

# Making High School Count

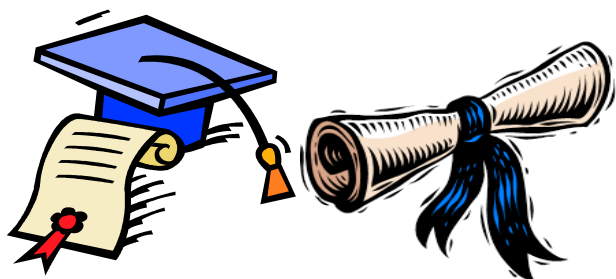
A Guide to Your High School Years

**Creating College, Career and Citizen-Ready Students!**

The mission of the Newport News Public Schools Counseling Department is to provide a structural comprehensive program that is preventive and proactive in nature and focuses on each student's potential for growth within the context of his or her individual, family, and multicultural perspective.

This handbook is a collaborative effort of the Newport News Public Schools High School Counseling Departments

# GRADUATION REQUIREMENTS



## Class of 2014 Graduation Requirements

<b><u>Standard Diploma</u></b>	<u>Standard Credits</u>	<u>Verified Credits</u>
English	4	2
Math	3	1
Laboratory Science	3	1
History & Social Science	3	1
Health and PE	2	
Fine or Practical Art	1	
Electives	6	
Student Selected Test		1
<b>Total</b>	<b>22</b>	<b>6</b>

<b><u>Advanced Studies</u></b>	<u>Standard Credits</u>	<u>Verified Credits</u>
English	4	2
Math	4	2
Laboratory Science	4	2
History & Social Science	4	2
World Language	3	
Health and PE	2	
Fine or Practical Art	1	
Electives	2	
Student Selected Test		1
<b>Total</b>	<b>24</b>	<b>9</b>

## Class of 2015 and 2016

### Requirements for the Standard Diploma

Discipline	Standard Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education	2	
Economics and Personal Finance	1	
Electives	4	
Student Selected Test		1
<b>Total</b>	<b>22</b>	<b>6</b>

### Requirements for the Advanced Diploma

Discipline	Standard Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	4	2
Laboratory Science	4	2
History and Social Sciences	4	2
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education	3	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test		1
<b>Total</b>	<b>26</b>	<b>9</b>

### Class of 2017

Beginning with **students entering ninth grade for the first time in 2013-2014**, students must also:

1. Earn a **board-approved career and technical education credential**. The credential could include, but not be limited to, the successful completion of an industry certification, state licensure exam, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.
2. Successfully **complete one virtual course**, which may be non-credit bearing.

### SOL TESTING

Students will take an SOL/End of Course test in the classes listed below as long as they have passed the first semester of the course and are enrolled in the second semester of the course.

<b>SOL Subjects</b>	
World Geography	Algebra II
World History I	Earth Science
World History II	Biology
US History	Chemistry
Algebra I	11 English – Reading
Geometry	11 English – Writing

## WHAT IS BULLYING BEHAVIOR? WHAT IS NNPS DOING TO ELIMINATE IT IN OUR SCHOOLS?

Bullying Behavior: Bullying is any kind of ongoing physical or verbal mistreatment where there is an imbalance of power. Bullying is the intentional harming or hurting of one person, or their belongings, by another person or persons. Bullying is a repeated behavior.

Types of Bullying:

- **Physical Aggression:** Hitting, kicking, destroying property
- **Social Aggression:** Spreading rumors, excluding from group, silent treatment
- **Verbal Aggression:** Name calling, teasing, threatening, intimidating phone calls
- **Intimidation:** Graffiti, playing mean tricks, taking possession, coercion
- **Written Aggression:** Note writing, graffiti, slam books
- **Sexual Harassment:** Comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable. Examples: rumors of a sexual nature, inappropriate touching, grabbing, comments about someone's body
- **Racial and Ethnic Harassment:** Comments or actions containing racial or ethnic content which are unwelcome and make the recipient uncomfortable. Examples: ethnic jokes, racial name calling, racial slurs

NORMAL	VS	BULLYING
Equal power; friends	VS	Imbalance of power; not friends
Happens occasionally	VS	Repeated negative actions
Accidental	VS	Purposeful
Not Serious	VS	Serious-threat of physical harm or emotional or psychological hurt
Equal emotional reaction	VS	Strong emotional reaction on part of the victim
Not seeking power or attention	VS	Seeking power, control
Not trying to get something	VS	Trying to gain material things or power
Remorse- takes responsibility	VS	No remorse – blames victim
Effort to solve the problem	VS	No effort to solve problem

What is Newport News Public Schools doing to eliminate bullying behavior? (NNPS Rights and Responsibilities Handbook, Rule 34)

**Bullying Policy-** Students will not engage in:

- ✘ repeated negative behaviors either physical or mental that target a victim;
- ✘ threats either verbal or written, physical abuse, harassment, ethnic or gender slurs, targeting a specific victim;
- ✘ electronically transmitted abuse of any form even outside of the school day and not on school grounds if it impacts the school environment (cyber-bullying).
- ✘ **Consequences of Bullying-***Minimum-* 1 to 5 day suspension/*Maximum-* Expulsion



## **To be successful in high school, solid study skills are a must!**

### **Take Control of Homework So It Doesn't Control You**

Although very few students love homework, it does serve a purpose. Homework helps you:

- Reinforce what you've learned during the day.
- Build study habits that are essential in college.
- Prepare for your classes.
- Get a sense of progress.

Here are some tips to help you deal with homework more efficiently and effectively.

**Set the Mood** - Create a good study area with everything you need (for example, a calculator). If you don't have a quiet place at home, try your school or local library.

**Know Where to Begin** - Make a list of everything you need to do, and note all deadlines. Do the more difficult assignments first, so you don't have to face them at the end.

**Study at the Same Time Every Day** - Even if you don't have homework every night, use the time to review notes. If sitting down to work is part of your normal routine, you'll approach it with less dread. Also, you'll become a pro at using time productively.

**Keep Things in Perspective** - Know how much weight each assignment or test carries, and use your time accordingly.

**Get More Involved** - Keep your mind from wandering by taking notes, underlining sections, discussing topics with others or relating your homework to something you're studying in another class.

**Organize the Information** - People process information in different ways. Some people like to draw pictures or charts to digest information, others prefer to read out loud or make detailed outlines. Try to find the methods that work best for you. Ask your teacher for recommendations if you're having trouble.

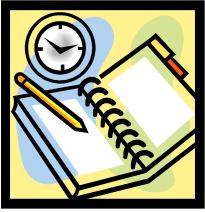
**Take Advantage of Any Free Time** - If you have a study period or a long bus ride, use the time to review notes, prepare for an upcoming class or start your homework.

**Study with a Friend** - Get together with friends and classmates to quiz each other, compare notes and predict test questions. Consider joining a [study group](#).

**Communicate** - If you have concerns about the amount or type of homework you have, you may want to talk to your family, teachers or counselor. They can help you understand how much time you need to allot for homework and how to manage your tasks.

**Celebrate Your Achievements** - Reward yourself for hitting milestones or doing something well.

Source: The College Board



## Do you know how to take good notes?

### Note-Taking Strategies

#### **How to Get Your Class Notes into Shape**

Getting the most out of high school and college means studying hard and using your time in class wisely. An effective note-taking strategy can help you do both. Here are the basics.

#### **Stay Organized**

It may seem obvious, but your class notes can only help you if you can find them. When you're taking notes be sure to:

- Keep all your notes in one place.
- Date and number pages; keeping them in order makes it easier to understand them later.

#### **Before Class**

Review the materials assigned for that class period thoroughly. Bring a list of any questions you may have.

#### **During Class**

One approach that has been proven effective is called the Cornell Note-Taking System. Here are some of its methods.

Start by using the main section of your page to take down your notes during class. Be sure to leave space on the left side of the page and the bottom. Things to keep in mind:

- Get the speaker's main points. Don't write down every word you hear.
- Leave blanks in your notes to add explanations later.
- Organize as you write. Pay attention to cues such as repetition and emphasis.
- Indicate main and supporting points as you go.
- Jot down key vocabulary, important facts and formulas.
- Ask questions. If you're confused, it's better to ask while the material is fresh in your mind.

#### **After Class**

As soon as class ends, review your notes and fill in any blanks. Underline, highlight and use symbols to sort through the information. If you don't understand something, get help from your teacher or classmates.

After you've reviewed all your notes from class, in the left-hand area of the page write down key words and questions your teacher might ask on a test.

At the bottom of each page, write a summary of the notes. This helps you digest what you've learned. It also improves your memory of the material for the long term and for tests down the road.

#### **For Review**

Once you've done all of the above, you'll find you've created your own personalized study guide. Cover the main section of the page and use the key words and questions in the left margin as a quiz.

#### **Stick to It**

Review your notes the day you take them and all your notes once a week. That way, you won't need to study as much when it's test time. You've been doing the work all along. Try out the Cornell system, but if it doesn't work for you, experiment with other methods. Ask your classmates how they take notes or ask a teacher for advice. Taking good notes requires practice, like any other skill. And the more you work at it now, the more prepared you'll be to take notes in college.

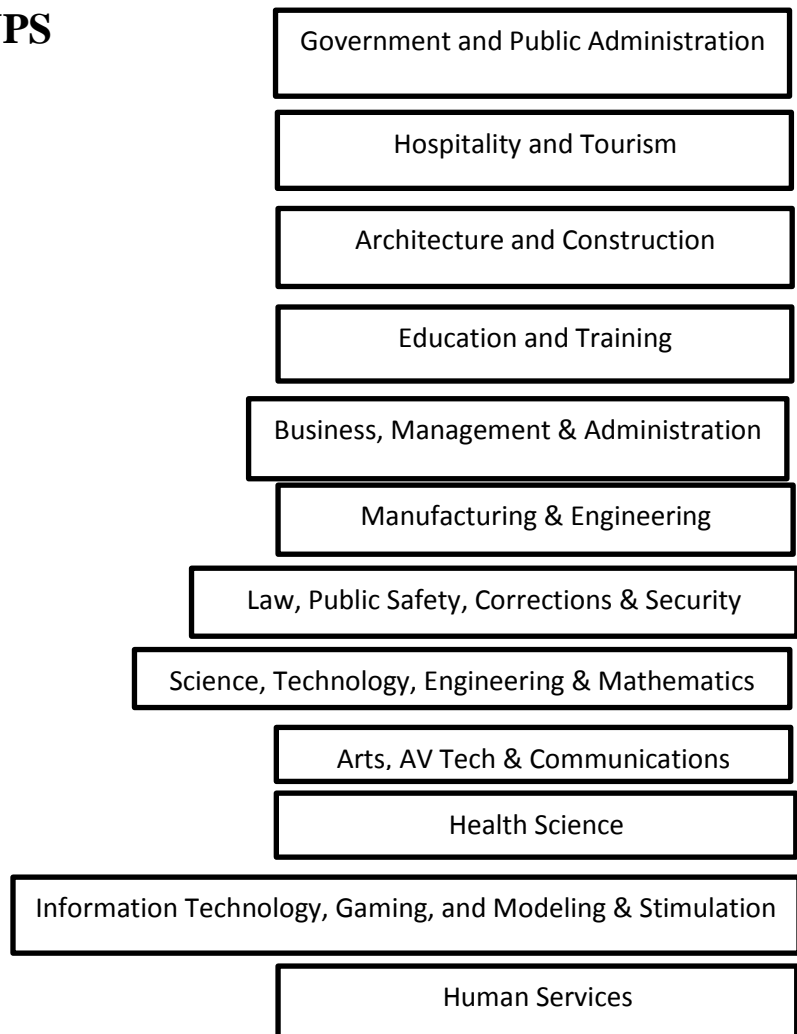
# Career Pathways



## What are Career Pathways?

- Career Pathways are groupings of professions, occupations and industries that require similar talents, knowledge, and skills
- These groupings are used as an organizing tool for curriculum design.
- NNPS has 12 Career Pathways

## 12 Career Pathways in NNPS



## Academic Resources

**Educational Talent Search Program at Hampton University:** An educational program designed to assist individuals from sixth through twelfth grade with graduating from high school and pursuing post-secondary education. The program offers year round activities and participants may attend activities until they become enrolled in a college program. Program services include financial aid information and application assistance; career assessment exploration and advising; college preparatory curriculum assistance; tutorial assistance to prepare for the Standards of Learning (SOLs) Test and specified academic subjects, field trips, and workshops.

**Graduation Coaches:** Graduation coaches assist in the successful transition of all students in Newport News Public Schools and provide early intervention services to endangered students by identifying students that need additional support during the school year. They provide resources to assist them, ultimately leading on time graduation. Graduation coaches develop positive working relationships with faculty, staff, parents and community partners involved in a student's success; maintain and supervise tutorial programs designed to assist with the passing of SOL tests; consistent monitoring quarterly grade reports, attendance, and behavior issues of endangered students.

**Private tutors:** Fee is required (see your school counselor for a recommendation)

**Parent/Student Express:** Online parent/student portal that allows for 24 hour/day access to students grade information in all classes

**School Counselors:** The School Counselor's role includes attending to the social/emotional needs of students through individual and group counseling. School counselors support the vision and mission of the division as well as individual schools through consultation, mediation, and insuring our students are college, career and citizenship ready. School Counseling services include the following:

-Academic counseling which assists students and their families to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

-Career counseling which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

-Personal/social counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes.

*\*All NNPS school counseling offices offer extended hours on the 3<sup>rd</sup> Thursday evening of each month. Flex hours are offered to meet the needs of our families' demanding schedules; counselors are available in the school counseling office until 7:00 p.m. on these extended hour days. Appointments are not needed.\**

**Tutorials:** Help sessions with teachers or peers after school at individual high schools. After school transportation is provided on Tuesday/Thursday afternoons at 4:30 p.m.

**Youth Career Café:** Offers Peninsula youth access to jobs and training in demand by our area employers; provides tutorials and SAT/ASVAB preparatory opportunities. Contact 757-249-2104. Visit the website at [www.youthcareercafe.com](http://www.youthcareercafe.com)



# Parent Action Plan: 9th Grade

The beginning of high school is an exciting time. Your child may be adjusting to a new school, making new friends and becoming more independent. But your child still needs your help and involvement. Here are some things you can do together to succeed this year.

## Summer Before High School

- Visit a college campus together. It's a great way to get your child excited about college.
- Get the facts about what college costs. You may be surprised at how affordable higher education can be. Show your child how to explore career ideas. He or she can make a list of interests, talents and favorite activities and start matching them with occupations.
- Come up with fun reading ideas. Look for magazines or newspapers your child may like and talk about the books you loved reading when you were your child's age. If your family makes reading enjoyable, it can become a daily habit.

## Fall

- Make sure your child meets with the school counselor. Your child should schedule a meeting to talk about college and career options and to choose the most-appropriate classes.
- Help your child set goals for the school year. Working toward specific goals helps your child stay motivated and focused.
- Make a plan to check in regularly about schoolwork. If you keep up with your child's tests, papers and homework assignments, you can celebrate successes and head off problems as a team.
- Talk about extracurricular activities. Getting involved in clubs and other groups is a great way for your child to identify interests and feel more engaged in school.

## Winter

- Start thinking about financial aid. It's not too early to look into types of aid that could help you cover college costs.
- Discuss next year's classes. Make sure your child is challenging him- or she— and taking the courses college admission officers expect to see.

## Spring

- Help your child start a college list.
- See how much you need to save for college. Use the [College Savings Calculator](#) on [collegeboard.org](#) to get an idea of where you are compared with your savings goal.
- Help your child make summer plans. Summer is a great time to explore interests and learn new skills — and colleges look for students who pursue meaningful summer activities.

# Parent Action Plan: 10th Grade

As your child settles into the high school experience, it's a great time for him or her to take on new challenges. It's also not too early to explore colleges, college majors and career goals. Use the list below to help make 10th grade count.

## Summer

- Visit a college campus together. It's a great way to get your 10th-grader excited about college.
- Get the facts about what college costs. You may be surprised by how affordable higher education can be.
- Help your sophomore explore career ideas. He or she can make a list of interests, talents and favorite activities and start matching them with occupations.
- Come up with fun reading ideas. Look for magazines or newspapers your child may like and talk about the books you loved reading when you were in high school. If your family makes reading enjoyable, it can become a daily habit.

## Fall

- Make sure your child meets with the school counselor. Your sophomore should schedule a meeting to talk about college and career options and to make sure he or she is taking the most-appropriate classes.
- Encourage your child to set goals for the school year. Working toward specific goals helps your high school student stay motivated and focused.
- Make a plan to check in regularly about schoolwork. If you keep up with your child's tests, papers and homework assignments, you can celebrate successes and head off problems as a team.
- Talk about extracurricular activities. Getting involved in clubs and other groups is a great way for your child to identify interests and feel more engaged in school.
- Help your 10th-grader get ready to take preliminary exams. Taking the PSAT/NMSQT or the PLAN this fall can help your child prepare for college admission tests. Sophomores can also use their score reports to figure out which academic areas they need to work on.

## Winter

- Review PSAT/NMSQT or PLAN results together. Your child's score report indicates his or her academic strengths and weaknesses. Review the report together and talk about ways to improve in areas that need attention. If your child took the PSAT/NMSQT, help him or her log in to [My College Quick Start](#) to get personalized feedback based on his or her PSAT/NMSQT score report.
- Start thinking about ways to pay for college. Most families get help paying for college costs.
- Encourage your sophomore to consider taking SAT Subject Tests. Many colleges require or recommend taking these tests to get a sense of your child's skills in a certain academic area. In general, it's best to take a Subject Test right after taking the relevant course.
- Discuss next year's classes. Make sure your child will be challenging him- or herself and taking the courses college admission officers expect to see.

## Spring

- Make a college wish list together. Talk with your 10th-grader about qualities he or she may want in a college in terms of location, size, majors offered and so on.
- See how much you need to save for college. Use the [College Savings Calculator on collegeboard.org](#) to get an idea of where you are in terms of your savings goal.
- Help your child make summer plans. Summer is a great time to explore interests and learn new skills — and colleges look for students who pursue meaningful summer activities.

# Parent Action Plan: 11th Grade

Junior year usually marks a turning point. This is because for most students and families, it's when college planning activities kick into high gear. Here are some things you can do this year to support your child and give him or her best options.

## Summer

- Get the facts about what college costs. You may be surprised by how affordable higher education can be.
- Explore financial aid options. These include grants and scholarships, loans, and work-study programs that can help pay for college costs.
- Make sure your child meets with the school counselor. This meeting is especially important this year as your 11th-grader starts to engage in the college application process.
- Encourage your child to set goals for the school year. Working toward specific goals helps your high school student stay motivated and focused.
- Help your child stay organized. Work with your 11th-grader to make weekly or monthly to-do lists to keep on top of the tasks required to get ready for applying to colleges.
- Help your junior get ready for the PSAT/NMSQT in October. This is a preliminary test that helps students practice for the SAT and assess their academic skills. Juniors who score well on the test are also eligible for scholarship opportunities.

## Winter

- Review PSAT/NMSQT results together. Your child's score report comes with a free SAT study plan. This online, customized plan is based on your child's test scores and can help him or her work on areas that need improvement
- Help your child prepare for college admission tests. Many juniors take college admission tests, such as the SAT and the ACT, in the spring so they can get a head start on planning for college.
- Discuss taking challenging courses next year. Taking college-level or honors courses as a senior can help your child prepare for college work — and these are also the courses that college admission officers like to see.
- Encourage your junior to consider taking SAT Subject Tests. Many colleges require or recommend taking these tests to get a sense of your child's skills in a certain academic area. In general, it's best to take a Subject Test right after taking the relevant course.
- Encourage your child to take AP Exams. If your 11th-grader takes AP or other advanced classes, have him or her talk with teachers now about taking these tests in May.

## Spring

- Search together for colleges that meet your child's needs. Once you have an idea of the qualities your child is looking for in a college, help him or her enter these criteria into [College Search on collegeboard.org](https://collegeboard.org) to create a list of colleges to consider applying to.
- Help your child research scholarships. This form of financial aid provides money for college that doesn't need to be repaid.
- Attend college fairs and financial aid events. These events allow you to meet with college representatives and get answers to questions. Your child can ask the school counselor how to find events in your area.
- Help your child make summer plans. Summer is a great time to explore interests and learn new skills — and colleges look for students who pursue meaningful summer activities.
- Visit colleges together. Make plans to check out the campuses of colleges your child is interested in

# Parent Action Plan: 12th Grade

Senior year is a whirlwind of activities. This is a big year for your child as he or she balances schoolwork, extracurricular activities and the college application process. Use the suggestions below to help you and your child successfully navigate this important time.

## Summer

- Visit colleges together. If you haven't already, make plans to check out the campuses of colleges your child is interested in.
- Ask how you can help your senior finalize a college list. You can help him or her choose which colleges to apply to by weighing how well each college meets his or her needs, for example.
- Find out a college's actual cost. Once your 12th-grader has a list of a few colleges he or she is interested in, use the [Net Price Calculator on collegeboard.org](https://collegeboard.org) together to find out the potential for financial aid and the true out-of-pocket cost — or net price — of each college.
- Encourage your child to get started on applications. He or she can get the easy stuff out of the way now by filling in as much required information on college applications as possible.
- Help your child decide about applying early. If your senior is set on going to a certain college, he or she should think about whether applying early is a good option. Now is the time to decide because early applications are usually due in November.

## Fall

- Encourage your child to meet with the school counselor. This year, he or she will work with the counselor to complete and submit college applications.
- Create a calendar with your child. This should include application deadlines and other important dates. Your child can find specific colleges' deadlines in [College Search on collegeboard.org](https://collegeboard.org). If your child saves colleges to a list there, he or she can get a custom online calendar that shows those colleges' deadlines.
- Help your child prepare for college admission tests. Many seniors retake college admission tests, such as the SAT and the ACT, in the fall.
- Offer to look over your senior's college applications. But remember that this is your child's work so remain in the role of advisor and proofreader and respect his or her voice.
- Help your child find and apply for scholarships. He or she can find out about scholarship opportunities from the school counselor. Your high school student will need to request and complete scholarship applications and submit them on time.
- Encourage your child to set up college interviews. An interview is a great way for your child to learn more about a college and for a college to learn more about your child.

## Winter

- Work together to apply for financial aid. Have your child contact the financial aid offices at the colleges he or she is interested in to find out what forms students must submit to apply for aid. Make sure he or she applies for aid by or before any stated deadlines. Funds are limited, so the earlier you apply, the better.
- Fill out the FAFSA to apply for aid. The government and many colleges use the Free Application for Federal Student Aid (FAFSA) to award aid. Now it's easier than ever to fill out this form because you can automatically transfer your tax information online from the IRS to the FAFSA.
- Learn about college loan options together. Borrowing money for college can be a smart choice — especially if your high school student gets a low-interest federal loan.
- Encourage your senior to take SAT Subject Tests. These tests can showcase your child's interests and achievements — and many colleges require or recommend that applicants take one or more Subject Tests.
- Encourage your child to take AP Exams. If your 12th-grader takes AP or other advanced classes, have him or her talk with teachers now about taking these tests in May.

## Spring

- Help your child process college responses. Once your child starts hearing back from colleges about admission and financial aid, he or she will need your support to decide what to do.
- Review financial aid offers together. Your 12th-grader will need your help to read through financial aid award letters and figure out which package works best. Be sure your child pays attention to and meets any deadlines for acceptance.
- Help your child complete the paperwork to accept a college's offer of admittance. Once your child has decided which college to attend, he or she will need to accept a college's offer, mail a tuition deposit and submit other required paperwork.

### How to Best Utilize the Services of the School Counselor

- Meet with the school counselor to discuss your student's strengths, weaknesses, interests, and goals.
- Make an appointment with the school counselor to create a program of study through grade 12 that matches the student's academic strengths, interests, and future plans.
- Contact the school counselor to set up a parent/teacher/counselor conference.
- Call the school counselor with any concerns about recent changes in the student's behavior, attitude, and/or academic performance.
- Use the expertise of the school counselor, along with resources in the counseling office and career center, to assist your student in postsecondary (after high school) planning. High schools also have College/Career Specialists to assist you.
- Ask the school counselor for resources within and outside the school to assist with social/emotional issues.
- Seek information from the school counselor about standardized test results.
- Attend evening programs sponsored by the counseling office.
- Read any information sent from the counseling office to your home; there will be valuable information for you and your student.

**Adapted from information assembled by Linda Sturm, South Portland High School, Maine**

## Challenge Yourself

*Your transcript is the most important piece of your college application.*

### Advanced Placement Courses

AP classes offer sophomores (AP World History), juniors and seniors an opportunity to take college level courses and earn college credits while still in high school. In order for a college to award credit, students must take and pass the AP exam after successfully completing the class. The exams are given in the spring of the year and cost about \$80 for each test, which the school system covers completely.

AP courses offer challenging college level material which helps you to prepare for college, improve your chances of getting into highly competitive colleges and universities, save money, and earn a scholarship award.

AP classes offered at Newport News High Schools include:

AP 12 English	AP 11 English	AP Human Geography	AP World History
AP US History	AP US Government	AP Psychology	AP Statistics
AP Calculus AB/BC	AP Spanish	AP Environmental Science	AP French
AP Art Studio 2D	AP Art Studio 3D	AP Art-Drawing	AP Music Theory
AP Physics	AP Biology	AP Chemistry	AP Computer Science

**Dual Enrollment Courses**

Dual Enrollment enables a student to earn college credits while earning high school credits for graduation. To enroll:

- A student must be in good academic standing and 16 years of age.
- A student must complete an application for admission to the college.
- A student must take placement test with a cut score set by TNCC.

NNPS has a dual enrollment program with Thomas Nelson Community College. Courses at TNCC are paid for by the school division.

**Dual Enrollment Courses**

*(Offered Through Thomas Nelson Community College)*

- |   |                              |
|---|------------------------------|
| ➤ Digital Input Technology/Computer Information Systems | ➤ IT Fundamentals            |
| ➤ Advanced Computer Information Systems                 | ➤ Business Management        |
| ➤ Design, Multimedia & Web Technologies                 | ➤ Electronics Systems I & II |
| ➤ AP U.S. History                                       | ➤ Engineering Drawing        |
| ➤ Advanced Marketing                                    | ➤ Marketing Management       |

**Early College**

The Early College Program in Newport News is a partnership between Newport News Public Schools and Thomas Nelson Community College (TNCC). The program is for high school seniors who plan to attend a college or university after they graduate from high school. Seniors in this program may earn up to 19 semester hours of college-credit prior to high school graduation. The courses offered in this program are part of the Commonwealth College Course Collaborative (CCCC). Public colleges and universities have agreed to accept credit for these courses as part of the college’s general education program.

**COURSES: English 111 & 112, General Biology I 101 & 102, US History 121 & 122, Introduction to Psychology 200, Principles of Economics 201 & 202, Chemistry 111, General Physics 201, Sociology 200, Math 163 (Pre-Calculus), Math 173 (Calculus)**

Are you planning to go to college? Do you know what colleges are looking for in perspective students? You may be surprised at the #1 factor. Challenge yourself with HONORS and Advanced Placement classes; it is a MUST!

**Top Factors Affecting Admission to 4 Year Colleges & Universities:**

- 1- Rigor of courses
- 2- Grade Point Average (GPA)
- 3- SAT/ACT scores
- 4- Letters of recommendation
- 5- Extracurricular Activities

# Get Involved

## Join a Team, Club, or Volunteer

### Athletic Teams

#### Basketball

Girls Varsity Basketball

Boys Varsity Basketball

Girls JV Basketball

Boys JV Basketball

#### Cross Country

Boys Varsity Cross Country

Girls Varsity Cross Country

#### Field Hockey

Girls Varsity Field Hockey

Girls JV Field Hockey

#### Football

Varsity Football

JV Football

#### Golf

Varsity Golf

#### Gymnastics

Varsity Gymnastics

#### Soccer

Girls Varsity Soccer

Boys Varsity Soccer

Girls JV Soccer

Boys JV Soccer

#### Swimming

Varsity Swimming

#### Track

Varsity Track

#### Volleyball

Boys Varsity Volleyball

Girls Varsity Volleyball

#### Wrestling

Boys Wrestling

### Volunteer

The Boys and Girls Club of VA  
Peninsula

The Food Bank of the VA  
Peninsula

Midtown Community Center

Newport News Family YMCA

Peninsula SPCA

Animal Resource Foundation

Youth Volunteer Corps

Adopt-a-Spot

Citizens' Committee to Protect  
the Elderly

Nehemiah's Nook

The VA Living Museum

Youth Challenge

### Clubs/Organizations

Art

Chess

Debate & Speech

Drama

World Language Clubs

Rugby

Distributive Education Clubs of  
America (DECA)

Model UN

Future Business Leaders of  
America (FBLA)

National Honor Society

(application only)

Youth Volunteer Corps

Key Club

Scholastic Bowl

Junior Black Wallstreet

Student-to-Student

Peer Mediators

Virginia's Readers Choice

# Prerequisites for Trying Out For Any Athletic Team

MUST have a Physical on a VHSL from dated after May 1<sup>st</sup>. (Available in the main office or from the NNPS website).

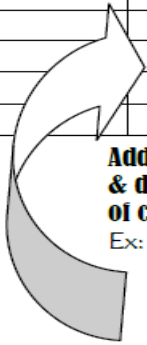
MUST have a 2.0 Cumulative GPA **OR** MUST have a Semester GPA of 2.0 the semester before the season.

**What is my grade worth?**

A =	4.0
B =	3.0
C =	2.0
D =	1.0
F =	0.0

**GRADE POINT AVERAGES: ADDING IT UP!**

<u>Class</u>	<u>Grade Earned</u>	<u>Grade Point VALUE</u>
Honors English 9	C	2.5
World Geography	F	0
Earth Science	B	3.0
Algebra 1	D	1.0
PE or Health	F	0
Spanish 1	D	1.0
Art 1	C	2.0
TOTAL	D	1.35



**Add the values in this column & divide by the number of classes student is taking!**  
 Ex:  $2.5+0+3+2+0+1+2= 9.5$   
 $9.5 \div 7= 1.35$  GPA

★ ★  
 If you take an Honors class, you add .5 to your grade point VALUE.  
 If you take an AP class, you add 1.0 to your grade point VALUE!

**\*\*ARE YOU MAKING THE GRADE?\***

<u>List your classes here</u>	<u>List your class grade here</u>	<u>Convert your grade to its grade point VALUE</u>
1-		
2-		
3-		
4-		
5-		
6-		
7-		
		My GPA=

**What is my grade worth?**

A =	4.0
B =	3.0
C =	2.0
D =	1.0
F =	0.0

Add up scores in this column and divide by the number of classes you are taking!

## **\*\*FAQ'S (Frequently asked questions) related to your GPA\*\***

**Question 1:** High Grades or Challenging Courses? Which matters more? Are high grades or challenging courses more important? Should I go for an easy "A" or take a tough AP course? Should I try to take a college course? Most high school students who are planning to go to a selective college have asked themselves these questions.

**Answer:** First, it's important to note that a student's high school record is the most important part of the college application. Standardized test scores and extracurricular activities, your essay and letters of recommendation matter, but the high school transcript almost always carries the most weight. No other piece of the application will make up for a weak transcript.

**Question 2:** How do high grades in challenging courses effect college admissions?

**Answer:** Colleges want to see two things on a student's transcript: high grades and challenging courses. Which matters most? For highly selective colleges, the answer is "both". It's nearly impossible for a student to get into one of the top colleges or universities without straight "A"s *and* tough courses. Students who really want a shot at a highly selective college can't think in terms of high grades *or* challenging courses. They need to get high grades in the most challenging courses available. An "A" in gym or wood-working isn't going to impress a top college, nor is a "C" in AP Calculus.

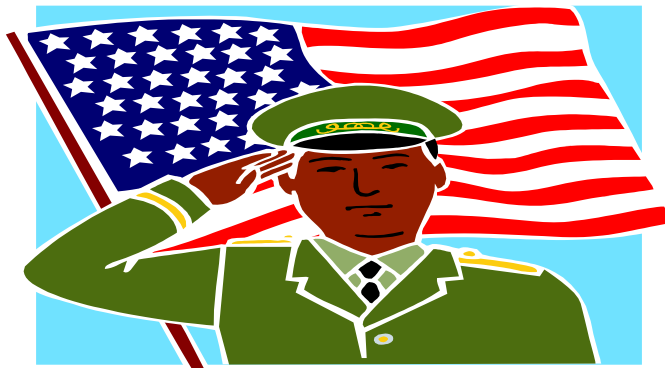
## **I Don't Know What I Want To Do**

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### **Take the ASVAB**

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Given at high schools during the regular school day, this 3-hour test is an excellent career planning tool. If you are considering a military career, by taking the ASVAB before you enlist, you can get information about the types of jobs most likely to be assigned to you in the military. If you are not planning a military career, you can still take the ASVAB at no charge to you and use the results to gain valuable insight into your non-military career options. Sign up in the School Counseling Office.





# Vocational Programs



## NEW HORIZONS CAREER AND TECHNICAL EDUCATION COURSE OFFERINGS SY 2013-2014

(One-year programs are labeled in Career Cluster column. Unlabeled programs are two-year offerings)

CAREER CLUSTERS	COURSES	CAMPUS* (Woodside Lane/ Butler Farm)	AM/PM SESSION	COLLEGE CREDITS	INDUSTRY CREDENTIAL(S)	VERIFIED CREDITS	COURSE NUMBER(S)
<b>Automotive Technology</b>							
(1 yr program)	Auto Body Prep	Butler Farm	PM only				8675
	Auto Body Repair I, II	Both	BF: AM; WL: Both		NOCTI	1	8676/8677
	Automotive Technology I, II	Butler Farm	Both	17 TNCC	ASE/ASE Student Cert.	1-2	8506/8507
<b>Construction Technology</b>							
	Carpentry I, II	Woodside Lane	Both		NOCTI	1	8601/8602
(1 yr program)	Basic Carpentry	Woodside Lane	AM only				8600
(1 yr program)	Electricity and Renewable Energy	Butler Farm	Both		NOCTI	1	8533/8534
	HVAC I, II	Butler Farm	Both	6 TNCC	EPA Technician	1	8503/8504
<b>Engineering/Manufacturing Technology</b>							
(1 or 2 yr program)	Intro to Electronics and Robotics Advanced Robotics/Fiber Optics#	Butler Farm	Both		NOCTI Fiber Optics	1-2	8557 8558
	Welding I, II	Butler Farm	Both		AWS SENSE/NOCTI	1-2	8672/8673
<b>Health Sciences</b>							
	Dental Assistant I, II	Butler Farm	I-AM; I&II-PM		X-Ray Cert., NOCTI	1-2	8328/8329
(1 yr program)	Medical Assistant	Butler Farm	Both		NOCTI NHA Certification	1	8345/8346
(1 yr program)	Nursing Assistant	Butler Farm	Both		Cert. Nursing Assistant	1	8360/8362
(1 yr program)	Pharmacy Tech	Woodside Lane	Both		Va. Pharmacy Tech Exam	1	8305/8306
(1 yr program)	Veterinary Science	Woodside Lane	Both		NOCTI		8088/8083
<b>Human Services</b>							
	Barbering I, II	Woodside Lane	AM only		State Licensure/NOCTI	1-2	8740/8741
	Cosmetology I, II	Both	Both		State Licensure/NOCTI	1-2	8527/8528
	Culinary Arts I & II	Woodside Lane	Both	1 TNCC	NOCTI	1	8275/8276
	Early Childhood Education I, II	Butler Farm	Both	6 TNCC	NOCTI	1	8285/8286
<b>Information Technology</b>							
(1 yr program)	Computer Networking	Butler Farm	Both		NOCTI/Net Plus	1-2	8622/8623
<b>Public Service</b>							
(1 yr program)	Criminal Justice	Both	BF: AM; WL: Both	6 TNCC	NOCTI	1	8702/8703
(1 yr program)	Emergency Medical Technician@	Butler Farm	Both	13-14 TNCC	EMT-B	1	8333/8334
(1 yr program)	Fire Fighter	Butler Farm	PM only	6 TNCC	Fire Fighter I & II	1	8705/8706

NOTE: All course offerings listed above are contingent upon the necessary number of students enrolling in them. If a class does not attain minimum requirements then it may be cancelled. As such, students are strongly encouraged to choose more than one course when completing an enrollment application

\* The Butler Farm (BF) Campus is located at 520 Butler Farm Road in Hampton, VA while the Woodside Lane (WL) Campus is at 13400 Woodside Lane in Newport News, Virginia.

# Although this course is part of a two-year program sequence, select students may take without completing the first year. See program guide for details.

@Selected students may be invited to return for a second year program. There are a very limited number of positions available.

## AFTER HIGH SCHOOL

So, what options do you have once you graduate? You could do one of the following:

- ✚ 2 & 4 year Colleges
- ✚ Trade and Technical Schools
- ✚ Military
- ✚ Vocational Programs
- ✚ Apprenticeship
- ✚ Entry Level Employment

Information is available on all options in your school counseling office. Your school counselor, along with the college/career specialist, is there to help you. It is your responsibility to seek their assistance and use the resources available to you.

## WHAT COLLEGES LOOK FOR

It is the responsibility of the college admissions committee to assemble a freshman class that meets the requirements of its institution. As colleges and universities become more competitive for admission every year and colleges have more applicants than available space; therefore, certain criteria are established for admission. Admission considerations include, but are not limited to:

- Strength of high school program (rigorous course schedule)
- Academic record (Grade Point Average - GPA)
- Standardized test scores- (i.e. Standards of Learning and Advanced Placement)
- School organizations and community activities
- Counselor/Teacher Statements
- Special interests (clubs, activities, volunteer work)
- College interview
- Resume
- Essay

No single factor will determine acceptance or rejection. A school desires to see that the student has selected challenging courses in high school that will help the student grow academically. They want to know about interests, accomplishments, and future goals. Most importantly, a college looks at an interest in learning and a connection between what the college has to offer and what the student wants out of his/her education. Colleges look for students who demonstrate initiative and will be life-long learners.

Also, colleges are looking for diversity and rigor in the high school academic record. If a student hopes to be admitted to a selective college, a demanding high school course load should be pursued. Listed below is a typical college-prep course load. Keep in mind the more competitive colleges will expect that students take advantage of the most rigorous curricula in their schools.

- English (4 units)
- Mathematics (3-4 units)
- Social Studies (4 units)
- Science (3-4 units)
- Foreign Language (2-4 units)
- Fine/Practical Arts
- Electives

Students should take courses that are most appropriate for them. Many colleges review a student's record to determine if the college works best for an individual's interests and abilities. Often, the smaller the school, the more likely the schools look at the "whole" student.

## WHERE TO BEGIN

What questions can you ask yourself to help begin the college search, if you have not already started? Take this survey by yourself and then sit down to begin a conversation with your parents on how to make your college decisions.

### Location

1. What part of the country are you thinking about?
2. How far from home would you like to be?
3. Do you want a city, country, urban, suburban, etc. college setting?

### Academics

1. Do you have a major in mind?
2. Do you want to be in challenging classes or would you rather be the top of the group in a less competitive group?
3. How hard have you worked so far?
  - a. Did all the work and then some?
  - b. Did the requirements to get by?
  - c. Did what I wanted but not what was required?
  - d. Did minimal work?
4. How hard do you want to work in college?
5. Are you looking for a "name" college or a match for yourself?

### Size

1. What size of student body?  
(Small – under 3,000; Medium – 3,000 to 10,000; Large – 10,000 plus)
2. How well do you advocate for yourself with non-parents?
  - a. Do you seek help from teachers?
  - b. Can you state your need without relying on a third party?
  - c. Can you deal with not getting exactly what you want?

### Finances

1. Will cost influence where you attend college?
2. Will you seek a scholarship or financial aid?

## THE COLLEGE APPLICATION

The college application is your opportunity to make a good impression on the colleges to which you are applying. However, it is essential that you are honest and accurate. The college application process begins early in the fall of your senior year. You should follow these guidelines: In order to prepare for colleges, please do some background work of those colleges you may be interested in attending.

- Colleges prefer for you to apply online.
- Common Application Online: [www.commonapp.org](http://www.commonapp.org) is used by approximately 300 + colleges and universities.
- Make a copy of the applications before you fill them out. Practice on the copy.
- Organize your personal records such as a resume and/or activity sheet. This will help you determine what information you want to include on your application.
- Make a draft of all required essays. Review carefully and have someone assist you in proofing before submitting.
- Read the directions and instructions carefully.
- Pay specific attention to the application deadlines. Allow enough time for the guidance department to process its part of the application and send your transcripts.
- Complete applications one at a time rather than working on all of them in bits and pieces.
- Answer all questions. Use N/A (not applicable) if the question does not apply.

- Select recommendations wisely. Use those who personally know you, your academic record, your strengths, and accomplishments.
- Have someone proofread everything.
- Try to step back and view your entire application before you send it, including essays, test scores, transcript, recommendations, and activities. Your application packet should be complete and show a bit of your personality.
- Print a copy of each application for your records before you send out and maintain a file.
- Make sure you save the user IDs and passwords for future access.
- Remember that required application fees must either be paid by credit card online at the time of submission or that a check must be sent separately to the college by mail. Without this, the application is incomplete.
- Check to see how you will be notified that the colleges receive the online application.

Follow up if verification is not received in a timely manner. Most colleges mail or email their notification letters by April and you will have until May 1 to choose from colleges offering admission. You should inform the counseling office when you receive a response to an application and notify all schools, to which you have been accepted, of your decision.

## **SENDING YOUR HIGH SCHOOL TRANSCRIPT**

Your college application is not complete until the college receives an official copy of your high school transcript. Your transcript is a record of all the classes you took in high school, the grades you earned, your cumulative grade point average, and your SAT and/or ACT scores. Your transcript is considered “official” if it goes directly from the high school to the college admissions office, either in a sealed envelope (DO NOT open the sealed transcript!) along with your application, or mailed by your school counselor.

To obtain a transcript, you must fill out a transcript request form (available in the School Counseling Office) and submit it to your school counselor. The first transcript is free; each additional transcript costs \$2.00. This fee also covers the cost of mailing your mid-year transcript(s) to all colleges to which you apply, and your final transcript to the college you decide to attend. ***It is important to allow processing time of at least one week*** for each transcript request.

**\*\*Occasionally, you will receive notification that your transcript or secondary report form is missing. With the thousands of pieces of materials that colleges must process, information can sometimes get lost.**

### **Recommendations**

Some colleges and universities require recommendations from your school counselor, one or more teachers, or other adults who know you and your potentials well. Be aware that many students will be asking the same people to write recommendations. Ask early, well ahead of application deadlines...at least two weeks. If the recommendation should be sent directly to the college, provide a stamped, addressed envelope to the person writing the recommendation. (Exception: your school counselor’s recommendation will be included with the official transcript). If the recommendation is to be included with your application, ask the writer to seal the envelope and sign across the back flap. DO NOT open it! Recommendations are considered to be confidential information.

### **Essays**

Some colleges and universities require you to write an essay as part of the application process. Don’t procrastinate on this! Unless the instructions indicate you should handwrite your essay, type it on a computer. Do not forget to use spell-check! Ask your English teacher or other trusted adult to proof-read your essay. Keep a copy of your essay.

## NCAA Clearinghouse

If you are an athlete who wants to play sports in college at the Division I or II level, you should register with the NCAA Clearinghouse online at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). On your SAT and/or ACT registration, be sure to enter **code 9999** for a score report to be sent directly to the NCAA Clearinghouse, because they will not accept these scores from the high school. Ask your coach or counselor for assistance with the registration process. To find out more about the NCAA Eligibility Center, just go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org), click on “NCAA College Bound Student-Athlete Enter Here” and then click on “Resources” at the top of the page.

## Early Decision and Early Action

If you find a college that you're sure is right for you, consider applying early. Early decision and early action plans allow you to apply early (usually in November) and get an admission decision from the college well before the usual spring notification date. You know by December or January whether you've been accepted at your first-choice college.

Sometimes, students who apply under these plans have a better chance of acceptance than they would through the regular admission process. These plans are also good for colleges because they get students who really want to go to the college to commit early in the process.

### Early Decision vs. Early Action

You should understand the differences between early decision and early action before sending in your applications. Keep in mind that the rules may vary somewhat by college. Check with your counselor to make sure you understand your rights and obligations. Below are some important facts about the types of early-application plans.

**Early decision plans are binding.** You agree to attend the college if it accepts you and offers an adequate financial aid package. Although you can apply to only one college for early decision, you may apply to other colleges through the regular admission process. If you're accepted by your first-choice college early, you must withdraw all other applications.

**Early action plans are similar to early decision plans, but are not binding.** If you've been accepted, you can choose to commit to the college immediately, or wait until the spring. Under these plans, you may also apply early action to other colleges. Usually, you have until the late spring to let the college know your decision.

**Single-choice early action is a new option offered by a few colleges.** This plan works the same way as other early action plans, but candidates may not apply early (either early action or early decision) to any other college. You can still apply to other colleges under regular decision plans and are not required to give your final answer to the early-application college until the regular decision deadline.

Application Type	Binding	Can Apply Early to Other Colleges	Can Apply to Other Colleges Under Regular Admission
Early Decision	Yes	No	Yes
Early Action	No	Yes	Yes
Single-Choice Early Action	No	No	Yes

## Should I Apply Under One of These Plans?

You should apply under an early decision or early action plan only if you are very sure of the college you want to attend. Do not apply under an early decision or early action plan if you plan to weigh offers and financial aid packages from several colleges later in the spring. Also, you shouldn't apply early if it would be beneficial to have more of your senior year work to show a college.

Juniors are HIGHLY encouraged to take the SAT and/or the ACT in the Spring. This gives you an opportunity see where you stand early enough to take the test again if you would like. Colleges will not admit you without an SAT or ACT score and you do not want to miss Fall deadlines.

## SAT, ACT, Both or Neither?

*Help on Figuring Out if the SAT or ACT is the Right Exam for You*

*By Allen Grove, About.com Guide*

SAT, ACT, both, neither? Most colleges accept SAT or ACT scores, so you may wonder if you should take the SAT, ACT or both exams. It's even possible you won't need either exam given the growing number of [test-optional colleges](#). On the flip side, you may find that if you take the ACT, you still need to take [SAT subject tests](#).

Many students score similarly on the ACT and SAT. However, the tests do assess different information and problem solving skills, so it's not unusual to do better on one exam than the other. Key exam differences are outlined below. Princeton Review's book [ACT or SAT?](#) may also be of use.

### 1. Aptitude vs. Achievement

The SAT was designed as an aptitude test -- it tests your reasoning and verbal *abilities*, not what you've learned in school. In fact, the SAT was supposed to be a test that one could not study for -- studying does not change one's aptitude. The ACT, on the other hand, is an achievement test. It is meant to test what you have learned in school. However, this distinction between "aptitude" and "achievement" is dubious. There's concrete evidence showing that you *can* study for the SAT, and as the tests have evolved, they have come to look more and more like each other.

### 2. Test Length

The ACT has 215 questions plus the optional essay. The SAT has 140 questions plus the required essay. The actual testing time for the ACT with essay is 3 hours and 25 minutes while the SAT takes 3 hours and 45 minutes (total test time is longer for both because of breaks). Thus, the ACT allows less time per question.

### 3. ACT Science

One of the biggest differences between the ACT and SAT is that the ACT has a science test that includes questions in areas such as biology, chemistry, physics and earth science . However, you don't need to be a science whiz to do well on

the ACT. In fact, the science test is really assessing your ability to read and understand graphs, scientific hypotheses, and research summaries. Students who do well with critical reading often do well on the Science Reasoning Test.

#### **4. Writing Skills Differences**

Grammar is important for both the SAT and ACT, so students taking either exam should know rules for subject/verb agreement, proper pronoun usage, identifying run-ons and so on. However, the emphasis in each exam is a little different. The ACT places more emphasis on punctuation (learn those comma rules!), and it also includes questions on rhetoric strategies.

#### **5. ACT Trigonometry**

The ACT has a few questions that require trigonometry. The SAT does not. ACT trig is quite basic, but you should go into the exam understanding how to use sine and cosine.

#### **6. The SAT Guessing Penalty**

The SAT was designed so that random guessing hurts your overall score. If you can eliminate at least one answer, you should guess, but otherwise you should leave the answer blank. The ACT has no guessing penalty. This difference doesn't really make one exam easier or harder than the other, but some students do find the guessing penalty stressful.

#### **7. Essay Differences**

The essay on the ACT is optional, although many colleges require it. On the new SAT, the essay is required. You have 25 minutes to write the SAT essay and 30 minutes to write the ACT essay. The ACT, more than the SAT, asks you to take a stand on a potentially controversial issue and address the counter-argument as part of your essay. The SAT essay prompts tend to present a broad issue that you need to explore using examples from history, literature or your personal experiences.

#### **8. SAT Vocabulary**

The SAT critical reading sections place more emphasis on vocabulary than the ACT English sections. If you have good language skills but a not-so-great vocabulary, the ACT might be the better exam for you. Unlike students who take the SAT, ACT exam takers won't improve their scores significantly by memorizing words.

#### **9. Structural Differences**

Students taking the SAT will find that the questions get more difficult as they progress. The ACT has a more constant level of difficulty. Also, the ACT math section is all multiple choice whereas the SAT math section has some questions that require written answers. Finally, the essay for the SAT comes first; the ACT optional essay is last.

#### **10. Scoring Differences**

The scoring scales for the two exams are quite different: each section of the ACT is out of 36 points, whereas each section of the SAT is out of 800 points. This difference doesn't matter much since scores are weighted so that it's equally hard to get a perfect score on either exam, and average scores are frequently around 500 for the SAT and 21 for the ACT.



One significant difference is that the ACT provides a composite score -- it shows how your combined scores measure up against other test takers. The SAT provides just individual scores for each section. For the ACT, colleges often place more weight on the composite score than individual scores. **High School Codes for both SAT and ACT Tests (also known as CEEB codes): An Achievable Dream- 471551; Point Option- 471548; Denbigh-471532; Heritage-471542; Menchville-471546; Warwick-471553; Woodside-471558**

*\*\*\*If you qualify for Free or Reduced Lunch, you may also qualify for a Fee Waiver for the SAT or ACT Tests – ask your School Counselor for more information.*

## **Average SAT Scores and GPA's For Selected Colleges & Universities**

<b>College/University</b>	<b>Verbal</b>	<b>Math</b>	<b>GPA</b>
Christopher Newport University	520-610	510-590	3.65
The College of William & Mary	630-730	620-710	4.0
Hampton University	470-560	460-550	3.0
James Madison University	530-620	540-630	3.7
Longwood College	500-580	490-570	3.39
Norfolk State University	410-490	400-490	2.81
Old Dominion University	480-570	480-570	3.24
University of Virginia	610-710	620-720	4.12
Virginia Commonwealth University	480-590	470-580	3.45
Virginia State University	380-460	370-460	2.78
Virginia Tech	540-630	560-660	3.90
Virginia Union University	440-560	450-550	2.53
Virginia Wesleyan College	440-560	450-550	3.04

*Source: Virginia 2011-2012 Opportunities*



## About the U.S. Military?

Recruiters from the U.S. Army, U.S. Air Force, U.S. Marines, U.S. Navy and U.S. Coast Guard, plus the National Guard, all visit high schools regularly to share information about career opportunities with students. You can receive basic information from them when they visit the school. You will want to include a parent or other adult family member in the discussions about potential service in the military. Recruiters are often willing to meet with students and their families in their homes or at the recruiting center.

The ASVAB (Armed Services Vocational Aptitude Battery) Test is administered at each high school at least once during the school year. This is a required test to determine if you are eligible for the US Military and if so, which military positions suit you best.

Military service is a wonderful option for career preparation. The various branches of the armed services compete with industry, colleges, trade and technical schools for recruits.

I. The Armed Forces consists of the following branches:

- Army
- Navy
- Air Force
- Marines
- Coast Guard

II. Young people are attracted to the military for various reasons including:

- Travel
- The need for employment
- A sense of civic duty and service for our country
- Occupational training
- Educational opportunities

III. Each branch of the military has its own mission, its own incentives, bonuses and recruitment strategy. All service branches require:

- High school graduation or GED with college credits
- Physical exams / drug screening / background check
- ASVAB (Armed Services Vocational Aptitude Battery) test

IV. Enlistments are typically 3 to 4 year commitments. People who join the reserves are on active duty through basic training and job training.

V. The number one purpose of the military is to defend the United States of America, not to provide education and training.

There are some full-time educational programs that include full pay, allowances, tuition and/or related fees. Some programs allow enlisted personnel to take college courses that, together with additional military training, enable them to become commissioned officers. Armed services enlistees train in the mechanical, electronic, general, and administrative areas. The ROTC is one such program that offers scholarships for students in college to take specified courses.

- The 4-year program leads to an entry-level commission and bachelor's degree.
- ROTC scholarships pay tuition, required fees, textbooks and provide an allowance for each month a student is academically enrolled.

# ENTERING THE WORKFORCE

Some students decide to go straight into the workforce following graduation from high school. If this is your plan, start right now to develop your resume. Consult with your school counselor or teachers in the Career and Technical Education department about what information should be included, and how to format the document. Ask trusted teachers or other adults in your life, who are not relatives, if they would be willing to serve as references for you on job applications.

**Where do you find job leads?** The classified section of the newspaper as well as on-line job searches are good places to start. If there is a particular business where you would like to work, dress for success, visit, and ask for an application for employment. Check in the school Career Center for job postings.

## THE JOB APPLICATION

The job application contains a series of questions of a personal and work-related nature. Employers use the application as a device to screen applicants. You should take care that it makes a good first impression. The following are some suggestions for completing your application:

- Be Careful. If you are careful about following instructions on your application, an employer will think that you may be careful as an employee.
- Be Neat. Type or print carefully so that your application can be read easily.
- Use a reliable blue or black pen.
- Be Certain. Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to make sure you have answered every question.
- Be Alert. If you are not sure about the meaning of abbreviations used on the form, ask for clarification
- Be Complete. If a question does not apply to you, write, "Does not apply."
- Be Correct. Watch your spelling, grammar, and punctuation.
- Be Inclusive. Describe all your skills and abilities. List the kinds of computers, software programming, machinery, equipment, and tools you are able to use.
- Be Accurate. Make sure all information is correct. Check employment dates, telephone numbers, and addresses for accuracy.
- Be Prepared. Take a sample application form with you when you apply for a job.

By having all the information about yourself ready ahead of time, you will be able to complete the application accurately. Include names, addresses, telephone numbers, FAX numbers, e-mail addresses, dates, and supervisors' names.

## THE RESUME

A resume is a brief description of your previous education, work experience, and any additional relevant information. The purpose of a resume is to:

- ◆ Introduce you to an employer
- ◆ Serve as an example of how you think and express yourself
- ◆ Showcase skills, experience, training and achievements
- ◆ Get you an interview

Remember your main objective is to include:

- ◆ Name, address, city, state, zip, phone number with area code, e-mail address, fax number
- ◆ Honors, awards, fellowships and scholarships
- ◆ Licenses and certificates

- ◆ Memberships and activities, including leadership positions
- ◆ Special skills, such as computer knowledge and foreign languages
- ◆ Job history listed with most recent job first
- ◆ Previous job experience to include: title of position, name and address of employer, beginning and ending dates, job description and responsibilities
- ◆ Education with most recent or current school first; including degree, name of high school or college, address, major, and graduation date

Presenting the information:

- ◆ Create a resume using white paper, standard fonts, and dark type.
- ◆ Put most important information at the top of the page
- ◆ Use as few words as necessary to present your information
- ◆ Be creative and professional
- ◆ Use active verbs like initiated, designed, supervised and developed
- ◆ Use past tense to describe former jobs and present tense to describe current jobs
- ◆ Spell everything out. Do not use abbreviations or acronyms
- ◆ Present candidates credentials in a positive manner
- ◆ Tailor the resume to the kind of job you are looking for
- ◆ Have someone proofread your resume

Qualities of a good resume:

- ◆ Easy to read
- ◆ Concise
- ◆ Professional - Use a computer to print your resume, making sure copies are neat and clean. Mail your resume in good condition preferably in a large envelope.
- ◆ Emphasize key points or expressions by using bold type or underline.

Mistakes to avoid:

- ◆ Too short, too long
- ◆ Misspellings, typographical errors, poor grammar
- ◆ Irrelevant information – height, weight, gender, marital status
- ◆ Disorganization
- ◆ Too wordy and vague; important qualifications should stand out
- ◆ Italics, underline, shadow or reverse type
- ◆ Vertical and horizontal lines, graphics or boxes

The sample below shows the kind of information usually included in a resume. Most post-secondary schools or employers will have their own special resume form that you will use, but the information that they all want is similar to what you see in this resume. You can make resume writing much easier by keeping accurate records of your accomplishments.

**Sample Resume**

You Bet I Can  
 1000 Try It Street  
 Tucson, AZ. 85700  
 Telephone: (520) 555-1234

**Objective:**

(Explain what you want to do, why you want to do it and how you plan to achieve your goal.) I intend to pursue a Bachelor of Science Degree with a major in Marine Biology and a minor in Computer Information Systems.

**Education:**

Chaparral High School 2003 -present. GPA 4.0

**Extracurricular Activities:**

<b>Extracurricular Activities:</b>	<b>Grade</b>	
Aristocrats	12	
Baseball Manager	10	
Career Club	11	
VICA Leadership Conference Key Club	12	President 12
Key Club	10, 11, 12	Vice President 11, 12
Latin Club	9, 10, 11, 12	Treasurer 10
National Honor Society	10, 11, 12	President 12
Spanish Club	10, 11, 12	

**Community Activities:**

Adopt-A-Grandparent	12	Church Group
Chemical People Board Member	11	
Youth Against Cancer	12	U of A Medical Center
St. Peter's Youth Group	11	Mentor

**Honors and Awards:**

National Honor Society Letter  
 VICA State Skill Olympics  
 Straight "A" Award  
 Student of the Week - Kiwanis  
 Varsity Baseball Letter

**Work Experience:**

8/00 to present Shoe Department Miller's Outpost  
 Manager/Cashier Tucson, AZ

**References:**

Mrs. Smith, Counselor, Cactus HS 555-1212  
 Mr. Jones, Minister, St. John's Church 555-1313

## SAMPLE COVER LETTER

Your address  
Your Telephone number  
Your e-mail address  
The date

John Hireperson  
Director of Employee Relations  
International Taste Sensations  
54321 11th St.  
Los Angeles, CA 90000

Dear Mr. Hireperson,

I am responding to your advertisement for an editor for the bilingual employee newsletter at International Taste Sensations.

As you can see from my resume, I am fully bilingual and have done a considerable amount of cross-cultural work. Although my background is in human resources rather than journalism, I assure you that my communication and writing skills are quite strong in English and Spanish.

My current position at Tasty Treatmakers involves some writing, including bulletins and rewrites for an employee handbook, and requires strong organizational skills, as stated in your advertisement. I am familiar with desktop publishing software for Windows and for Mac.

I am eager to meet with you to discuss how my talents could be used to produce a compelling and informative newsletter for the diverse work force at International Taste Sensations. I will call next Thursday to arrange an appointment.

Thank you for your consideration.

Sincerely,

Your Name

## **OBTAINING MONEY FOR COLLEGE or OTHER EDUCATION**

Rising tuition costs dictate that most students will need to get some sort of financial aid to pay for their education beyond high school. Unless your family just won the lottery, you will need to apply for financial aid and/or scholarships in order to pay for college.

### **What is Financial Aid?**

Financial aid is simply money that comes from someplace other than your family's pockets or bank accounts to pay for your education. It can come in several forms.

**GRANTS** – usually need-based; family and student income is often considered; you are not required to pay back a grant.

**SCHOLARSHIPS** – usually awarded for excellence – in academics, athletics, the arts; you are not required to pay back a scholarship, but you may have to maintain a certain grade point average to keep the scholarship or renew it.

**LOANS** – this is money you or your family borrows. Loans must be paid back by the person taking out the loan. If it is the student, repayment usually begins after graduation from college.

Financial aid comes from a variety of sources: the federal government, the state government, colleges and universities, civic groups, churches, individuals, etc.

### **FAFSA – Free Application for Federal Student Aid**

The federal government offers money to help students pay for college. To access it, you must fill out a FAFSA – Free Application for Federal Student Aid. The form is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – and can be submitted online or by mail. FAFSA forms should not be submitted until after January 1<sup>st</sup> of the year you plan to attend college. Be sure to familiarize yourself with this process, because the FAFSA is your KEY to obtaining grant or loan money to pay for college.

### **Scholarships**

The Career Center maintains a list of available scholarships, applications and contact information. This information can also be found on the NNPS website. Be sure to follow the instructions for applying carefully, and beat the deadlines. Most scholarships will require an official copy of your transcript. Some require recommendations, and many require that you write an essay. Requests for transcripts must be submitted at least one week prior to the deadline. There is no charge for transcripts for scholarships.

## **WHAT YOU NEED TO KNOW ABOUT YOUR FINANCIAL AID AWARD:**

Your award will probably consist of a combination of gift aid, loan and job. These aid types are very different from each other. You need to know the differences, what it takes to keep your aid for the first year, and how your aid might change in future years. Here are general guidelines:

### **Gift aid is the best form of aid**

You don't have to repay it or work for it. Gift aid can be a scholarship (usually based on talent or personal attributes), a grant (usually based on need), or other "free" aid, such as a tuition waiver. Questions to ask:

- What do I have to do to keep my scholarship?
- Is there a minimum GPA or other condition?
- If I win an outside scholarship, what happens to my aid?
- Can it be increased if my family has financial problems?

Do I have to do anything more than maintain satisfactory academic progress?

### **Loans are not gifts; they must be repaid**

If your student loan is based on need, it will be subsidized. This means you don't have to pay the yearly interest while you're in college. However, after you leave school, your payments will include the amount you borrowed plus interest. Questions to ask:

What are the terms of my loan?

Is the yearly interest paid by the government?

What is the interest rate and when do I start repayment?

How much will I owe by the time I graduate?

What will my monthly payment be?

By how much will my loan increase after my first year?

### **A job is an opportunity to earn money**

Your earnings are used to pay education costs like books and personal expenses. The inclusion of a job, also known as student employment or work-study, means the aid office will help you find a position where you can earn the amount expected. Questions to ask:

Do I have a "guaranteed" job or will I have to find one?

How are jobs assigned?

How many hours per week will I be expected to work?

What is the hourly wage?

How often will I be paid?

Will I be paid directly, or will my student account be credited?

## **HELPFUL HINTS TO GET THROUGH THE YEAR SUCCESSFULLY**

**AVOID Senioritis!** Keep your eyes on the prize – your diploma – and don't allow yourself to be infected with that dreaded disease: Senioritis! You know the symptoms - laziness, not doing school work, "don't care" attitude, skipping classes or whole days of school, just generally feeling overwhelmed. If you feel yourself coming down with any of the symptoms of Senioritis, make an appointment with your school counselor right away and get a "shot" of encouragement. Senior year is NOT the time to slack off. Be sure you remember what you learned in kindergarten...your A, B, Cs.....

**A**TTENDANCE – Attend EVERY class, EVERY day, and be ON TIME.

**B**EHAVIOR – Treat EVERYONE with respect. Follow the Rules and Regulations. Do all your Class work, Homework and Special Projects.

**C**OMMUNICATE – with your Teachers, your School Counselor, and your PARENTS!!! Keep the lines of communication WIDE OPEN!

*High School will go by very quickly. Make the most of it with no regrets!*