Your Gateway Journey to Your Health Care Profession

Provided by

This program is supported by Grant 90FX0019 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its content are solely the responsibility of the authors and do not necessarily represent the views of HHS.
Welcome

We welcome you to Gateway Technical College and the beginning of your participation in the HPOP- Health Profession Opportunity Program.

Many exciting and new challenges await you in your health care program. Recognizing your needs will minimize your concern about your new experience and make your transition into your health care program a meaningful one.

The Health Profession Opportunity Program Specialist will assist you with the resources and provide referrals for you to follow. This expedition is designed to guide you through your initial enrollment in your Health Care program. We look forward to working with you during this process and throughout your Gateway Technical College experience. Areas of assistance include:

- Health Care Program Counselor
- Faculty/Staff
- Student Services
- Financial Aid
- Academic Support/Tutoring
- Library Services
- Student Employment/Career Counselor
- Internships/Apprenticeships
- Community Support Services
- Specialized Services: TRIO, Multicultural, Non-Traditional Occupations, Displaced Homemaker Programs, and Veteran Services
What is HPOG? - What is HPOP?

**HPOG** - The Health Profession Opportunity Grant is a federal grant for eligible participants to be awarded funding for health care educational programs. This grant is issued by the Department of Health and Human Services. Gateway Technical College was one of 32 in the nation to be awarded this grant.

**HPOP** - The Health Profession Opportunity Program prepares eligible persons to enter and advance in health care careers that pay well and are expected to be in high demand.

By combining supportive services with education and training we can help you overcome barriers to employment. This program can assist you to develop the skills and competencies demanded by the health care industry.

Eligible participants can receive financial assistance for the costs of tuition, books, fees, health care supplies, transportation, child care and more.
HPOP Expectations

☐ Bring the HPOP Journey to your scheduled HPOP appointments.

☐ Attend all scheduled appointments and meet with your HPOP Specialist as required. If you are unable to meet with a HPOP Specialist, it is your responsibility to reschedule the appointment.

☐ Communicate on a regular basis with your course instructors to receive accurate measurement of your academic progress in each class. (You are required to complete your SNAIR- Student Needs Assessment and Improvement Report and give it to your HPOP Specialist at each meeting).

☐ Schedule an appointment and meet with your Counselor/Faculty Advisor to review your strategies for academic success.

☐ Become familiar with, and utilize, college resources – tutoring, counseling, study skills enhancement activities, etc...

☐ Ensure all homework for your courses is completed and follow attendance polices.

☐ Attend scheduled HPOP workshops and activities as required.

☐ Review and read your e-mails on a daily basis. HPOP sends important information that is related to our program.

☐ Follow your HPOP Compliance Agreement and Gateway Technical College Student Handbook.
Meet Your New Best Friend

Please Check Upon Completion
Meet with a HPOP Program Specialist
NAME___________________________________________
DATE:_________________PHONE:___________________
E-MAIL:_________________________________________
HPOP LOCATION:____________________
☐ HPOP Orientation
☐ Completed HPOP Eligibility Data Sheet
☐ Provided Documentation of Eligibility
   ☐ Child Care
   ☐ Food Share
   ☐ W2
   ☐ Badger Care
   ☐ SSI
   ☐ Medicaid
   ☐ Low Income Eligibility
   ☐ Aging Out Of Foster Care
   ☐ Veterans
   ☐ Other ________________
☐ HPOP Completion of Compliance Agreement
☐ HPOP Student Profile
☐ Review HPOP Checklist

Receive your sticker from your HPOP Specialist
Your HPOP Help & Support

*It is very important to identify your support system to help you through your educational journey.*

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<th>Who is your support?</th>
<th>Name</th>
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<td>HPOP Specialist</td>
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*You can change your life, and make a difference in the lives of the other people.*
Welcome to Gateway Technical College's "AlertMe" Notification System For Safety-related Information.

Your safety and security are our priority at Gateway Technical College. Please sign up to receive safety-related text messages via your cell phone or e-mail. We prefer text message-via-cell phone as the most effective means of reaching our students and staff. We will use this system only in an event involving confirmed threat of physical danger including:

- Hostage, bomb or firearm situation
- Evacuation orders
- Lock-down orders
- Chemical spills or natural disasters

You will receive district-wide messages that will specify the campus affected by the warning as well as recommended actions and commands.
My HPOP Gateway Essentials

Begin your journey by exploring your Gateway webpage

☐ Go to www.gtc.edu

What is in my WebAdvisor?

☐ Change and create your password
☐ Verify personal information (home, phone, email, and more)
☐ Find classes and print your schedule
☐ Identify your mid-term and final grades
☐ Access your financial aid information (if applicable)

What is in my Blackboard?

☐ Log into Blackboard
☐ Find your courses
☐ Open class/subject modules

My Gateway Email

☐ Log into your student email account
☐ Change your email password
My HPOP Gateway Essentials

*Free Gateway Technical College Student Handbook*
- Pick up your Free student handbook
- Locate your academic calendar

*Identify and Review Gateway Polices*
- Student Rights and Responsibilities
- Code of Conduct
- Due Process Rights
- Parking policy
- Emergency school closing
- Use of student ID cards
- Consequences of lost student ID card
- Drug-Free and Tobacco-Free policies

*Registration Polices*
- Registration
- Priority Registration
- Changes in Registration
- Adding a Class
- Dropping a Class
- No Shows
- Refunds for dropping courses

*Graduation Polices*
- Review all graduation requirements
Time To Reflect
Take a few minutes to reflect on your first steps towards your HPOP Gateway journey.

What have you learned and how will you use it?
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What do you still need to find out and where will you look for the information?
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Time To Reflect

How do you feel about your HPOP Gateway experiences so far?

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Do you have any questions for your HPOP Specialist?

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Receive your sticker from your HPOP Specialist
Discover Your Strengths

Learning about your strengths can help you succeed and identify your unique talents and help you transition into your educational, professional, and personal experiences. *The first step of the journey is being aware of your talents and the rest of the journey is learning to own and apply them.*

Below are the instructions to begin that journey, you must attend a Strengths Quest group session or contact your HPOP Specialist to receive your access code:

**Access Code and Instructions**

Access Code: ______________________

The user of each access code can begin the StrengthsQuest experience by registering at: [www.strengthsquest.com](http://www.strengthsquest.com)

⇒ Go to the box on the right labeled “Register.”
⇒ Enter the access code listed above (please double check that you have entered it correctly).
⇒ Proceed through the registration (you will need an e-mail address)
⇒ Take the Clifton StrengthsFinder
⇒ Upon completion of the registration process, the user will have access to all components of the StrengthsQuest Web site.
⇒ Print your results and provide a copy to your HPOP Specialist

Enjoy the StrengthsQuest experience!

If you have technical problems please contact our help line at (888) 211-4049 or strengthsquesthelp@gallup.com.

*Please note: If you have taken the Clifton StrengthsFinder before you may transfer your results. Go through the instructions with your code and after registration — before taking the assessment — it will ask if you have been through the assessment. Click yes and it will try to find your results. If you have an e-mail address registered in our system from another book or code, you may have to use an alternative e-mail address. If you have any problems with this please contact our help line and they may be able to help you.*

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All other trademarks are the property of their respective owners
My top five strengths themes are:

1. ____________________________________________________
2. ____________________________________________________
3. ____________________________________________________
4. ____________________________________________________
5. ____________________________________________________

Reflect here on what you learned and how you will use that knowledge in your educational journey.

How do your strengths compliment each other?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Which strengths do you want to be able to use almost everyday? Why?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What type of people and environment bring out the best in you?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Discover Your Strengths

“Success is achieved by developing our strengths, not by eliminating our weaknesses”

~ Marilyn vos Savant

What was your first reaction to your strengths results?

____________________________________________________________________________________

____________________________________________________________________________________

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What new discovery have you made about yourself?

____________________________________________________________________________________

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How often do you use your strengths?

____________________________________________________________________________________

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____________________________________________________________________________________
Write the name of an inspirational or successful person that you admire.

________________________________________________________________________

List the characteristics of this person.

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Complete the following statements about yourself:

The time when I am at my best is...
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What I enjoy doing most is...
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I earn my best grades when I...
________________________________________________________________________
________________________________________________________________________
Begin Identifying Your Health Care Options

To continue gathering information and researching health care opportunities, you will need to start identifying your options.

Questions you might ask yourself at this point are:

Why did you choose the health care industry?

________________________________________________________________________
________________________________________________________________________
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What are my health care options?

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Conduct an informational interview with a health care professional.

Health Care Profession:_____________________________________________________
Name of Health Care Professional:___________________________________________
Company/Organization:_____________________________________________________
Phone:_____________________________________________________________________
Email:_____________________________________________________________________

To conduct an informational interview you may want to speak to health care faculty advisors, instructors, or any health care professional of your choice.

Informational interviewing is an important aspect of your educational and career development. By conducting an informational interview you are able to meet professionals in the health care fields and make connections for your future.
Health Care Informational Interview Questions

1. How did you get into the health care field?
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

2. What is a day like in your profession?
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

3. What do you like and dislike about your health care career?
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

4. What part of this job do you find most satisfying or challenging?
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

5. What entry level jobs are best for learning as much as possible?
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

Signature of Health Care Professional
HPOP Tips For Success

ATTENDANCE ATTEND YOUR COURSES!
Classroom discussions, participation, presentations and classroom activities are all ways to help you understand the content of your courses and material. What should I do if I miss a class?

☐ Contact your instructor
☐ Get the handouts
☐ Get class notes and assignments
☐ Read and review what is expected for the next class

CLASS PREPARATION
To prepare for your courses you need to plan on a minimum of two (2) hours outside of class for every one (1) hour spent in class. How do I prepare for my classes?

☐ Complete all course assignments prior to class
☐ Study and read all your assigned materials
☐ Review your notes two days before classes
☐ Proofread all your written assignments
☐ Utilize the Academic Support Center

COURSE EXPECTATIONS
Read the syllabus cautiously to know when your assignments are due. If you are having trouble; what should you do?

☐ Speak with your instructor
☐ Get a Mentor
☐ Utilize the Library and review resources
☐ Attend Health Care Learning Communities
☐ Go to the Academic Support Center
☐ Receive tutoring
☐ Study with your study buddies
☐ Preview all your assigned course material
☐ Ask your HPOP Specialist
HPOP Tips For Success

TESTS AND QUIZZES
Test and quizzes are an important part of your grade. It is important to understand your instructors’ expectations.
- Know when each test and quiz is scheduled
- Policies on missed test and/or quizzes
- You must not assume that missed tests/quizzes can be made up
- Missing a test/quiz due to serious illness, emergency or other serious situations should be explained to the instructor as soon as possible

NOTE TAKING
- Write down key points
- Do not overload on your information because you may miss out on key information
- Ask to repeat information if you are unclear about the points being made
- Write questions for your instructor
- Organize and summarize your notes
- Study your information and process and reflect

What are some important tips that you will utilize in your HPOP courses? Please provide examples.

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Making The Most Out Of Your Finances

The HPOP program offers financial assistance for your education. This is an opportunity for you to make decisions that are priority to your education and personal financial management. The HPOP program provides you financial sustainability while you are in school. As an HPOP participant it is your responsibility to ensure that you make the most out of your education and professional financial future.

10 Tips To Financial Management While In College

1. Set a budget
2. Track all your expenses
3. Live within your means
4. List short-term and long-term goals
5. Minimize your debt
6. Utilize your credit cards wisely
7. Do not be late on your payments
8. Start a savings fund for emergencies
9. Learn about a smart savings fund
10. Do not take out student loans; take advantage of HPOP!

“Nothing is more expensive than a missed opportunity”

~ H. Jackson Brown Jr.
**College Budget Worksheet**

Use this worksheet to see how your estimated expenses compare to your estimated income for the semester. There are some blanks so you can fill in your own items. You know better than anyone else where your finances are going. Please complete the form below:

<table>
<thead>
<tr>
<th>Money Going Out</th>
<th>Amount</th>
<th>Money Coming In</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$</td>
<td>Allowance</td>
<td>$</td>
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<tr>
<td>Fees/ books/ supplies</td>
<td>$</td>
<td>Money from savings</td>
<td>$</td>
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<tr>
<td>Rent/ housing</td>
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<td>Work-study</td>
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<td>Board/ meals</td>
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<td>Other work</td>
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<tr>
<td>Snacks/ vending machines</td>
<td>$</td>
<td>Scholarships</td>
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<td>Phone/ utilities</td>
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<td>Grants</td>
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<td>Clothes</td>
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<td>Loans</td>
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<td>Laundry</td>
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<td>Transportation</td>
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<td>Medical/ dental</td>
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<td>Entertainment</td>
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<td>Personal expenses</td>
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<td>Child care</td>
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<td>Credit card debt</td>
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<td>Other</td>
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</table>

If your total semester expenses exceed your total semester income, review your spending habits and look for areas where you can economize.

**Source:** [White House Initiative on Educational Excellence for Hispanic Americans](http://www.whitehouse.gov)

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Professional Development
Workshop and Activities

Professional development enhances your skills and knowledge attained for your personal development and career advancement. Professional development encompasses all types of facilitated learning activities. Throughout your HPOP journey you will be expected to attend a workshop(s) to help strengthen your educational experiences each semester. Listed below you may keep track of the workshops you have attended and please have the facilitator(s) sign in the boxes below.

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<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
<th>Signature of Facilitator</th>
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Academic Motivation

- The purpose of HPOP is to assist you in maximizing your Gateway Technical College experience and achieve your goal of becoming a Health Care professional.

- Academic motivation is a process that involves you to make your own decisions with the support of your HPOP Specialist, Counselors, and Faculty/Staff.

What motivates you to achieve your goals?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

On the next few pages are academic logs. This will help you keep track of your courses, grades, and credits.
# Academics

**Term_____**

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<th>Course Section</th>
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# Academics

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Congratulations! You have completed your HPOP Journey and on your way to success! Please take some time to reflect and complete the questions below:

When have you experienced satisfaction in what you’ve accomplished?

_________________________________________________________________

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What values and beliefs are important to your personal and professional development?

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If you could set aside your fears and the expectations of others, what would you love to do?

_________________________________________________________________

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