



## GRASP HANDBOOK 2009 - 2010

***Dear Grinnell Regional Admission Support Program (GRASP) Volunteer:***

As alumni/ae, your experiences provide a special relationship with the College. It is in connection with that relationship that good admission work can be based. All of the beautiful pictures and descriptive brochures tell magnificently of the college experience at Grinnell. Yet, *your* words, through anecdotes or after-graduation opportunities and experiences, are often the key to influencing prospective students and their families to give Grinnell serious consideration as a higher education option.

Providing accurate information to prospective students and parents is essential. Students must be qualified to meet the challenges they will face in Grinnell's academic and social environment. This handbook should serve as a reference for you as you interact with prospective students and their families.

It is impossible to anticipate every question. Should you be asked a question for which you do not have an answer, please telephone the Office of Admission at 800-247-0113.

Your interest in spreading "the good news" about Grinnell is greatly appreciated and will ultimately be beneficial to the enrollment strength of the College.

Thank you for your continued support of Grinnell College and for volunteering!

Sincerely,

Christopher S. Allen  
*Dean of Admission  
and Financial Aid*

Maureen Fitzgibbon  
*Assistant Dean of Admission  
and GRASP Coordinator*

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## **GRASP Mission Statement**

The members of the Grinnell Regional Admission Support Program serve as an extension of the Grinnell College Office of Admission. The primary function of a GRASP volunteer is to serve as a representative and ambassador of Grinnell College and to promote awareness of the institution. GRASP volunteers play an important role throughout the admission process. GRASP volunteers uphold the values inherent in the Grinnell experience by honestly and accurately representing the institution. The role of an individual volunteer will depend upon his or her interest level and the amount of time available.

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## **Expectations of GRASP Volunteers**

The Grinnell College Office of Admission is looking forward to your participation in GRASP. Volunteers play a key role throughout the admission process. Your shared experiences of Grinnell could influence prospective students and families. With this ability to influence prospective students, it will be expected that all volunteers:

1. Be responsible for tasks accepted
2. Provide any requested follow-up
3. Return all materials in a timely manner
4. Provide helpful feedback
5. Continue to encourage students and families to take a closer look at Grinnell College

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## How Can GRASP Volunteers Help?

- Encourage a campus visit
- Keep current material on hand for reference
- Share your Grinnell College experience with others
- Present the Grinnell College [Book Award](#) at local high schools, if available.
- Wear the Grinnell College logo regularly
- Attend local [Grinnell College events](#)
- [Contact students](#) who have been accepted to Grinnell to congratulate them.
- Identify qualified students who might be interested in learning more about Grinnell and [refer](#) these names to the Office of Admission.
- [Write, e-mail, or telephone](#) local students who are referred to you by the Office of Admission.
- Call or visit a local high school to discuss Grinnell College with the guidance counselor or other appropriate school personnel.
- [Conduct a formal admission interview](#) on behalf of the Office of Admission.
- Represent Grinnell College at a local [College Day/Night program](#).
- [Host](#) or plan a party for prospective students and their families.
- Host or plan a [summer picnic](#) for new and current students and their families.
- Call or visit area community/civic organizations or places of worship to discuss the College with students
- Help coordinate the work of other alumni volunteers as a [GRASP Regional Coordinator](#).

- Allow the Office of Admission to provide your name and telephone number and/or e-mail to prospective students and/or parents in your area who are interested in learning more about Grinnell College
- Contact students who have been referred to you by the Office of Admission to encourage them to complete their application for admission.
- Contact students who have recently visited campus to introduce yourself as a local alumnus, see how their visit went, answer any questions they may have, and share your experiences and memories when appropriate.

Feel free to contact the [Office of Admission](#) if there is something additional you would like to do.

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## Grinnell Talking Points and Admission Jargon

All GRASP volunteers should become familiar with the following admission jargon, [admission timelines](#), [FAQs](#), [Grinnell Applicant Profile](#), [Explore Grinnell](#), and the [NACAC Statement of Principles of Good Practice](#).

### *How to Speak 'Admissionese'*

There are a few terms you should fully understand to help make your volunteer experience as positive as possible:

- **Inquiry**
  - A student's name received by the Office of Admission and subsequently listed in the admission file as an "inquiry." Inquiries come from a variety of sources, including self-initiated requests for information, contact with a college or alumni representative through a college day/night program, or a referral (perhaps by an alumnus).
- **Viewbook**
  - Most senior inquiries are sent a viewbook and an application for admission. The viewbook is designed as a resource for information regarding Grinnell College.
- **Applicant**
  - An inquiry who applies for admission becomes an "applicant."
- **Admit**
  - An applicant who is accepted for admission is called an "admit."
- **Paid**
  - An admitted student who pays his/her \$200 (non-refundable) Advance Tuition Deposit is a "paid." The student has made a commitment to enroll at Grinnell.
- **Early Decision**
  - Available to first-year students who decide that Grinnell is clearly their first choice, Early Decision is a commitment to enroll, and those accepted must withdraw applications to other colleges/universities. Students may not apply to more than one.

## ***Grinnell Talking Points***

### **Location**

Grinnell is located in a community of about 9,100 residents. It rests in the central part of the state and is about a one-hour drive to either Iowa City or Des Moines.

### **Diversity**

Grinnell's student population comes from all over the country and the world. Students come from every state, the District of Columbia, Puerto Rico, and about 50 other countries (15 percent domestic multicultural students, 11 percent international students).

### **Activities**

Grinnell students remain very busy. There are numerous plays, concerts, and recent films. In addition, over 100 student organizations and 20 intercollegiate varsity sports schedule events throughout the year. All this is available to students at no charge.

### **Admission Criteria**

There are three components to making an admission decision.

1. Fifty percent of the decision weighs on the student's academic record and choice of curriculum in high school. The admission staff is looking for a challenging course of study that includes college preparatory classes, such as Advanced Placement (AP) or honors classes when available.
2. Twenty-five percent of the decision is based on either the SAT or ACT scores. Weaker scores do not necessarily eliminate students from admission, particularly for students who have been successful in a challenging curriculum.
3. The final 25 percent is the promise of contribution. This consists of the student's extracurricular involvement, the essay, the recommendations, and the admission interview (although not required, we do highly recommend one).

## Financial Aid

- Some families may become anxious about the high cost of Grinnell. If they do, the most important piece of advice you can give a family about financial aid is that Grinnell meets 100% of a family's demonstrated need and has a strong financial aid program which annually awards over 30 million dollars.
- Students are notified of their financial aid packages when they receive their admission decision.
- About 85 percent of Grinnell College students receive some form of financial aid. Grinnell provides a financial aid award using a combination of grants, work, and loans. The two primary types of aid at Grinnell are "gift" (scholarship and grants) and "self-help" (loans and campus work). Beginning with the 2008-09 academic year and continuing for 2009-10, the College limited or capped the amount of loan used to meet a student's institutionally determined need at \$2,000. The College remains committed to a need-based loan cap with modest annual increases due to increasing costs and current economic conditions.

## Curriculum

Grinnell's individually advised curriculum allows for unusual academic flexibility. This means that Grinnell imposes no core requirements beyond the First-Year Tutorial. However, there are departmental requirements for majors. Students work closely with their academic advisers to design a liberal arts education by taking a variety of courses in all areas. The professor who teaches the tutorial is also the student's academic adviser until the student declares a major. Through this process, students and faculty work together to develop a solid liberal arts course of study.

To graduate from Grinnell, a student must complete at least 124 credit hours and the requirements for a major. With the exception of transfers, students must also have three full years in residence and complete the First-Year Tutorial.

## Departmental Questions

One of the most difficult questions to answer is, "How good is the \_\_\_\_\_ department?" Assure the student that all departments have first-rate faculty. Try to determine what specifically the student wants to know about the department, and then address your response accordingly. You may also tell the student that additional information about the department can be obtained by visiting the [departmental website](#).

## Difficult Questions

Students will try to get representatives to compare Grinnell with peer institutions. Don't make comparisons. Encourage the student to gather as much information as possible to make a responsible decision, and try to "get a feel" for the different campuses.

## Graduates

- Generally, one year after graduation 30 percent of Grinnell graduates have gone on to graduate or professional school; 50 percent are working; 10 percent are traveling; and 10 percent are doing volunteer work.
- Through the [Career Development Office](#), Grinnell provides extensive counseling to help student define and achieve their goals.

## Ethics

Grinnell College is a member of the National Association of College Admission Counselors (NACAC), the professional organization governing the field of college admission. As a member, we adhere to NACAC's Statement of Principles of Good Practice. As Grinnell admission representatives, GRASP volunteers are bound by the code of ethics outlined in the document.

Members of NACAC are obliged to "exercise appropriate responsibility for all people whom the institution involves in admission, promotional, and recruitment activities (including their alumni, coaches, students, faculty, and other institutional representatives) and educate them about the principles outlined in this statement." Principles specifically applying to admission volunteers include:

- Present information consistent with that presented in this handbook and in official admission publications. Review these publications as often as is needed to ensure that you speak forthrightly, accurately, and comprehensively in presenting Grinnell to prospective students and their families and to secondary school personnel.
- Refrain from disparaging comparisons of secondary or post-secondary institutions.
- Receive information about candidates in confidence, consistent with applicable laws and regulations, and respect completely the confidential nature of such data.
- Do not make promises to candidates that they will receive offers of admission.

- Do not make promises to candidates that they will receive offers of financial aid.

We encourage all volunteers to review the complete text of the [Statement of Principles of Good Practice](#) to gain a more thorough understanding of the professional standards of the field of college admission.

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## **Opportunities to Help**

### ***Referring a Prospective Student***

There are four different ways to refer a student:

1. Call 800-247-0113
2. Write: Office of Admission, John Chrystal Center, Grinnell College, Grinnell, IA, 50112
3. E-mail: [askgrin@grinnell.edu](mailto:askgrin@grinnell.edu)
4. Complete the [referral form](#).

**When referring a student to the Office of Admission, the following information is required:**

1. Student name
2. Current grade in high school and/or year of high school Graduation
3. Street address, city, state, zip code
4. Telephone number
5. E-mail address
6. Name of high school currently attending

**The following additional information may also be helpful:**

1. Student activities in high school
2. Community activities
3. Academic interests
4. Outstanding achievements, honors

## **Attending a College Fair**

College fairs are a great way to reach students and parents who are going through the college search. At college fairs, you will be assigned a table in what is referred to as a “browsing area,” where students and their parents can stop by to ask questions and pick up admission information.

Another less popular format is the presentation. In a presentation, College representatives are assigned to a room or area, and students and parents select several schools to visit throughout the evening. The college representative gives a short presentation about the College, followed by a question/ answer period. We will let you know if a school has chosen the presentation format when we ask you to represent Grinnell College.

## **Before the College Fair**

- After you agree to represent Grinnell College at a college fair, you will receive a copy of the invitation, including details about time, location, parking, etc.
- A few weeks prior to the fair, you will receive a box of materials for use at the fair. Please review the information in these materials.
- Plan to arrive at least 30 minutes before the program to set up your materials. Occasionally, the college fair coordinators will sponsor a dinner or a snack for the representatives. This is a good time to meet high school counselors and other representatives.
- Dress for college fairs is business casual unless otherwise stated.

## **During the College Fair**

- The high school counselors/fair coordinators or student ambassadors greet and check in the college representatives. Please be sure to check in to find out where to set up.
- At your table, arrange materials so travel pieces, reply cards, and other materials are easily accessible.
- Please remain behind the table and do not give any promotional items away.
- Wear your alumni admission volunteer badge.
- Smile; be positive, enthusiastic, and professional.

- As students approach the table, offer to answer any questions that they may have. Remember that many students are just beginning their college search and will have few questions at this point.
- Encourage them to fill out a reply card to be added to our mailing list and to receive more information. Please make sure the cards are filled out legibly. If a parent is picking up information for a student, ask them to take a reply card to be filled out by the student and mailed directly to the Office of Admission.
- Remind students that applications and other admission information will be mailed directly to them once they complete a reply card.
- If you are asked a question you cannot answer, please write the question on the reply card, and someone from the Office of Admission will answer it. Or you may give them the Office of Admission's toll-free number (800-247-0113) and ask them to call us directly, or let them know that you will find out the answer and call them back. (This makes a great impression!)
- Tell the student what it was like for you, X number of years ago, and what you have observed when you have visited since.
- Be courteous to colleges near you at college fairs.
- Do not allow students to fill out Grinnell College reply cards at the tables of other colleges/universities.
- Encourage a campus visit!
- **Never** compare or speak negatively about other colleges/ universities. Encourage students to seek out their own information regarding different institutions.
- **Never** call students to your table at college fairs; allow them to choose the tables they would like to visit.
- **Do not** make a statement of admissibility to a prospective student. The Admission Board and the dean of admission have this responsibility.

## **After the College Fair**

- If appropriate, leave leftover admission materials in the counseling office for future use.
- Complete the college day/night program evaluation form. This is very important to the Office of Admission, because it is used to evaluate which college fairs to attend each year.
- Return the reply cards, any leftover materials, the banner, and the college day/night evaluation form to the Office of Admission as soon as possible. The names of the students you contacted are entered into the database so they can receive additional information. The banners are circulated around the country to cover other fairs, so it is important to return them as soon as you can.
- Call the Office of Admission if you received any questions that you were unable to answer.

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## Interviewing Prospective Students

Interviewing can be a great way to get to know prospective students better and a very important part of the college selection process. The Office of Admission may ask a GRASP volunteer to conduct an off-campus interview for a student who is unable to visit campus. These conversations offer the opportunity to learn more about the student; for the student to present thoughts, ideas, and questions that may not come out in an application or recommendations; and to encourage the student to apply.

### Before the Interview

- After you agree to conduct an interview, you are responsible for contacting the prospective student to introduce yourself and set up the date, time, and location of the interview.
- The location of your interview should be in a public place (coffee shop, bookstore, library, or high school)—a location that is safe and appropriate for both you and the student. The student's parents are welcome to attend, but please do not include them in the actual interview. Invite them to join you after the interview to ask questions and share information about Grinnell College.
- If you are having trouble contacting the student, please let the Office of Admission or the GRASP regional coordinator know.
- If, once you have contacted the student, they inform you that they no longer wish to have an interview, please make the Office of Admission aware of this.
- Review the section of suggested [interview questions](#)
- Review admission materials.
- Review the [interview form](#) that you will fill out after the Interview.

## During the Interview

- It might be difficult to know how to start an interview—the first few minutes can be awkward. Make small talk. Ask them how they became interested in Grinnell or what other institutions they are considering. Talk informally before getting into the academics and extracurriculars.
- Introduce yourself and tell them a little about your background.
- Encourage the student to relax and enjoy the interview. Try to build a rapport.
- Try to get the student talking as soon as possible, and remember, the student is supposed to be talking 90 percent of the time.
- The more freedom you give the student to answer a question, the more information you will receive.
- Ask open-ended questions about the student's academics, interests, accomplishments, activities, and goals. Listen and respond to their answers.
- Don't ask personal questions or seek confidential information.
- Don't cut off a student's response too quickly; try to let the student complete the thought or idea completely.
- Try to respond within a reasonable time to avoid tension-building pauses in the conversation.
- Share information about Grinnell College when appropriate, but avoid the "hard sell."
- Share your experiences and thoughts about Grinnell College when appropriate.
- Respond to questions when you know the answer, and write down the questions you can't answer. A staff member from the [Office of Admission](#) can get back to the student with an answer.
- Enjoy meeting and getting to know the student.
- Be positive and supportive, but don't promise admission to anyone.
- Encourage a campus visit!

## **After the Interview**

- Offer your e-mail or phone number so the student can get back to you with additional questions, if needed.
- Offer the Office of Admission's phone number: 800-247-0113.
- Complete the interview form.
- Return the interview form and any questions that you couldn't answer to the Office of Admission. Please return the form as soon as possible, but no later than the appropriate [application deadline](#).

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## **Contacting Prospective Students by Telephone**

At various points throughout the year, you may be asked to telephone students who have expressed interest in Grinnell. These calls may be an informal contact to answer questions the applicant may have, a follow-up call to an on-campus visit, a congratulatory call to students who have been admitted to the College, or a more targeted call, perhaps informing them about a college major, extracurricular group, or professional preparation at Grinnell.

The Office of Admission will always identify the purpose of the phone call. Here are a few samples. These are mere outlines; the calls may take any form that feels comfortable to you as the caller. Talking with prospective students on the telephone is a quick, effective, and personal way to provide students with additional information about Grinnell.

### **Introduction:**

Introduce yourself as a Grinnell alum and an Admission Office volunteer. Explain that the Admission Office gave you the student's name and you are calling to offer a grad's perspective of the Grinnell College experience.

**Purpose I:**

“I understand that you have visited Grinnell College, and I wanted to see how your visit to campus went and answer any questions that you might have at this time.”

- How was your campus tour?
- Did you sit in on a class?
- Did you spend the night on-campus?
- Did you meet with any faculty, coaches, or staff?

**Purpose II:**

“I just wanted to remind you of the application deadline. You may have or will soon receive an e-mail or letter from the College letting you know what is missing from your file, and please keep in mind that there may be a lag-time between when Grinnell receives something from you and when it is entered into the College database. This is due to the fact that at this time of the year more than 10,000 documents are received in a short time period. At any rate, I hope you keep Grinnell on your list and I am happy to answer any questions you have.”

- How did you become interested in Grinnell College?
- Have you had the opportunity to visit the College?

**Purpose III:**

“I am calling to congratulate you on your admission to Grinnell College”

- Have you heard from any other colleges?
- What are the most important factors for you as you make your college decision?

### **Closing:**

- “Are there any questions about Grinnell College that I may be able to answer for you?”
- “Best of luck in your college decision.”

### **Reminders:**

- Take advantage of any opportunities to interject personal experiences of your own that relate to something the student mentioned.
- Always encourage campus visits! To arrange a campus visit please call 800-247-0113.
- Students love to talk about themselves. If the conversation seems to be slow, skip the format and just ask the student about their academic and extracurricular interests.

### **In addition, here are some things to think about:**

1. During your call, take a few seconds to **familiarize yourself** with the student by asking about his/her hometown, interests, and/or high school. Remember to talk about your experiences and opportunities.
2. If you are unable to talk directly with the student, **talk with a parent** or leave a message; parents’ questions and concerns may be different than a student’s.
3. **Smile** when you talk on the phone; your listener can hear it!
4. The value of the call is not always just content, but the sheer fact that you called. **Contact itself is valuable.**
5. You always have your **interest in Grinnell College** as a common bond.
6. **Avoid** asking questions that can be answered with a simple “yes” or “no,” as that can stifle communication.
7. Please notify the Office of Admission if a student needs further contact and/or more information, and if there are changes in the information about the student (address, phone number, year of graduation, etc.).

8. Feel free to follow up your call with a personal note or postcard. You may include your business card (with home and business phone numbers) along with the note, so that students have a local source for more information.

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## Attending or Hosting a Special Event

The [Office of Admission](#) and [College and Alumni Relations](#) often use the help of alumni for the following popular [events](#) for prospective students and their parents. Contact one of the above offices for more information.

### **Information Sessions**

The Office of Admission organizes these programs in areas where we have numerous inquiries. Alumni may be asked to attend the program to provide assistance and to get to know some of the students in your area. In areas where we have smaller numbers of inquiries, information sessions may be held at the home of an alumnus. The format of the program is a brief presentation about the College by the staff member from campus, followed by questions and, of course, refreshments.

### **Receptions**

Many alumni host special informal gatherings in their area during the fall, winter, or spring breaks. Current and prospective students are invited, and it is a wonderful opportunity for prospective students to continue to get a feel for the Grinnell community.

### **Picnics**

Summer picnics are a great way for new and current students to get to know one another. The picnic also helps to ease some of the jitters new students may be feeling. This informal gathering helps new students answer some of the more “practical” questions, such as what to bring and what to expect during the first year of college at Grinnell.

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### **Book Award**

Each year, Grinnell College awards the “Grinnell College Book Award” at various high schools across the country. The recipient of the Grinnell College Book Award is a junior who has taken a demanding college preparatory curriculum, ranks in the top 10 percent of his or her class, and has demonstrated excellence and leadership outside the classroom. The recipient should also maintain a high level of open-mindedness and sensitivity to social issues. Depending on the location of the school, we would like to have a Grinnell alumnus/a present the award.

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## **Interviewing Guidelines**

GRASP Regional Coordinators will contact GRASP Volunteers to [set up an interview](#) with a prospect in their area.

Please use the [interview form](#) to provide us with your impressions of the student. We have devised this form to simplify the evaluation process and give you direction in conducting the interview. Please support your impressions. We expect to see some written narrative in addition to the checked boxes. The interview form will go in the student's file and will be considered during the evaluation of the student's application.

These guidelines are intended to lead you through the evaluation process as you complete the form. Naturally, each interview will differ, depending on the nature of the student being interviewed. However, we hope that this will give you a *general framework* within which to make your assessment. The categories and charts are not meant to restrict you, but rather to give structure to your discussion with the student and to identify those characteristics we deem important in our deliberations. We encourage and invite your honest impressions of the student, so be candid.

In the chart ratings, we define the terms in the context of high school students in general. Remember that these students do not necessarily share our worldview, or even that of college students, and we must be careful not to judge them by such criteria. Make an evaluation based on what you would expect from a high school student and rate them accordingly (i.e., "above average" for a high school student). You are welcome to complete your comments on a separate sheet of paper, but please attach the form with it. *Thanks!*

## **Academics**

While a discussion of academic progress should not be the sole focus of the interview, we do want to know how a student is faring academically. You need not ask for an account of the transcript. The interview should focus less on the numbers (grades and scores), and more on an interpretation of those numbers. Do they indicate any strengths or weaknesses in the student's academic program? Ask how challenging they feel their high school curriculum is, if they've taken advantage of the opportunities available to them, and if they feel prepared to take on Grinnell's academic rigor. Indications of their motivation and intellectual curiosity will give us an idea of what type of applicant they are.

## **Extracurricular Activities**

We seek a diverse student body that brings with it a variety of talents and abilities. Ask what clubs or sports they are involved in outside of class, if they have a job or internship, if they are active in their religious or local community (including volunteer work), how they spend their summers, and so on. Many of our applicants spend their free time exploring creative interests such as poetry, music, dance, or art, and we should endeavor to find out about these pursuits as well. While students may not pursue the same activities at Grinnell, we do expect them to add to the vitality of the campus.

## **Personal Qualities**

We are looking for students who come from varied backgrounds and experiences. We want to know what makes this person “tick.” Ask questions that identify how students regard themselves. Are they confident of their own abilities and comfortable with themselves? How have their life and/or high school experiences shaped them? Try to assess how well they interact with others, how they regard others’ opinions, and how well they articulate their own. Basic questions such as what they like, what they believe in, and what they are passionate about can also be very telling. We seek students who have a commitment to personal as well as intellectual growth. Students come to Grinnell to learn from, as well as to educate, one another.

## **Attitude/Familiarity**

Comment on students’ expectations of Grinnell as well as their knowledge of the institution. Do they understand and appreciate not only the intellectual environment, but also the social climate? (Grinnellians reflect a multitude of ideas, abilities, and beliefs; they should not be cast from a single mold.) Does the student strike you as someone who will be open-minded and receptive to criticism? Will Grinnell and the student benefit reciprocally? Questions of this nature should lead you to an assessment of their match with the institution.

## **Overall Impressions/Comments**

Use this space to reflect briefly on all of the aforementioned questions, and to summarize your thoughts about the applicant. Your level of enthusiasm should be supported by your comments. Discuss also any extenuating circumstances, such as a learning disability, difficult home or school environment, or experiences that may have affected the student's academic or personal progress. Remember that the interview is only one part of the application process, so don't feel that your assessment will be absolute when we render our decision. However, as the person who has had direct and personal contact with the student, you have a unique perspective to offer those of us who will review the student's credentials. Any thoughts you have to offer will be greatly appreciated!

## **Sample Interview Questions**

### **I. Academics**

1. How would you characterize the academic atmosphere in your high school? Do you feel you have been challenged?
2. If you were chosen principal of your high school, what would you change and why? If you had to work within the constraints of your high school system, what changes would you make and why?
3. Describe the characteristics of the teacher who influenced you most in high school.
4. Of your grades and scores, which do you think is the true indicator of your academic abilities?
5. Have you had a class in which you struggled? If so, which one and why? And on the other side of the coin, in what class have you been more motivated and why?
6. What was the most challenging writing assignment you have faced?
7. Why are you planning on attending college?
8. What areas of study do you hope to explore in college that you have not had the opportunity to pursue in high school?
9. What do you hope to gain from the college experience?

### **II. Extracurricular Activities**

1. What activities are you involved in outside of the classroom? Do you hold any leadership roles?
2. How did you get involved in these activities?
3. If you could only participate in one extracurricular activity, which would you choose and why?
4. What accomplishment are you most proud of in your high school career?
5. What do you hope to participate in at college?

### **III. Personal Qualities**

1. What do you like best about yourself?
2. Give me three adjectives that best describe you.
3. What characteristics make you special or unique?
4. How would your friends describe you? Teachers?
5. Are you satisfied with your accomplishments, growth, etc., to date?
6. What conversations do you have at the dinner table?
7. How do you react when you find yourself in a conversation with someone who has very different opinions than you, some of which you may even find offensive?
8. If you could write anything in your high school newspaper (no censorship), about what would you write?
9. If you were given a year off of school to do anything, anywhere, and money were no object, what would you do, with whom and why?
10. What quality in yourself do you most admire?
11. What is your favorite book? What makes it special? Can also use class, activity, or friend.

### **IV. Attitude/Familiarity**

1. How did you find out about Grinnell College?
2. What criteria did you use to create your college list?
3. Which characteristics about Grinnell College are especially appealing to you?
4. What continues to attract you to Grinnell College?

## **V. Other**

1. Is there anything that you came to this interview wanting to talk about?
2. Is there anything that you want to make the Office of Admission aware of? Something that they might find unusual in your application or something that you feel you cannot do justice to on paper?
3. What are your concerns, if any, about the college search/ selection process?

[\*\(Back to Interviewing Prospective Students\)\*](#)

## Grinnell College Interview Form - GRASP

Student's name:

School/State:

Interviewer's name:

Date:

**Interviewer's level of enthusiasm for student:** (low) 1 2 3 4 5 (high)

**Academics:** This part of the evaluation should reflect the interviewee's preparedness for Grinnell in the context of Grinnell's academic rigor. Address, if possible, performance, motivation, rigor of course work, and intellectual curiosity.

**Extracurricular:** Discuss the student's activities both in and outside of school. Provide evidence of leadership, breadth of involvement and depth of commitment whenever possible.

**Personal Qualities:** Discuss the student's respect for others' opinions, comfort level with self, open-mindedness, willingness to try new things and ability to articulate his or her own values and opinions.

**Overall Impressions/Comments:** The previous sections along with this one should provide reasoning and justification for your level of enthusiasm!

Provide insight to the student's knowledge of and enthusiasm for Grinnell if possible. Indicate whether or not you feel that the match between student and College is a good one. For example do you think this student will be successful academically and personally at Grinnell and be happy? Also include additional information that may expose any extenuating circumstances.

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## **Serving as a GRASP Regional Coordinator**

A GRASP regional coordinator serves as an extension of the Office of Admission for volunteers in his or her area and assists the GRASP coordinator with various admission responsibilities. So that we can assure vitality and energy among our regional coordinators, and allow all interested GRASP members an opportunity to serve, all regional coordinators will serve a four-year term. The term will coincide with the Grinnell College fiscal year, i.e. terms end June 30 of any particular year.

### **Responsibilities:**

#### ***Events***

1. Host or co-host a summer picnic for GRASP volunteers, current students, new students, and their families. This is a great way for new students to meet fellow classmates and alumni, and for parents to mingle with current students and alumni.
2. Host a training session every 2–3 years to teach and update the responsibilities of a GRASP volunteer. The following items might be discussed:
  - How to talk about Grinnell College
    - Answering difficult questions about the College
  - College Fairs
    - Setting up the table
    - How and what to talk about
  - Interviews
    - The purpose
    - A mock interview
    - Completing the interview form
  - What's new on campus

#### **Optional Events**

1. Host a GRASP volunteer social gathering in your area (a chance for fellow volunteers to get together and discuss their experiences with the program). This could be very informal, maybe a potluck or something along those lines.
2. Host an event to welcome new alumni to the area.
3. Host receptions during fall and spring breaks for prospective and current students.

## **Interviews**

Each year we receive numerous requests for off-campus interviews conducted by GRASP volunteers. ([See pg 15, Interviewing Prospective Students](#)). The Office of Admission will e-mail the prospective student's information to the regional coordinator, who will then locate a volunteer to conduct the interview. The regional coordinator should notify the on-campus GRASP coordinator of who will be conducting the interview. If necessary, the office can help locate a suitable volunteer. The regional coordinator will e-mail the interview form to the GRASP volunteer conducting the interview. The interviewer is responsible for completing the form and returning it to the Office of Admission before the appropriate [deadline](#).

## **Telephoning**

Once all of the admission letters are mailed, we would like a GRASP volunteer to call and congratulate the admitted students in their area. The regional coordinators will distribute the names among the GRASP volunteers in their areas. The coordinator will receive the list of names in early April and all calls should be completed by April 24, one week before the May 1 National Candidates' Reply Date.

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## GRASP Regional Coordinators

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