
- SAY the person's NAME as often as possible. This shows a personal interest.
- ATTEMPT to identify with the person's concerns. BE UNDERSTANDING! TALK about things that are meaningful to the potential learner.

AFTER ESTABLISHING A GOOD RELATIONSHIP WITH THE PERSON, GIVE THE NEEDED INFORMATION ABOUT THE PROGRAM. EXAMPLES ARE:

- Describe the adult program. Hand out a flier which may have been developed. (Explain what the flier says. You may be talking to a non-reader.)
- All records are CONFIDENTIAL!
- THE PROGRAM IS FREE!
- NO OTHER MONETARY BENEFITS WILL BE LOST by taking adult courses, such as social security, etc.
- BETTER JOBS may be obtained as result of taking adult course.
- NEW FRIENDSHIPS ARE POSSIBLE!
- Adult Basic Education CARES ABOUT THE LEARNER and MAY BE the beginning of a MORE REWARDING LIFE!
- BENEFITS may be realized in the FUTURE as well as immediately.
- CLASS PROCEDURE is different from "regular schooling."  
(Attendance is not required for every class, etc.  
There is a friendly relaxed atmosphere.)
- OTHERS HAVE BENEFITED FROM CLASSES! TELL HOW!

BEFORE LEAVING THE HOME, BE SURE THE PROSPECTIVE STUDENT HAS SPECIFIC INFORMATION, SUCH AS:

- He/She knows WHEN AND WHERE THE CLASS BEGINS!
- A card has been prepared to introduce him/her to the teacher. (You may want to go with the new student to the class and stay with him/her until comfortable).
- The student KNOWS THE TEACHER'S NAME.
- The student FEELS COMFORTABLE ABOUT MEETING THE FIRST CLASS!
- The student KNOWS OTHERS who may be attending the same class if names are available.
- The students FEELS THAT YOU WILL ASSIST if help is needed.

AFTER LEAVING THE HOME, ATTEMPT TO ANSWER THESE QUESTIONS IN WRITTEN FORM:

- What is approximate EDUCATIONAL LEVEL of the adult?
- What DEGREE OF INTEREST was shown?
- What CAN YOU TELL THE TEACHER ABOUT HIM/HER?
- DID YOU HEAR THE NAMES OF OTHER PROSPECTIVE LEARNERS MENTIONED? DID YOU OBSERVE ANY IN THE HOME?
- HAVE YOU RECORDED ALL PERTINENT INFORMATION?

#### ESSENTIAL INGREDIENTS TO REMEMBER

FOLLOW-UP! The adult learner may not have attended the first class.  
CHECK UP! Go to the class to show your interest in the adult learner!  
HAVE ONE PERSON IN CHARGE! This will avoid two recruiters going to the same area.

## THE TEACHER AS RECRUITER

(The following are excerpts from Literacy Education for Adolescents & Adults by Edwin H. Smith, Florida State University)

There are many sources of help in locating and recruiting students:

A teacher who lacks the ability to recruit students may also lack the ability to do a good job of teaching them. Ability to recruit is related to ability to hold students once they are recruited (Smith & Mason, 1965). Teachers in Adult Basic Education should be experts in the recruitment of students. Time should be spent in learning about the community and in learning techniques for the identification and recruitment of students.

### A few things the ABE teacher should know:

1. The total population and the populations of ethnic groups.
2. The number of unemployed and the reasons for unemployment.
3. The industries in the area.
4. The economic outlook for the community.
5. The community poverty pockets.
6. The public health and welfare services.
7. The crime rate and the types of criminal acts most frequently committed.
8. Governmental agencies and services (a section of this manual includes several of these agencies; especially on the local level; for both up and down county).
9. The religious life of the community.
10. The recreational facilities of the community.



## TECHNIQUES FOR RECRUITMENT

### CONTACTS WITH:

1. Existing social agencies e.g., Welfare, Department of Employment, Parks and playgrounds, etc.
2. Local community organizations.
3. Local social clubs.
4. Local schools. Try to get the administrator or key person in the school to serve as a liaison. Send fliers home with students, including complete information about the programs, and attach an application form. Be specific as to whom to contact for further information.
5. Local libraries.
6. Local radio and T.V. networks. Use students as much as possible. (Try to make arrangements with mass media at least two weeks in advance.)
7. Local community, city, and throw-away newspapers.
8. Local industry.
9. Local stores, especially grocery stores, supermarkets, drug stores, and snack-stands.
10. Housing projects. Consult with internal club or its equivalent and get them to recruit for you. Try to get them to attend. Ask manager to send flier home with all necessary information about the program. They could include it in their rental statement, or refer to fliers verbally as renters come to the office.
11. Churches: Some may use students to give panel discussions. Send fliers and brochures home. (Use ABE students for panel).
12. Surveys--Volunteers and/or paid staff.
13. Keep counselors, teachers, and administrators informed with necessary information on the ESL and other school programs.
14. Let existing students present their stories of success.
15. Provide family involvement whenever possible.
16. Keep on top of activities going on in the community such as construction, industries, programs, club activities, social actions, conferences, scholarships, etc.
17. Contact the ABE Advisory Committee.
18. Make posters--display them in windows of certain stores.

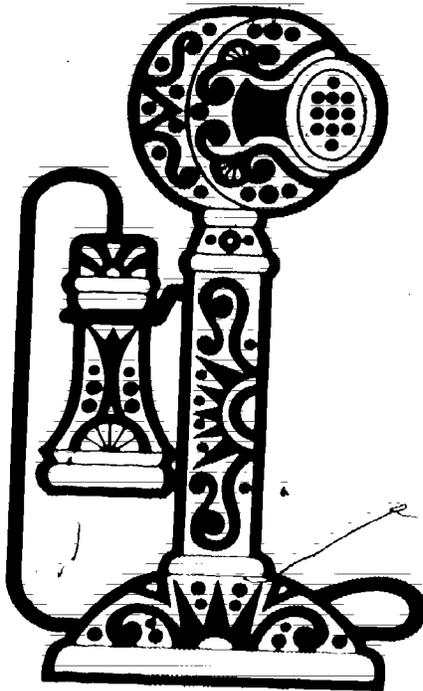
19. Prepare samples of fliers, signs, etc., and suggested wording of T.V. and radio spot-announcements.
20. Contact the ABE Coordinator for information and material needs.



Other sources of information about the community may be found by using:

1. Newspaper files
2. Chamber of Commerce
3. Police department
4. Offices of mayors or city managers
5. State boards of health
6. Courts
7. Charity organizations
8. Ministerial associations
9. School teachers and principals
10. Welfare workers
11. Employment agencies
12. Medical societies
13. Military bases

Health & Welfare agencies will cooperate in both identification and recruitment of students. Mass media such as radio and television generally will provide free publicity--but of course our best source of recruitment is by "word of mouth" by satisfied students.



10: INSTRUCTOR:

Use this list by asking for a show of hands or by private interview. This is important for recruitment and data collection.

METHOD OF STUDENT'S RECRUITMENT

Please check the appropriate box.

I was introduced to Adult Basic Education by:

- 1. ABE recruiter or teacher
- 2. Friend
- 3. Student
- 4. Place of employment
- 5. Newspaper
- 6. Announcement from school
- 7. Church announcement
- 8. Welfare Department
- 9. Health Department
- 10. Unemployment office
- 11. Department of Vocational Rehabilitation
- 12. School officials
- 13. Radio
- 14. Television
- 15. Veteran's Service Office
- 16. Relative
- 17. Neighbor
- 18. Community Action Counselor
- 19. Telephone
- 20. Correctional Institution
- 21. Other: \_\_\_\_\_





REASONS FOR PARTICIPATION IN ADULT BASIC EDUCATION

Please check the appropriate box.

My reasons for entering the Adult Basic Education Program are:

- 1. Prepare for the G.E.D. test
- 2. Better education in general
- 3. General self-improvement
- 4. To get a better job or promotion
- 5. Learn to read and write
- 6. Required by employer
- 7. Get a job
- 8. Get a driver's license
- 9. Improve basic skills in English, math, spelling, and reading
- 10. Help children with homework
- 11. Other: \_\_\_\_\_

PERSONAL GOALS AS AN ABE STUDENT

- 1. To learn to read and write
- 2. To work for a high school diploma
- 3. To meet different people
- 4. To qualify for a better job or job training
- 5. Other: \_\_\_\_\_



## ADULT BASIC EDUCATION TEACHER/RECRUITER/COUNSELOR

### JOB DESCRIPTION

**PURPOSE:** The Adult Basic Education Teacher/Recruiter/Counselor (TRC) is employed under a part-time contract each year. This position is primarily supported by Adult Basic Education Grant Funds. Since funds vary from year to year, hours of employment are calculated based on available funds. This person(s) may at times also be under separate contracts at adult centers to provide counseling, recruitment, and instruction.

Adult Basic Education Grant funds are used to address PRIORITY #1 of the Adult Education Act (1978) and the Florida Plan for Adult Education. This priority indicates that adult education funds should be used to provide educational opportunities first to those adults performing below the 8th grade level and most in need of reading, writing, mathematics, and everyday survival skills.

### JOB DESCRIPTION:

The TRC works not less than 20 hours per week in performing the following tasks:

- a. Door-to-door contact for counseling and recruitment of ABE clients.
- b. Personal contact with community agencies for referral of prospective students.
- c. Organize and set up outreach ABE classes in community buildings near clients.
- d. Provide instruction for students in Outreach Centers.
- e. Arrange carpools and childcare for program (ABE) participants.
- f. Assist students with transition to adult center programs from outreach classes.
- g. Assist adult centers with placement of ABE students in center classes.
- h. Provide publicity and promotional literature for recruitment of students.
- i. Conduct speaking engagements relative to ABE programs.
- j. Coordinate all activities with the ABE Coordinator.
- k. Keep all records and logs required for outreach activities.
- l. Work with ABE instructors at adult centers and serve as a consultant to the ABE program at the direction of the ABE Coordinator and Adult Center Administrator.

### QUALIFICATIONS:

Rank III Certificate or Occupational Certificate  
Extensive experience in working with people from all socio-economic and educational levels. Knowledgeable about the communities and clients to be served. Experience in public relations and program type promotion. Experience in teaching and general counseling. Possess a personal dedication to and empathy with those persons in need of Adult Basic Education.

REPORTS TO: Adult Education Department; ABE Coordinator

PROGRAM DETAILS: ADULT BASIC EDUCATION TEACHER/RECRUITER/COUNSELOR OUTREACH PROGRAM (Booklet)

## TRC's Relationship with Adult Centers

1. The TRC works under the direction of the adult education department. The ABE Coordinator oversees and supervises the TRC's activities, record-keeping, and hours.

### ASSIGNMENT OF HOURS:

- a. 20 hours per week, 4 hours per day, 5 days. Hours are flexible depending on needs of clients and the TRC's schedule.
- b. No more than 9.5 hours per week are spent in teaching in outreach classes. The remaining hours are spent in recruiting and counseling adults into ABE classes at adults centers and into ABE classes at outreach centers.
- c. As the TRC makes contact with clients, referrals to other adult education programs (G.E.D., high school completion, etc.) will be made. However, the TRC cannot spend more than 2 hours per week recruiting for special classes unrelated to ABE, G.E.D., and high school completion. (i.e., classes that are recreational or avocational in nature).
- d. The TRC can be requested to assist a center in getting new classes started, but the only areas that the TRC can respond is in recruiting and counseling. The TRC has no responsibility for recruiting teachers.
- e. The TRC works with the administrator and ABE Coordinator in acquiring facilities for outreach classes, however, the TRC is not responsible to be at these centers or the security of these centers, except when on duty as an instructor.
- f. When an administrator contracts with the TRC to initiate new class that is not ABE, he/she should place in writing information relative to fees to be charged, number of students needed to make the class, and course description of the class.
- g. The TRC and administrator work together in providing transportation for clients and classes at adult centers. The administrator arranges for carpools or bus service. The TRC can provide limited transportation only when teaching class.

### ADULT CENTER EMPLOYMENT OF EXTRA HOURS FOR TRC:

1. Adult Center administrators may want to employ the TRC for hours beyond those paid for under the ABE Grant. The following conditions are important:
  - a. Hours can be for instruction of an ABE class at an adult center during the evening or daytime. A separate contract for each center must be completed and hours are kept by the adult center.
  - b. Hours may be for counseling at an adult center or recruitment of students. A contract must be completed which designates exact hours for pay. If employing for recruitment and counseling for new classes, travel must be paid by the adult center.
  - c. NOTE: If an adult center wants to start an ABE class at an adult center or outreach center, the administrator should contact the ABE Coordinator to arrange for recruiting and travel hours under the ABE Grant for the TRC.

ADULT BASIC EDUCATION OUTREACH TEACHER/RECRUITER/COUNSELOR

1982-83  
SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 a.m.-12:30 p.m.	8:30 a.m.-12:30 p.m.	8:30 a.m.-12:30 p.m.	8:30 a.m.-12:30 p.m.	8:30 a.m.-12:30 p.m.
Mt. Moriah Methodist Church Magnolia Ave., Cocoa  ABE CLASS 4 hrs (ABE)	Housing Authority Rec. Center North Topical Trail Merritt Island  ABE CLASS 4 hrs. (ABE)	Recruitment & Counseling  Cocoa, West Cocoa Merritt Island 4 hrs. (ABE)	Recruitment & Counseling  Titusville 4 hrs. (ABE)	North Area Center  ABE CLASS 3.5 hrs. (No. Area)
1:00-3:30 p.m.	1:00-3:30 p.m.	1:00-3:30 p.m.	1:00-3:30 p.m.	1:00-3:30 p.m.
			Recruitment & Counseling Other Assigned Tasks Titusville 4 hrs. (ABE)	Program Promotion Assigned Tasks, Community Agencies  Titusville 3.5 hrs (No. Area)
6:00-9:30 p.m.	6:00-9:30 p.m.	6:00-9:30 p.m.	6:00-9:30 p.m.	
COCOA ADULT CENTER  ABE CLASS  3.5 hrs. (Cocoa)		COCOA ADULT CENTER  ABE CLASS  3.5 hrs. (Cocoa)		20 hrs. ABE Grant 7 hrs. North Area C 7 hrs. Cocoa C. <hr/> 34 hrs. total

TRC: Barbara Jenkins

Total Hours: \_\_\_\_\_

DATE: \_\_\_\_\_  
Mo. Day Yr.

TRC: \_\_\_\_\_

NAME OF CONTACTS	ADDRESS	TEL	ED: Level	SIGNATURE Contact	Program Referral	Follow-Up Comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

## DIRECTIONS FOR COMPLETING THE RECRUITER'S REPORT

1. Be sure to complete all information requested on each person contacted.
2. The signature of the person contacted is important. If the person cannot sign his/her name, you may sign with a notation.
3. Educational level is often misleading. Record the information given by the person. If you suspect a lower level, use an asterisk for notation that special attention to placement should be made later.
4. Make a copy of this report for your files. Send the original to the Adult Education Office.





# ABE TEACHER/RECRUITER/COUNSELOR TIME LOG

## DIRECTIONS

1. There is a TIME LOG for each month of employment. Keep accurate record of DATES & HOURS worked.
2. Refer to the CONTACT REPORT for daily number of personal contacts made and number of recruits.
3. Keep a daily record of follow-up personal visits, follow-up phone calls and other activities.  
  
Other activities may be attend staff meetings, inservice training, appointments with community agencies or persons making referrals, ABE class observations, tutoring in an ABE class, or making presentations. Other activities refers to any "paid" time activities that are not actual door-to-door recruitment/counseling.
4. Keep accurate records on mileage. Mileage is also turned in on a "travel voucher." Your record of daily mileage is attached. You must sign the travel voucher before being processed. Mileage checks are separate checks and must be picked up at the cashier window in A-Building, Cocoa Campus.



ADULT LEARNER INFORMATION FORM

TRC RECRUITMENT STUDENT REPORT

TRC: Keep one of these forms on file for every contact made in outreach recruitment. Each Learner participating in an Outreach Class should have a copy of this report kept in his/her FILE FOLDER. Keep this form up-dated. Bring these forms with you to Staff Planning Meeting.

1. NAME OF CONTACT: \_\_\_\_\_ Age: \_\_\_\_\_
Date: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: \_\_\_\_\_

2. WHO REFERRED:
Door-to Door Counseling
Referred by Agency
Referred by Neighbor
Referred by Friend
Referred by Another Student
Referred by Employer
Other (Explain)
3. REACTION OF PERSON TO YOUR INTERVIEW/COUNSELING
Positive - Will Attend A Class
Not Sure - Will Do Follow-Up
Negative - No Interest
4. REASONS FOR "Not Sure" "Negative"
Transportation Childcare Illness
Time Class Offered Other (Explain)
LEFT PROGRAM INFORMATION

5. CLASS REFERRAL INFORMATION
Outreach Class: \_\_\_\_\_
Adult Center: \_\_\_\_\_
Checked on Attendance
Took Learner to First Class
Did Follow-up (if not in Class) . . . . . Type of Follow-Up: Personal Visit Telephone Card
6. PROGRAM REFERRAL
ABE G.E.D: High S. Completion
Parenting Ed. Program
Other \_\_\_\_\_

ADULT LEARNER NEEDS
Placement Testing: GRADE LEVEL: 0-1 2-3 4-5 6-7 DATE TESTED: \_\_\_\_\_
Test Level Used: E M (TABE) Did You Use the LOCATOR TEST: \_\_\_\_\_

8. LEARNER PROGRESS \_\_\_\_\_ DATE \_\_\_\_\_
Mastery Demonstrated/Student Minimum Student Performance Standards - Grade 3 \_\_\_\_\_
Mastery Demonstrated/Student Minimum Student Performance Standards - Grade 5 \_\_\_\_\_
Mastery Demonstrated/Student Minimum Student Performance Standards - Grade 8 \_\_\_\_\_
SSAT #2 Mastery of Functional Skills - Grades 3 - 5 . . . . .
SSAT #2 Mastery of Functional Skills - Grade 8 . . . . .

AWARDED ABE CERTIFICATE OF COMPLETION:
Recommended for G.E.D. Prep: High School Completion: Adult Center

COMMENTS: \_\_\_\_\_

TRC SIGNATURE



ABE TEACHER/RECRUITER/COUNSELOR DIRECTIONS FOR "ADULT LEARNER INFORMATION FORM"  
COMPLETION:

- #1: The full name of the "contact", AGE, Address, and Telephone number are important for doing follow-up, record keeping, data collection. Be sure to give DATE of first contact with the prospective learner.
- #2: Important for data collection and reporting of activities.
- #3: This will help you in deciding whether to make a follow-up visit or phone call.
- #4: Important for data collection and reporting. Also, this is information that you need in order to determine whether to do follow-up, as well as a reminder to see if you can help in solving the problem.

At this point, if the student has not joined a class, place the Adult Learner Information Form in a file for future reference.

- #5: Be sure to complete all information under #5 and #6. Important for data & 6 collection and reporting.
- #7: Use the TABE LOCATOR TEST to determine Student Level. Use the TABE (Easy or Medium) to determine diagnostic needs in Reading and Math.
- #8: Use the Checklist Sheet for Students to check off when each student mastered the Minimum Student Performance Standards at Grade 3,5, and 8.  
Use the Checklist Sheet for Students to check off Functional Skills Mastery.

When an ABE student has been check off in both the Minimum Student Performance Standards and Functional Skills, he/she is to be issued an ABE CERTIFICATE OF COMPLETION. This student should be encouraged to enroll in a G.E.D. preparation class or the high school completion program at the nearest adult center.

KEEP the ADULT LEARNER INFORMATION FORM in each student's CUMMULATIVE FOLDER.

Bring these Cummulative Folders with you to all STAFF MEETINGS for review.

DATE \_\_\_\_\_

FOLLOW-UP INFORMATION TO RECRUITER'S REPORT

NAME OF CONTACT \_\_\_\_\_

RECRUITER'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE CONTACTED \_\_\_\_\_

AGE \_\_\_\_\_

GRADE LEVEL (Approx.) \_\_\_\_\_

1. How did you find out about the person's educational needs? (Who Referred?)
2. What was the initial reaction of the person to your interview?
3. What kind of problems did you encounter or reasons given for non-participation?
4. Were you able to help solve this person's problems regarding his/her not being able to attend an ABE class.
5. Do you plan a follow-up on this person? (Why or why not?)
6. Did you leave information about programs with this person?
7. Do you feel this person would come to class if given home tutoring with ABE materials for a short period of time?

ADDITIONAL COMMENTS:

Appendix 3





DIRECTIONS FOR COMPLETING FOLLOW-UP INFORMATION TO  
RECRUITER'S REPORT

1. Complete all the information requested. There should be one completed for each person contacted.
2. Do not complete in front of the person being interviewed. In order to have accurate information, perhaps this information could be assessed immediately after a recruitment contact.
3. Make a copy for your files. Send the originals to the Adult Education Office.



BREVARD COUNTY SCHOOL BOARD

ABE STUDENT FILE



NAME \_\_\_\_\_  
 LAST FIRST MIDDLE SEX RACE DATE OF BIRTH AGE

ADDRESS \_\_\_\_\_  
 STREET CITY TELEPHONE HOME WORK

EMPLOYER \_\_\_\_\_  
 NAME OF INDIVIDUAL OR COMPANY ADDRESS

PREVIOUS SCHOOL ATTENDED \_\_\_\_\_ DATE LAST ATTENDED \_\_\_\_\_ HIGHEST GRADE LEVEL COMPLETED \_\_\_\_\_

DATE OF FIRST ENROLLMENT IN ABE \_\_\_\_\_ STUDENT'S ASPIRATIONS IN TAKING ABE \_\_\_\_\_

STANDARDIZED TESTS SCORES:

TEST	SCORE	DATE	TEST	SCORE	DATE

TEST	SCORE	DATE	TEST	SCORE	DATE

COMPLETION AWARD PRESENTED:

LEVEL I K-4 \_\_\_\_\_ LEVEL II 5-8 \_\_\_\_\_ LEVEL III 9-12 \_\_\_\_\_ RECOMMENDED FOR HIGH SCHOOL \_\_\_\_\_

DATE STUDENT SEPARATED FROM COURSE \_\_\_\_\_ REASON FOR SEPARATION \_\_\_\_\_

WAS FOLLOW-UP MADE ON TERMINATED STUDENT? \_\_\_\_\_ IF YES, EXPLAIN \_\_\_\_\_



ADULT LEARNER PROFILE SHEET

PROGRAM ENTRY DATE: \_\_\_\_\_

PROGRAM EXIT DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
 First Last Middle Initial

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ Previous School Attended \_\_\_\_\_

YOUR PERSONAL GOALS FOR THIS CLASS: \_\_\_\_\_ Highest Grade \_\_\_\_\_ AGE: \_\_\_\_\_ \* optional  
 Level Completed: \_\_\_\_\_

PROGRAM DATA SCORES AND GROUPING ASSIGNMENTS

Completed:

INFORMAL READING INVENTORY	TEMPORARY LEVEL ASSIGNMENT		
T.A.B.E. LOCATOR EXERCISE	T.A.B.E. LEVEL (E,M,D)	SCORE/READING	LEVEL ASSIGNMENT
INFORMAL INTERVIEW (Planning program and setting goals)		COLOR CODE	Date Assigned
PROGRESS TEST	SCORE: _____ LEVEL (1) (2) (3)	COLOR CODE	Date Assigned
Name of test			
PROGRESS TEST	SCORE: _____ LEVEL (1) (2) (3)	COLOR CODE	Date Assigned
Name of test			

ANALYSIS of LEARNER NEEDS: (Based on Testing and Cooperative Goal Setting)

Reading Improvement	Communication Skills	Living Skills	Other

CONTRACT SIGNATURES: \_\_\_\_\_  
 ADULT LEARNER INSTRUCTOR

Assignment Sheet  
Number

ADULT EDUCATION LEARNING CENTER

ADULT LEARNER ASSIGNMENT  
CONTRACT

LEVEL  
General COLOR CODE

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

<p>____ COLOR</p> <p>____ TIME</p> <p>PROGRAM: _____</p> <p>COMPLETION: _____</p> <p>POST TEST: _____</p> <p>COMMENTS: _____</p>	<p>____ COLOR</p> <p>____ TIME</p> <p>PROGRAM: _____</p> <p>COMPLETION: _____</p> <p>POST TEST: _____</p> <p>COMMENTS: _____</p>
<p>____ COLOR</p> <p>____ TIME</p> <p>PROGRAM: _____</p> <p>COMPLETION: _____</p> <p>POST TEST: _____</p> <p>COMMENTS: _____</p>	<p><b>SUPPLEMENTAL ASSIGNMENTS &amp; MATERIALS</b></p> <p>____ COLOR      ____ TIME</p>

SIGNATURE OF LEARNER: \_\_\_\_\_

INSTRUCTOR SIGNATURE \_\_\_\_\_

LEARNER COMMENTS: \_\_\_\_\_

RECOMMENDATIONS: \_\_\_\_\_

## ADULT LEARNER SURVEY &amp; CLASS EVALUATION

Sometimes we don't tell the teacher exactly what we want and need in a class. Here is your chance to tell all without signing your name. If you want the teacher to know, go ahead and place your name at the bottom of this evaluation.

Take your time and answer the following questions:

1. How did you find out about this class?
2. Do you enjoy coming to class?
3. What learning activities do you feel help you learn the most?
4. Do you feel the learning activities are too easy?      Too hard?      Just right?
5. Do you like to work alone?      Yes      No      Sometimes
6. Have you made new friends in this class?      Yes      No
7. Do you enjoy the fellowship of the other class members?      Yes      No      Sometimes
8. What things do you like most about this class? (You may check more than one).  
     the instructional materials           people in the class  
     the methods the teacher uses           the teacher  
     the meeting place (the room)  
     name others \_\_\_\_\_  
\_\_\_\_\_
9. How do you think this class can be made better?
10. Do you plan to continue coming to this class?      Yes      No      Maybe
11. Do you plan to work on a G.E.D. diploma at an adult center or take additional courses?      Yes      No      Maybe

# Continuing Education Can Be Your Key!"

## ADULT/COMMUNITY & CONTINUING EDUCATION

*The Open Campus*

Dr. A. Perkins Marquess, Provost  
Brevard Community College, Open Campus  
Cocoa, FL 32922, Tel: 632-1111, Ext. 2060

### NORTH AREA

Dr. Rogers Mansfield, Dean  
Adult/Community Education  
North Area Community Ed. Center  
Titusville, FL 32780, Tel: 268-1188

### CENTRAL AREA

Kenneth Baker, Dean  
Adult/Community Ed. Center  
Kennedy Middle School  
Rockledge, FL 32955, Tel: 632-9502

Eugene Smith, Dean  
Adult/Community Ed. Center  
Merritt Island High School  
Merritt Island, FL 32952, Tel: 452-1110

John Wigley, Dean  
Adult/Community Ed. Center  
Cocoa High School  
Cocoa, FL 32922, Tel: 632-5302

C. L. Thomas, Dean  
Adult/Community Education  
Continuing Ed. Cocoa Campus  
Cocoa, FL 32922, Tel: 632-1111, Ext. 3180

### BEACH AREA

Dr. Charles Colman, Dean  
Adult/Community Ed. Center  
Satellite High School  
Satellite Bch., FL 32937, Tel: 773-7011

George Willis, Dean  
Adult/Community Ed. Center  
Hoover Jr. High School  
Indialantic, FL 32903, Tel: 724-5006

Dr. James Schneider, Dean  
Continuing Education  
Patrick Center, PAFB, Tel: 784-1911

### SOUTH AREA

Dr. Phillip Bliss, Dean  
Adult/Community Ed. Center  
Melbourne Campus, Tel: 254-0305

Terry Cooper, Dean  
Adult/Community Ed. Centers

\*South Area Adult/Community Ed. Center  
Pineapple Ave., Melbourne, FL 32935  
Tel: 254-5790

\*Melbourne Adult/Community Ed. Center  
Melbourne High School  
Melbourne, FL 32901, Tel: 723-4151

Eddie Taylor, Dean  
Adult/Community Ed. Center  
Melbourne, FL 32901, Tel: 723-3031

Bette Singer, Coordinator for Adult  
Curriculum & Staff Development  
Cocoa Campus, Tel: 632-1111, Ext. 2300  
(Adult Basic Ed. & ESL Programs)

Robert Roth, G.E.D. Testing Agent  
Andersen Elementary School  
Rockledge, FL 32955, Tel: 636-5610

Carlton Teate, Director  
WILDLIFE/ENVIRONMENTAL CENTER  
8290 North Wickham Road  
Melbourne, FL 32935, Tel: 259-2511

### ADULT BASIC EDUCATION

*READ, WRITE, & DO MATH BETTER!*

Classes offered at Adult/Community Education  
Centers and *MANY* Outreach Centers near your  
home. Call for a Teacher/Counselor to plan a  
program to suit your needs.



### BCC OFFERS .....

a variety of services

### TO MEET

a variety of needs

### BUSINESS and INDUSTRY

institutes, seminars  
consultant services

### NON-CREDIT CLASSES such as .....

office skills  
automotive  
homemakers skills  
employability skills  
leisure time courses

CAREER DEVELOPMENT  
RETIREMENT EDUCATION  
JOB EXPERIENCES TRAINING  
COOPERATIVE EDUCATION

### Adult/Community Education offers .....

HIGH SCHOOL COMPLETION  
ADULT BASIC EDUCATION  
ENGLISH AS A SECOND LANGUAGE  
G.E.D. PREPARATION & TESTING  
PERSONAL IMPROVEMENT  
CITIZENSHIP EDUCATION  
Education for Teenage Mothers  
Wildlife/Environmental Education

Classes are offered at school facilities and outreach  
centers located in community buildings.

# Brevard Community College

Adult Community and Continuing Education

This is to certify that

\_\_\_\_\_

has satisfactorily completed

\_\_\_\_\_

Title

\_\_\_\_\_

Length

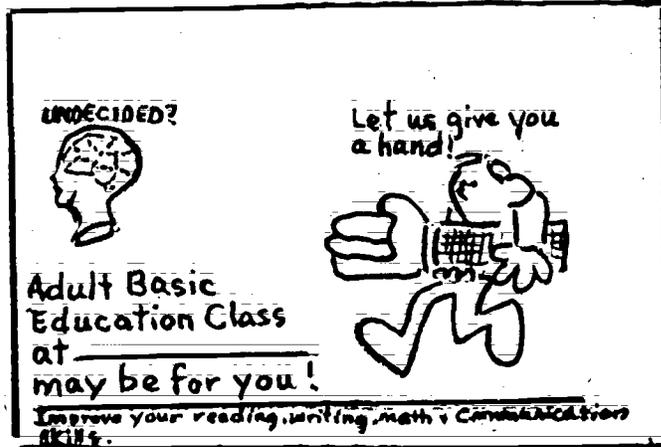
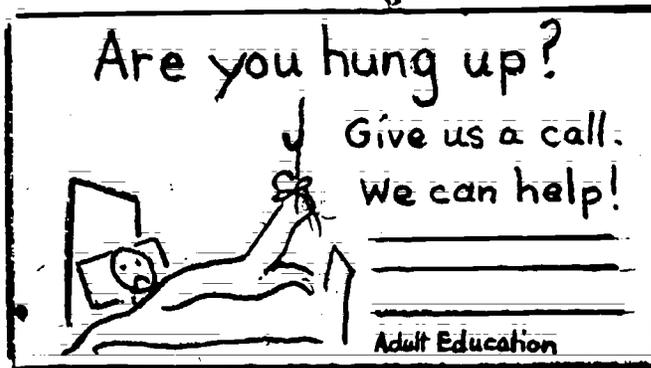
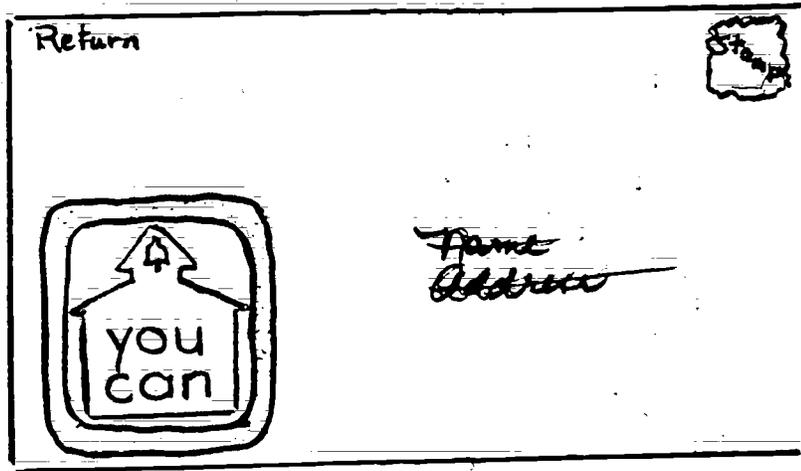
This \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR

\_\_\_\_\_  
DEAN/PRINCIPAL

49

SEND THOSE CARDS! CARDS! CARDS!





Just a post card to say  
we missed you in

We'll expect you next  
week!

Please call us at  
632-5300  
if we can be of any  
assistance.

We missed you in

We'll look for you in  
class next week.

If we can be of any  
help, call us at  
632-5300.



your \_\_\_\_\_  
class. We hope to see  
you next week at night  
school!

Call 632-5300  
if we can be of any  
assistance.

We've got your number

Hope you have ours...  
 We miss you in the ABE class!

WE Don't miss the boat ALL

MISSED YOU Last Week at ABE!

We missed you at school.  
 Hurry back!

Adult Education



DOOR HANG STRIPS



**LEARN TO READ,  
WRITE and do  
MATH BETTER!**

Adult Basic Education

*Competition is getting keener...are you?*

FRONT

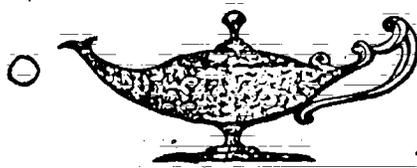


**BE WISE . . . CALL TODAY!**  
**ADULT EDUCATION COUNSELOR:**

267-3311	-	North	Adult Basic is FREE!
631-1911	-	Central	
727-3500	-	South	

Brevard County Adult/Community Education Ex: 485

BACK



**LIGHT UP YOUR LIFE. . .**  
*Join us in*  
**ADULT EDUCATION!**

FRONT



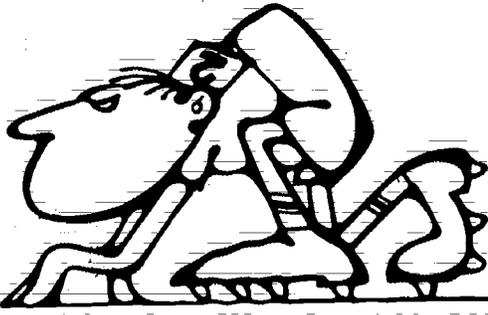
**BE WISE . . . CALL TODAY!**

Learning is lifelong.

267-3311	·	North
631-1911	·	Central
727-3500	·	South

Brevard County Adult/Community Education Ex: 485

BACK



**Competition is getting keener...are you?**

ADULT  
EDUCATION  
IS  
A WISE MOVE!



SORRY WE MISSED YOU.

We came by to say HELLO! ,  
and to invite you to join us in the  
ADULT / COMMUNITY  
EDUCATION  
PROGRAM

Learning is LIFELONG!

We offer programs DESIGNED FOR  
EVERYONE!

A counselor will come to your home  
upon request, CALL \_\_\_\_\_  
at \_\_\_\_\_

Door Hang



... FOR ADULTS ONLY  
(18 and older)

# making a living is not so simple anymore!

ADULT BASIC SKILLS • PRE-G.E.D.  
MAY BE FOR YOU!

IMPROVE YOUR  
READING, WRITING & MATH SKILLS

CONTACT THE ADULT CENTER NEAREST YOU:

TELEPHONE: \_\_\_\_\_

OR

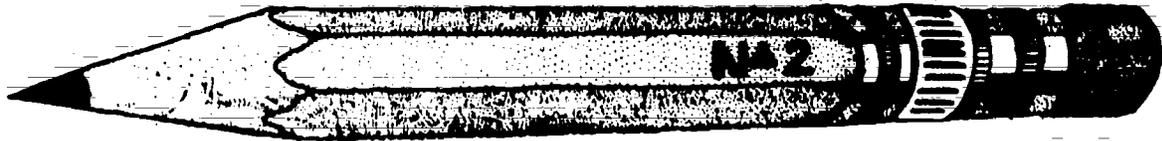
CALL A COUNSELOR  
WHO WILL COME TO YOUR HOME  
AND PLAN A PROGRAM WITH YOU

• 632-1111, extension 2300

FREE OUTREACH CLASSES  
ARE NEAR TO YOU!

ADULT/COMMUNITY EDUCATION • BREVARD COMMUNITY COLLEGE

# BACK TO SCHOOL



LEARNING IS LIFE LONG!



BUT THIS CLASS IS FOR...

ADULTS ONLY!!!



LEARN to... READ, WRITE, and do MATH BETTER!



CLASSES MEET IN COMMUNITY BUILDINGS...



9:00 - 12:00 a.m.



CALL for a COUNSELOR to come to your home...

632-1111, ext. 2060 or 2300 268-1188 (North)

TELL A FRIEND!



56

BRING A FRIEND!

# Free



ADULT BASIC EDUCATION

DAYTIME CLASSES

9:00 - 12:00 a.m.



LEARN TO... READ, WRITE, and  
do MATH BETTER!

Learn about...



JOB SKILLS!  
LEGAL RIGHTS!  
PARENTING & CHILD REARING!  
HEALTH & SAFETY!  
WHERE TO FIND HELP!  
SAVING YOUR MONEY!  
HOW TO VOTE!

and MUCH, MUCH MORE!



A counselor will come to your home.

632-1111,

Just call ext. 2060 or 2300

Adult & Community Education  
BREVARD COMMUNITY COLLEGE

57

268-1188 (North)

47 A

# NIGHT LIFE!

## THE COCDA ADULT/COMMUNITY PROGRAM

### GENERAL INFORMATION

**REGISTRATION** August 29-Sept. 1, 1983. Time: 2:00-9:00 Sept. 2, 1983 8:00 a.m. - 3:00 p.m.  
Registration will be held in the Administration Building and the classrooms during the first week of classes. Counselors will be on duty during the week of September 8th from 5:30-9:00 p.m. Co-enrolled students must have co-enrolled forms completed with parent's, counselor's and principal's signature at the time of registration. No student will be registered without this form.

**FEES** \$8.00 per course plus cost of textbook or lab fee unless otherwise stated.

**FEE WAIVERS** Handled on individual basis - contact John C. Wiegley, Dean in the Administration Building.

**REFUNDS** Registration refunds requested by the student will not be made after September 18th. In case of cancellation of a class, registration fees will be refunded.

**TEXTBOOKS** During the first two weeks of class, textbooks, if required, may be purchased in the Administration Office. After that, textbooks will only be available at the BCC Book Store.

**ASS. MEETINGS** 14 week classes will meet for a total of 49 hours (6:30 - 10:30 p.m.) within the term.

**ASSESSMENT TESTING** All prospective graduates are required to demonstrate mastery of Brevard County Basic Assessment Test Only. The Functional Literacy Test is also required. Special classes are provided for students who are having difficulties passing these tests. (See your counselor for details.)

**COUNSELING** With previous high school credits, many people are closer to a high school diploma than they realize. Counselors are on duty from 5:30-9:00 p.m. each Monday through Thursday. It is important that students seeking a high school diploma consult with a counselor at least once per term in order to keep records accurate and current.

**CREDIT** Only high school credit may be earned in the program.

SEC.	LETTERS	NUMBERS	SECTION	MURDAY (Classes begin September 12, 1983)	TITLE	INSTRUCTOR	ROOM
11231	AGE	0552	N70	ABE, Elem Education (Fee Waived)	Jenkins	803	
11139	SOS	0108	N70	Bible History (New)	Ramnarine	714	
11148	AGE	0550	N70	GED, High School Review (Science & Math)	Livington	802	
11138	SOS	0118	N70	Psychology, General	Dalveschio	801	
11233	LAA	0715	N70	Reading	Wegiel	808	
11274	LAA	0715	N70	Reading, Speed	Wegiel	805	
11135	IAE	0657	N70	Shop II, Auto Tune-Up/Maint. (Lab Fee: \$8.00)	Hornby	1803	
11136	IAE	0654	N70	Shop II, Home Furnishings Upholstery (Lab Fee: \$8.00)	Clawfont	1502	
41137	GEB	0208	N70	Shorthand IABC, Stenocorion	Weimer	802	
11110	GEB	0211N	N70	Word Processing, Beginning (Lab Fee: \$4.00)	TBA	808	
				<b>TUESDAY (Classes begin September 8, 1983)</b>			
11141	ART	0101B	N70	Art I, Photography (Lab Fee: \$10.00)	Miller	1802	
11142	ART	0101F	N70	Art I, Stained Glass (Lab Fee: \$10.00)	Branco	803	
11143	SOS	0113	N70	C.P.S. - (Americanism vs. Communism)	Lloyd	718	
11145	IDE	0370	N70	Drivers' Education (Lab Fee \$20.00 - Restricted License Required)	Kent	CHS	
11151	FOL	0302	N70	English As A Second Language (Fee Waived)	Palkin	803	
11157	AGE	0407	N70	Law For the Layman	TBA	808	
11147	LAA	0710	N70	Literature, American	James	801	
11148	MAT	0810	N70	Math, Computer (Lab Fee: \$4.00)	Rumbaugh	1013	
11150	MAT	0808	N70	Math, General II	TBA	815	
11144	ESE	0200	N70	Sign Language, Beginning	Perry	813	
11149	GEB	0205	N70	Typewriting, Personal	Weimer	810	
				<b>WEDNESDAY (Classes begin September 7, 1983)</b>			
11162	AGE	0657	N71	ABE, Elem Education (Fee Waived)	Jenkins	811	
11169	ART	0101J	N70	Art I, Ceramics (Lab Fee: \$5.00)	Kelly	808	
11232	MAT	0809	N70	Math, Consumer	Livington	807	
11159	MAT	0807	N70	Math Remediation	Anderson	821	
11153	LAA	0712	N71	Reading	Wegiel	806	
11154	LAA	0715	N71	Reading, Speed	Wegiel	808	
11155	SCI	0012	N70	Science, General	Smith	803	
11156	IAE	0656	N70	Shop I, Auto Tune-Up/Maint. (Lab Fee: \$5.00)	Hornby	1802	
11157	SOS	0109A	N70	World Cultures, Archeology I (Class meets for 2 weeks, 7:30-9:00 p.m.)	Knoderer	1802	
11158	SOS	0100B	N70	World Cultures, Archeology II (Class meets on Saturday, 8:00 a.m. - 4:00 p.m.)	Knoderer		
41182	SOS	0110	N70	World History	Blive	712	
41181	NUS	0901	N70	Music Appreciation	Baird	313	
				<b>THURSDAY (Classes begin September 8, 1983)</b>			
11183	MAT	0802	N70	Algebra (Pre)	Rice	815	
41185	SOS	0105	N70	American History	Sims	718	
41121	GFB	0200	N70	Bookkeeping, Personal	TBA	810	
11166	SOS	0113	N71	C.P.S. - (Americanism vs. Communism)	Ramnarine	718	
41167	FOL	0302	N71	English As A Second Language	Palkin	803	
11168	LAA	0704	N70	GED, High School Review (English & Social Studies)	Brundidge	811	
11271	MAT	0810	N71	Math, Computer (Lab Fee: \$4.00)	Rumbaugh	1013	
11184	MAT	0808	N71	Mathematics, General II	Rice	816	
41172	GEB	0205	N71	Typewriting, Personal	Weimer	810	
41169	LAA	0704	N70	English II	Stromira	802	

### BREVARD COUNTY DISTRICT 4 PARKS AND RECREATION DEPARTMENT

Supervisor: Marjorie Saffert, Phone 838-7658  
 Return to District 4 Recreation Office for information and TO PLACE YOUR NAME ON CLASS ROSTER.

**MICROWAVE COOKING** - Isabel Hansen  
 Register and start Wednesday, September 14 at 6:30 p.m. Meets Wednesdays, 6:30-8:30 p.m. \$10/8 weeks, plus Food Lab Fee \$6. (sessions continue into December).

**WAX DECORATING** - Svetlana Henschberger  
 Register and start Thursday, September 15 at 6:30 p.m. Meets Thursdays, 8:30-9:00 p.m. \$22/8 weeks. Call District 4 office for list of materials and supplies. Watch for specialty workshops.

**TYPE WRITING** - Tom Lantz, phone 832-1914  
 Register and start Monday, October 10 at 7:00 p.m. \$12/4 weeks. Meets Mondays, 7:00-9:00 p.m. Call Tom for list of materials and supplies.

**TRICE** - Joyce Leach, phone 636-8283  
 Register and start Monday, September 13 at 7:00 p.m. Meets Mondays and Wednesdays from 7:00-9:00 p.m. \$12/8 weeks. The extra plus for a hand-drawn routine. (sessions continue into December).

**CHRISTMAS CRAFT WORKSHOPS** - Gifts that say it especially from you! Call District 4 office for start dates and class information.

**FINAL BREVARD DUPLICATE BRIDGE CLUB** - Jeff Perin, phone 636-0303  
 Meets 2nd and 8th Monday of each month from 8:30-10:00 p.m. Intermediate and advanced play. Bring your own partner.

**MODELING** - Dixie Bottoms  
 Register and start Wednesday, September 14. Beginners meet at 8:00 p.m. Continuing meets at 7:00 p.m. \$14/8 weeks.

**YOUTH AEROBICS** - coming in October. Call District 4 office September 10.

**TEEN AEROBICS** - coming in October. Call District 4 office September 10.

47 B

58

59

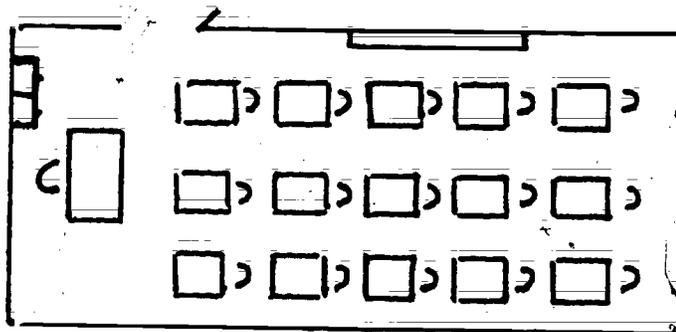


BEST COPY AVAILABLE

INDIVIDUALIZING INSTRUCTION

FOR ADULT LEARNERS

Most traditional classrooms are organized like this:



This type of class arrangement suggests a teacher-dominated, authoritarian learning environment with instruction geared to mass accumulation of facts and regurgitation to the satisfaction of the teacher and the rest of the class!

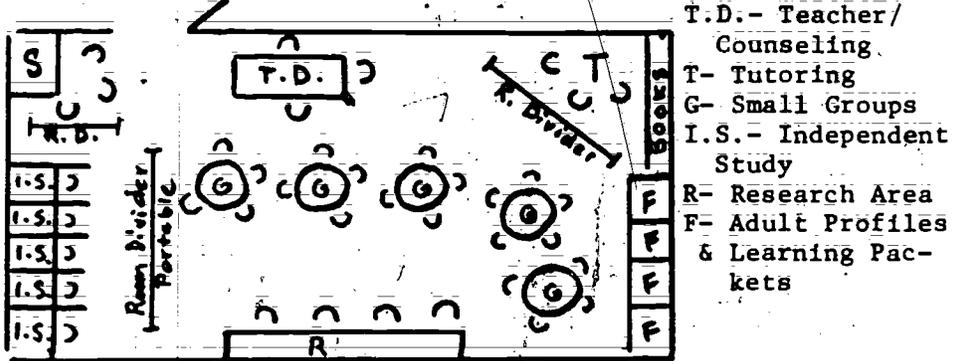


"NOW, LET'S ALL COUNT  
TOGETHER. . . 1. . . 2. . . 3. . . 4

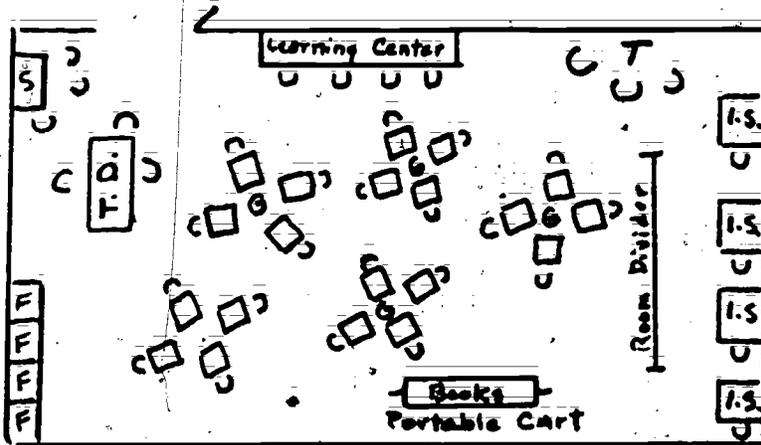
FOOTNOTE #1: Did you know...that 3,587 high school students dropped out of school between 1974 and 1977 in Brevard County? Do you ever wonder why?

Adults are intimidated by the traditional classroom setting. Let's face it...It's no fun at all, and it only works for a few who think they like to be lost in a sea of faces.

Why not try an INDIVIDUALIZED CLASSROOM SETTING WHICH MIGHT LOOK SOMETHING LIKE THIS:



Can't find one at your adult center? Then, try this:



FOOTNOTE #2:

You might check and see if the library is open at night. (It should be). Find a room to work out of and let adults come and go to that room out into the "world" of books and things. The library usually is not crowded at night or in the afternoon. Nooks and crannies can be found for tutoring and small groups to work. You can busily visit these groups, do counseling, give tests, etc. There's probably even a place to store your adult education resource files!



Librarians

WHO TEACHES HERE? If day school teachers don't want their classrooms "disturbed," talk with the Assistant Principal for Adult Education about assigning you a classroom that is non-traditional. Find out who the day school teacher is. (Believe me, if this instructor has a non-traditional classroom, he/she is a warm, tolerant, cooperative person!) So, make contact with this friendly teacher, expressing your appreciation for the use of the room and that you want to leave it spick & span, and undisturbed for his/her day school classes. Explain about your program for adults and ask if he/she has any ideas about individualizing instruction, or does he/she mind if you use some of the programs available--carefully, of course. You might broach the subject of a "teeny place" for you to store your adult education materials and files. Don't forget to send a "thank you" note and do keep in touch with this teacher on other occasions.

YOUR INDIVIDUALIZED CLASSROOM ARRANGEMENT should contain the following elements:

1. Small group discussion areas which can be used for total group activities.
2. Relaxation - Interaction Area
3. Research - Learning Center Area
4. Independent Work Area
5. Tutor - Student Area
6. Filing and Resource Area
7. Teacher Counseling Area



FOOTNOTE #3:

Did you know that Florida's undereducated adults are producing undereducated children, at a spiraling cost in foregone income, lost tax revenue and massive amounts of criminal justice and welfare assistance dollars?

We are responsible, by both HUMANISTIC and ECONOMIC reasons, to try every technique to keep young people in school and to challenge out-of-school adults to come back and get a high school diploma.

Bette Singer

1979

PROFESSIONAL RESOURCES:

1. ADULT LITERACY & BASIC EDUCATION (Journals)  
Adult Literacy & Basic Education  
Editorial Office, 203 Petric Hall  
Auburn, AL 36830
2. ADULT BASIC EDUCATION: A GUIDE FOR TEACHERS & TEACHER TRAINERS  
The National Association for Public School Adult Education  
Department of NEA, 1201 Sixteenth St., N.W.  
Washington, D.C. 20036. Single Copy - \$5.00
3. ADULT BASIC EDUCATION HANDBOOK: A RESOURCE FOR ADMINISTRATOR,  
TEACHERS & COUNSELORS  
Northwest Regional Education Laboratory (1977)  
710 S.W. Second Ave., Portland, Oregon 97204  
Cost per copy - \$19.00
4. AN ADULT EDUCATOR'S PRE-SERVICE, RECRUITMENT, RETENTION  
AND PUBLIC AWARENESS MANUAL (309 Project, 1979)  
Northeast Florida Education Consortium/Teacher Education  
Center, Putman County, Florida
5. ADULT EDUCATION LEARNING CENTER & DEVELOPMENTAL PROGRAM DESIGN  
(ABE, High School Completion, ESL, & GED - Placement and Process  
Manual for Instruction) 1980, Brevard Community College, Cocoa,  
Florida, 32926. - Attention: Bette Singer
6. "Functional Literacy: Knowledge for Living" by Paula DiPerna  
Public Affairs Pamphlet No. 607, 381 Park Ave., South, New York,  
N.Y. 10016, Cost per copy = \$.50.
7. ADULT BASIC EDUCATION READING, by Anabel P. Newman (Hard Cover Book)  
Allyn and Bacon, Inc., Longwood Division, College & Professional  
Publications, 470 Atlantic Ave., Boston, MASS 02210
8. HOW ADULTS LEARN, by J.R. KIDD  
Association Press, 291 Broadway, New York, N.Y. 10007
9. YOU CAN BE A SUCCESSFUL TEACHER OF ADULTS  
AAACE, 1201 Sixteenth Street, N.W.  
Washington, D.C. 20036
10. THE MODERN PRACTICE OF ADULT EDUCATION: ANDRAGOGY VS. PEDAGOGY  
by Malcolm S. Knowles (\$14.95)  
FOLLETT Publishing Co
11. MANAGING ADULT & CONTINUING EDUCATION PROGRAMS & STAFF  
by Langerman & Smith  
AAACE, 1201 Sixteenth Street, N.W., Washington, D.C. 20036
12. WORKING WITH GROUPS COMMITTEES & COMMUNITIES, by Trecker  
Association Press, FOLLETT Publishing Co.

13. RECRUITING AND TRAINING VOLUNTEERS  
by Ilsley & Niemi  
Adult Education Association Professional Development Series  
McGraw-Hill Book Company, 1221 Avenue of the Americas  
New York, N.Y. 10020
14. ADULT BASIC EDUCATION: Special Services for Rural Adults  
(A Recruiter-Counselor Project) 310 Special Demonstration-1983  
Pensacola Junior College  
1000 College Blvd. Pensacola, FL 32504 - ATT: Dr. June Hall
15. ABE: PAST, PRESENT, FUTURE  
ABE WORKSHOPS  
ABE: WHAT SHOULD THE CONTENT BE?  
ABE CLIENTELE  
310 Special Demonstration Project - 1982  
Dr. Barbara C. Palmer, Florida State University  
Distributed by: Adult & Community Education Bureau  
Knott Building, Tallahassee, FL 32304
16. ADULTS TEACHING ADULTS, by Verduin, Miller, Greer  
Learning Concepts, Austin, Texas
17. PRODUCING WORKSHOPS, SEMINARS, SHORT COURSES: A Trainer's Handbook  
Association Press, FOLLETT Publishing Company
18. PUBLICIZING AND PROMOTING PROGRAMS, by Farlow  
McGraw-Hill Series in the Management and Administration  
of Continuing Education  
1221 Avenue of the Americas  
New York, N.Y. 10020
19. IMPROVING ADULT PROGRAM DELIVERY: School-Based Inservice Model  
310 Special Demonstration Project, 1982  
Brevard Community College, Open Campus, Cocoa, FL 32926
20. TRAINING MENTORS AS EDUCATIONAL COUNSELORS OF ADULT LEARNERS  
(Products: Brevard County Directory of Educational Options for  
Adults, "Quick & Handy Guide to Educational Mentoring"  
Mentor Training Process Manual)  
310 Special Demonstration Project, 1983  
Brevard Community College, Open Campus, Cocoa, FL 32926
21. PROJECT BEST-PAL (Basic Education Skills Through-Parenting Affective  
Learning) Recruitment Model for ABE Outreach Program  
Products: Parenting Education Modules incorporating basic reading  
comprehension skills at Level 1 & Level 2, Volunteer  
Instructional Manual, Program Process Manual - Spring,  
1984  
Brevard Community College, Open Campus, Cocoa, FL 32926
22. REDUCING FUNCTIONAL ILLITERACY: NATIONAL GUIDE TO FACILITIES &  
SERVICES, June, 1983  
CONTACT LITERACY CENTER, c/o Contact, Inc., P.O. Box 81826  
Lincoln, NE 68501

## BCC IN BRIEF

BCC is a two year, publicly supported, coed community college serving the residents of Brevard County on Florida's Spacecoast.

### Location:

District Administration and Cocoa Campus  
Clearlake Road in Cocoa/west of US 1 and North of the 520 Causeway

### Titusville Campus

US 1 in Titusville/just north of Jess Parrish Memorial Hospital

### Melbourne Campus

Wickham Road in Melbourne/at the corner of Wickham and Post Roads

### Patrick Center

1140 School Avenue, Building 998, Patrick Air Force Base/on A1A North of the Pineda Causeway.

### Accreditation:

BCC is fully accredited by the Southern Association of Colleges and Secondary Schools. The College is governed by the District Board of Trustees under the coordination of the Community College Division, Florida State Board of Education.

### Degrees:

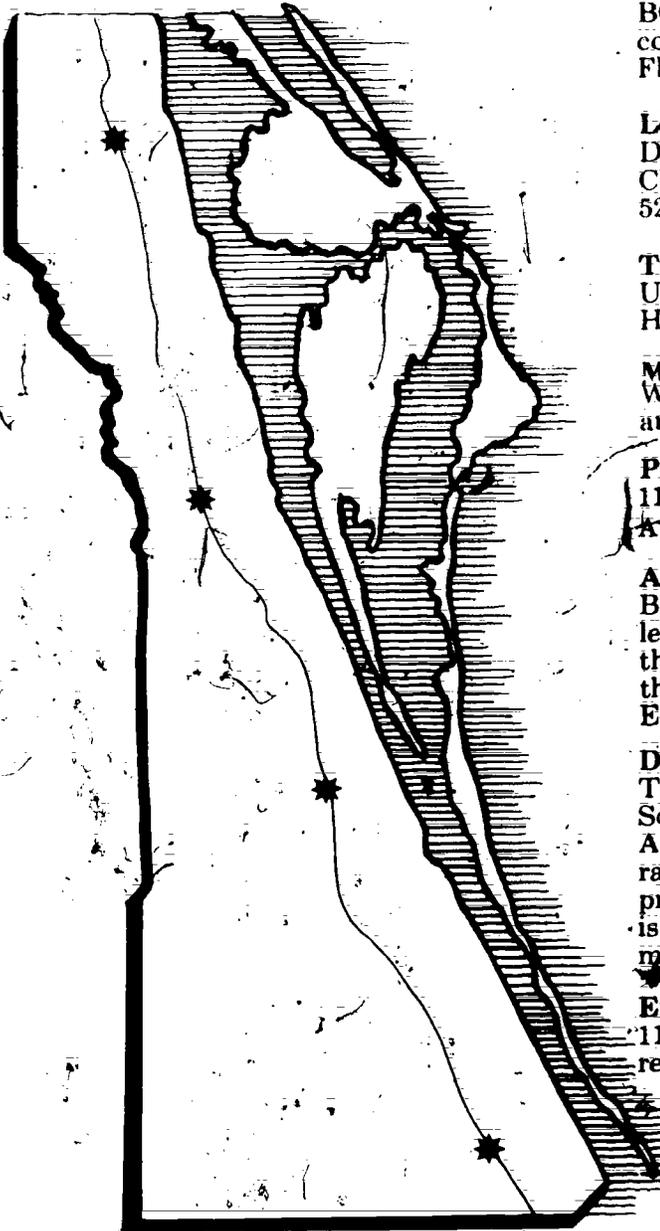
The College awards the Associate in Arts, the Associate in Science, the Associate in Applied Science, the Certificate of Applied Science and the Technical Certificate in a wide range of academic, technical, vocational and occupational programs. A full program of continuing education courses is offered on the campuses and throughout the county to meet community needs.

### Enrollment:

11,500 full-time students and a combined total of 34,500 residents annually.

### Costs:

Florida Resident: \$19 per credit hour; Non-Residents: \$38 per credit hour; and \$10 per vocational certificate credit hour. Lab, supply and/or special fees are additional.



# Lifelong Learning



## Lifekills

YOU CAN.....  
BECAUSE YOU THINK  
YOU CAN!

### ADULT BASIC EDUCATION CLASSES

are offered at Adult / Community Education Centers and at many OUTREACH CENTERS located in churches and community buildings. An OUTREACH TEACHER/COUNSELOR can come to your home to discuss an educational program suited to your needs. Classes are informal with a friendly and comfortable setting.

**CLASSES & INSTRUCTIONAL AIDS ARE FREE!**

**CALL TODAY: 632-1111, Ext. 2300**  
Adult / Community Education  
Brevard Community College  
Cocoa, FL 32922

### BREVARD COMMUNITY COLLEGE

Maxwell C. King, President

### BOARD OF TRUSTEES

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Robert L. Nabors  
Philip F. Nohrr  
Ralph M. Williams, Jr.

### BREVARD COUNTY SCHOOL DISTRICT

Lloyd A. Sougiers, Superintendent

### SCHOOL BOARD

John William Baker, Chairperson  
Mrs. Lynn Demetriades, Vice Chairperson  
Dr. Larry A. Williams  
Robert A. Anderson  
Ester Baker

*Brevard Community College is an equal opportunity/equal access institution.*

**ERIC'S CLEARINGHOUSE FOR  
JUNIOR COLLEGES  
UNIVERSITY OF CALIFORNIA**

**JUN 22 1984**

**8118 Math-Sciences Building  
Los Angeles, California 90024**

