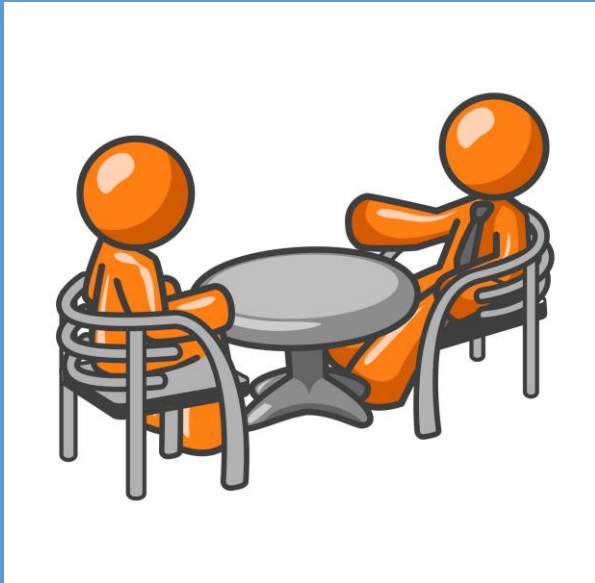


ACAP Interview Process (See separate Word document)



Process (Applicant Interview):

- Virtual interviews conducted between May 1 – May 15
- Student selects an interview date
- Interviewer confirms the interview logistics with the assigned applicants
- Interviewer is to call/Zoom student at the appropriate time
- Interviewer to refer to the ACAP Interview Process (Word document)
- Interview lasts for 30 minutes (20 for interview and 10 for intro and wrap up)
- Interviewer to make notes and forward rating/notes to Odell Brown (SMU ACAP) or Dr. Alicia Eddington Poullard (TCU ACAP), as appropriate.

File (reference) documents for each student (online folders):

- ACAP application
- 2 letters of recommendation
- Unofficial high school transcript
- Completed online Student Interest Form
- Any other notes provided by Odell Brown or Dr. Alicia Eddington Poullard, as appropriate

Communicate Next Steps (key dates):

- Virtual Interviews: May 1 – May 15
- Notifications to Students: by May 31
- 2021 ACAP Class confirmed: May 31
- Students/Parents Orientation: June 5 (tentative)
- ACAP Week: June 27 – July 2 (SMU)
- ACAP Week: July 11-16 (TCU)

Student Selections Process, April 1 – May 31

Application Review

- Review ACAP Applications received (April 1 – 20)
- Communicate with students and parents regarding next steps (April 5)
- Poll the students for additional information via survey monkey (April 5 – 20)

ACAP Interviews

- Draft virtual interview process (by April 15)
- Notify students of Interview Process (by April 20)
- Confirm interview dates and times with ACAP applicants (by April 30)
- Confirm individuals for Interview Team (by April 30)
- ACAP Interview Team Huddle (Training) (April 22 or April 29)
- Conduct virtual ACAP Interviews (May 1-15)

Student Selections

- Select students for ACAP Class (May 16 - 31)
- Draft virtual Students/Parents Orientation Package (by May 15)
- Notify students and parents of Students/Parents Orientation (by May 15)
- Confirm ACAP 2021 Class (by May 31)
- Conduct virtual Students/Parents Orientation session (by June 5)