

COURSE FINDER

ACTION PLAN

Name _____

THE MORRISBY ORGANISATION

How to compile a short list in 4 steps with Course Finder Action Plan

STEP 1: Deciding where you would like to study

1. List the Universities/Colleges you are considering under "*Places I am considering*".
2. Spend some time studying Prospectuses and other resources.
3. Read the checklist of items beginning "*I'd like to study here because of . . .*" and tick the ones that apply to you.
4. Count the ticks and write the total for each place in the "Total" column.
5. List the Universities/Colleges in order according to their total scores, in the column headed "*I'd most like to study at . . .*"

STEP 2: Deciding your specific study interests

1. List your specific study interests in the table below under *“My specific interests are . . .”*
2. Use the information you find from your research to help you decide how you feel about each of these specific interest areas.
3. Read through the checklist of items beginning *“I’m interested in studying this because of the . . .”* and tick the ones that apply to you.
4. Count the ticks and write the totals in the “Total” column.
5. List your specific study interests in order, according to their total scores, in the column marked *“I’m most interested in studying . . .”*

STEP 3: Investigating and comparing courses

Once you've decided Where You'd Most Like To Study from STEP 1 and What You'd Most Like To Study from STEP 2 . . .

1. Choose the courses you'd like to investigate. Include all of the ones that appeal to you and consider the ones you have not thought of in the past.
2. Decide the features you like about each course after using the resources available.
3. Fill in the Course Investigation and Comparison Forms following. If you need more, you can copy them or print more off.

STEP 3 – Course Investigation and comparison

Course Title	Institution	Typical Offer	Specific Subject/Grade requirements	Ratio of applicants to places	Particular features I like about Course Content / Degree Structure / Department
				:	
Outlook for graduates		Particular features of University / College			

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STEP 4: Putting it all together to compile your shortlist

1. List the courses you have investigated in STEP 3 and are still considering, in the table that follows under Course Title.
2. Read the checklist of items beginning *“I particularly like about this course . . .”* and tick those that apply to you.
3. Count the ticks for each course title and write the total in the column marked “Total”
4. List the course titles in order, according to their total scores, in the column headed “Shortlist”.

Now that you have your shortlist, you are ready for the application checklist.

