



College and Career Planning

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Room: 116

Introduction: Welcome to College and Career Planning! By enrolling in this course, you have taken a huge step towards navigating your academic and professional path after high school. This class will help provide you with the tools and skills necessary for applying to colleges, job openings and gaining an overall understanding of which scholastic or working environments are right for you. The main goals of this course are to provide you with a greater understanding of what college recruiters and hiring managers are looking for and the necessary documents you'll need to further your career as a student and as you enter the workforce.

Objective: This class is structured to help you prepare for your future after graduating from St. John's Northwestern Academies.

Course Goals:

- Discuss your academic and professional interests
- Gain a better understanding of your skills, abilities, strengths, and values
- Establish college and/or career goals
- Discuss and prepare for college admissions, placement tests and more
- Create a resume and cover letter
- Write a personal essay for college applications
- Begin investigating the information and documentation needed for college applications - Common Application and UW System Admissions
- Learn how to use SCOIR
- Research various career opportunities, requirements, salaries and more
- Explore small, medium and large colleges and universities

What to Bring Daily:

1. A folder and notebook dedicated for this class only
2. Laptop - for designated activities
3. Regular participation to help foster discussion and active learning
4. A positive attitude and eagerness to invest in your future



Homework Requirements: All assignments, tasks and projects must be completed on time. **Late work is not accepted.** Please submit homework early if you are anticipating an excused absence.

Homework and Activities: Your assignments for this class will be quite varied. Examples include essays and personal reflections, completing in-class activities and assessments, resume, cover letter, personal essay, in-class participation and more. These are all designed to help you gain insights into various areas of your personal, professional and academic development and future planning.

Exams: The Midterm and Final Exams will be presentations. You will be responsible for researching and presenting three schools and three careers and be ready to answer questions from your classmates.

Method of Evaluation: All grades are based on a point system.

GRADING SCALE:

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

Classroom Etiquette: As always, please be respectful to those around you, listen attentively, participate actively, arrive on time and only use laptops for classroom-related activities. Per the Academy student policy, the use of cell phones and earbuds/headphones are strictly prohibited. Poor etiquette or disruptive behavior will negatively affect your participation points and will impact your overall grade. Participation (both active and passive) is worth as much as your final. As always, the more you put into this class, the more you will get out of it!



Course Topics and Goals

Theme 1: Exploring Interests, Learning Styles and Work Preferences

- Defining Personality Types
- Recognizing Your Values and What is Important to You
- What Learning/Working Environment Suits You?
- Personal Mission Statement and Summary

Theme 2: College Preparation, Applications and the Admission Process

- Choosing a Major for Your Desired Career Path
- Small, Medium and Large Campuses - Differences and Benefits of Both
- Which University, College or Trades School is Right for You?
 - Matching your values, interests and preferred environment
- How to Study and Prepare for the ACT/SAT
- Using SCOIR
- Complete College Road Map - What to Do and When
- Getting Ready to Apply - What Information is Needed?
- Requesting Transcripts
- What Colleges Are Looking For - Grades, Test Scores, Activities, Athletics, Volunteering, Reference Letters and More!
- Writing the Personal Essay
- How to Create a List of Colleges and Narrowing Your Selections
- Applying to Colleges - Common Application, UW System Application, Coalition for College Access and more
- Paying for College – FAFSA, Grants, Loans, Scholarships, Work-Study and more

Theme 3: Career Preparation, Applying for Jobs and Interviews

- Matching Majors with Job Opportunities
- Exploring Career Clusters
- How to Build a Resume and What's Relevant
- Writing a Cover Letter - General and Specific Guidelines
- Letters of Recommendation and References - Personal vs Professional
- What Hiring Managers and Employers are Looking For
- The Importance of Networking
- Interview Tips: Do's and Don'ts
- Practicing Professionalism with Mock Interviews



Grade Tracking and Assessments

Major Projects - 40%

- Colleges Presentation (Mid-term)
- Careers Presentation (Final)

Main Assignments and Activities - 20%

- SCOIR Registration and Use
- College Essay
- Common Application
- Resume
- Cover Letter

Homework and In-Class Activities - 20%

- Personality Assessments
- Learning Style Assessments
- Values Assessment
- Personal Mission Statement
- ACT/SAT Prep
- Completing the College Map
- Creating a List of Colleges
- Career Cluster Assignment
- Candidate Qualities Assignment
- Work Ethic Assessment
- Professionalism Essay
- Personal Reflection

Weekly Participation - 20%