

Junior College and Career Handbook



Lewiston High School

Name: _____

Class Of: _____

Updated 9/23/2021

Junior Notes and Checklist

College Visits

College Entrance Exams

Scholarship Applications

Interviewing / Cover Letters / Resume

NCAA

- ⑥ Study for SAT in the fall and early spring
- ⑥ Make a campus visit
- ⑥ Take the ASVAB or talk to a recruiter if you are interested in military
- ⑥ Update resume
- ⑥ Join a club
- ⑥ Keep grades up
- ⑥ Take PSAT in Fall
- ⑥ Take a career interest survey
- ⑥ Job shadow
- ⑥ Volunteer
- ⑥ Make the most of Higher Ed Day in the spring.

Please take this home and visit with your parents about these topics!!!

Credit Check

Credit																
Reading	1															<u>9th Grade:</u>
Speech	1															Rank:
English 9	1	2														GPA:
English 10	1	2														# of Credits Earned:
English 11	1	2														# of Credits Remaining:
English 12	1	2														<u>10th Grade:</u>
Health	1															Rank:
Technology	1															GPA:
PE	1	2	3													# of Credits Earned:
Humanities	1	2														# of Credits Remaining:
Career & Technical Education	1	2														<u>11th Grade:</u>
Social Science	1															Rank:
Economics	1															GPA:
US History	1	2														# of Credits Earned:
10th US History	1															# of Credits Remaining:
10th W History	1															<u>12th Grade:</u>
US Government	1	2														Rank:
Math (Alg 1, Geom, Sr. Math)	1	2	3	4	5	6										GPA:
Science	1	2	3	4	5	6										# of Credits Earned:
Electives	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	# of Credits Remaining:
ISAT Proficiency																
ACT/SAT/Compass/Accuplacer																
Senior Project																



TEN TIPS ON HOW TO GET THE MOST FROM A COLLEGE VISIT

1. Weekdays are the best days to visit most campuses since you can best see the day-to-day campus life. It is also the best time to get the opportunity to meet with administrative staff and faculty.
2. Call the admissions office in advance to determine the best day and time for a campus visit and to request appointments and activities that you would like arranged.
3. If you are unfamiliar with the institution or its programs, request a general interview with an admissions counselor. College personnel are happy to talk with you and to tell you about their school. Make the most of this and other appointments by asking questions prepared in advance (see “Examples of Questions to Ask College Representatives”). If you don’t understand something, don’t be afraid to ask for clarification.
4. If you have questions about particular programs or majors, request an appointment with an appropriate faculty advisor.
5. Request a tour of the campus including residence halls, fraternities, sororities and other points of interest.
6. If you have questions about financial aid, visit the financial aid office during your visit.
7. If you would like to get an idea of what college classes might be like, ask if you could “sit in” on a class or two. This should be indicated in your letter or telephone conversation.
8. If you would like to stay overnight, ask about lodging for visitors. Oftentimes, inexpensive visits can be arranged in residence halls, fraternities or sororities.
9. Ask if you can eat lunch while on campus. Though it’s fashionable for students to complain about residence hall food, it’s usually pretty good.
10. HAVE FUN! A campus visit can be the first step toward your future. Don’t be afraid to ask questions!

EXAMPLES OF QUESTIONS TO ASK COLLEGE REPRESENTATIVES

- What are the five strongest majors at your institution?
- When must I choose a major?
- Why types of internship/work experiences are available?
- What type of high school background are you looking for in applicants?
- Are there programs for study abroad?
- What types of extra-curricular activities are there on campus?
- How can I arrange a campus visit?
- What are the application deadlines for admission and financial aid?
- What percentage of a typical freshman class will actually graduate from your college?
- How many of last year's freshmen returned for their sophomore year?
- How does your institution place students in their freshman classes?
- How do you assign faculty advisors to students, especially those who are undecided about their majors?
- What additional academic services do you offer students (tutoring, career counseling, study skills workshops, etc.)?
- What is the average age of your student body?
- How many students reside on campus?
- How are roommates selected?
- What are my options for on-campus living (residence hall, Greek, etc.)?
- How safe is your school?
- What placement services do you offer students after their senior year?

**Name at least one college representative that you have visited with: _____

**Ask a college representative at least five of the question above sometime during the school year and write the answers that you were given in the space provided.

College Entrance Tests (ACT/SAT/ALEKS)

The ACT and SAT are both college admissions tests. Different colleges require different tests. Most colleges will accept either test for admission unless it is a rigorous college with high admission standards. Important criteria for college admission are scores on the tests, Grade Point Average (G.P.A.) and courses students have completed in high school. A rigorous course and a lower grade are better than an easier course and a higher grade. Students will do better on the college admission tests if they have taken rigorous courses since they have been exposed to more material. The best time to take either test is after finishing the **junior year** of high school.

Tests at a glance:	ACT	RSAT
Subjects:	English Mathematics Reading Scientific Reasoning	EBRW (Evidence Based Reading Writing) RSAT Math

Both the ACT and SAT have a writing test. The ACT writing test is optional.

The ACT is considered to be a content-based test while the SAT is considered to use critical thinking and problem-solving skills.

How to Register

- Register online at Collegeboard.com (SAT) or Act.org (ACT)
- Pick up a copy of your transcript prior to filling out the form. You will need it to answer some of the questions.
- Order the answer key with your score report.
- Ask your counselors if you have questions regarding the registration process.
- Registration is typically one month to six weeks prior to test date. Register early to avoid paying penalties.

Test Day

- Be well rested
- Eat a good breakfast
- Arrive early
- Take a photo ID and the admission form ACT/SAT sends you
- Take a calculator, extra batteries, and extra number 2 pencils
- Pace yourself, review your work, and relax.

TOP TEN SCHOLARSHIP APPLICATION MISTAKES

10. Waiting until you're a senior to worry about your GPA.
9. Failing to take the most challenging classes offered.
8. Thinking that you can't qualify for any scholarship.
7. Not getting involved in outside activities.
6. Waiting too long to start your scholarship search.
5. Not following the application directions exactly.
4. Not choosing your references wisely.
3. Turning in a sloppy application with mistakes.
2. Missing the application deadline.
1. Not being committed to the time and energy needed for success in the scholarship process.



INTERVIEW TIPS

Before an interview:

- Research the company and/or specific job or position.
- Obtain correct pronunciation of the interviewer's name.
- Gather and complete information for your portfolio, if needed.

At the time of the interview:

- Dress appropriately and professionally.
- Bring needed supplies (pen, pencil, application, résumé).
- Go alone and arrive ten to fifteen minutes early.
- Greet receptionist and interviewer(s) appropriately, with an introduction of yourself and a firm handshake.

During the interview:

- Let the interviewer(s) start and lead the interview.
- Repeat the content of the question to the interviewer(s) and organize your thoughts before speaking.
- Be enthusiastic, alert and interested. Take an active part in the interview.
- Demonstrate knowledge of the company/organization, its products and services.
- Ask questions about promotional opportunities, the company/organization or the job itself.

After the interview:

- Recognize the end of the interview.
- Thank the interviewer(s) for their time.
- Offer to provide additional information if needed.
- Send a "thank you" letter to appropriate individuals.

What behavior characteristics are they looking for?

1. Dependability—can be counted on in attendance and job assignments.
2. Accepts Responsibility for Self-Actions (self-motivated)—able to accept mistakes without blaming others.
3. Honesty and Integrity—is principled, sincere, and genuine; actions match words.
4. Flexibility and Adaptability—able to handle change; willingness to take on any assignment.
5. Strong Work Ethic—willing to do what it takes to get the job done well.
6. Enthusiastic and Positive—able to leave personal problems at home and contribute to a pleasant work environment.
7. Continuous Learner—willing and able to gain new knowledge and learn new skills.
8. Resilience and Perseverance—ability to overcome adversity and stay focused.
9. Attention to Detail—inspects own work and follows through with all details of job assignment.

COVER LETTERS

What is the purpose?

1. The letter serves to bring together the employer who needs an employee and the job seeker who needs a job.
2. Applicants use the letter to help 'sell' themselves so employers will really study their attached resume and want to have a personal interview with them.
3. Many employers use the letter to help select the best qualified applicants for an interview.

Your Present Address
City, State, Zip Code
Date

Prospective Employers Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr. Bengal,

1st Paragraph: Tell why you are writing—name the position, field or vocational area if which you are interested. Tell how you heard of the opening or organization.

2nd Paragraph: Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, location or type of work. If you have had related experience or specialized training be sure to point it out. Indicate willingness to relocate if appropriate.

3rd Paragraph: Refer the reader to the enclosed application form and resume or offer to send full credentials or additional information concerning your background and interests.

4th Paragraph: Close by making a specific request for an interview and thank the reader for taking the time to read your letter. Include your contact information (phone number and e-mail address).

Sincerely,

Your Handwritten Signature

Type Your Name

RÉSUMÉS

Heading

- This generally consists of your name, address, telephone number and e-mail address.
 - Use a permanent address and telephone number.
 - Obtain an e-mail address that sounds professional (i.e. FirstnameLastname@.....).
 - Make this information large and use a font that is easy to read.

Objective

- Your objective is your goal.
 - Tailor your objective to the specific school or job you are applying for. For example: if you are applying to the University of Illinois, write “To earn a degree in Earth Science at the University of Illinois”.

Education/Academics

- In this area, list the schools you have attended. Include your GPA if it is 3.0 or higher. Mention any awards, honors or recognitions (honor-roll, science competitions, etc.). List schools beginning with the most recent one you have attended.

Experience

- Give an overview of work experience and the skills you have obtained through the work experience.
 - Include: Title of position, name of organization, location of work (town and state), dates of employment, description of work responsibilities.
 - Use **action** words: sold, created, organized, team work, performed, managed, directed, etc.
 - List your experience beginning with the most recent.
 - If you don't have a lot of work experience, you can write about important class projects that have taught you valuable skills.

Interests/Activities

- Demonstrate your uniqueness! Write about leadership roles, volunteer experiences, participation in sports, band, yearbook, etc.
 - Do you know a foreign language? Put in your years of experience speaking another language in this section!
 - Have computer skills? Many students make a list of the computer programs they have used.

References

- Some students choose to simply write “References available upon request”. Others actually write out the names and contact information for a couple of people that would be able to provide a prospective employer, college or professional-technical school with a reference.
 - Be sure and ask people if they will be willing to serve as your reference before you give their names out!

COLLEGE ATHLETICS

Eligibility

The National Collegiate Athletic Association (NCAA) is an organization that was founded in 1906 and has established rules on eligibility, recruiting and financial aid. It regulates many college athletic programs. The NCAA has three membership divisions-Divisions I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

Important tips for students who plan on being involved with college athletics:

- If you are planning to enroll in college as a freshman and wish to participate in Division athletics, you **must** be certified by the NCAA's Initial-Eligibility Clearinghouse. Visit the website at <https://web3.ncaa.org/ecwr3/> to register.
- Print off the most current copy of the "*Guide for the College-Bound Student-Athlete*" that is available at the NCAA website listed above. Read the guide carefully and have a parent read it as well.
- **Notifying your counselor that you are considering NCAA athletics is very important as your counselor needs to review your transcript and verify that you are eligible.**
- Ask your high school coach to meet with you individually. Ask questions about your ability level, the size and level of school your coach recommends for you.
- Do not hesitate to call or e-mail coaches personally.
- Use contact time with coaches wisely—prepare a list of good questions. Answer questions asked of you thoroughly and thoughtfully.



SAMPLE COVER LETTER FOR COLLEGE COACHES

The following cover letter and resume are examples and a general guide to show how to communicate with colleges.

Your name
Your address
City, State, Zip Code
Date

Director of Admissions
Name of College
Address of College

Dear (Coach's Name):

I will be graduating from Lewiston High School in the spring of ____ and I am interested in attending (name of college). It is my hope that I am the kind of student-athlete you would be interested in having attend your school and contributing to your (name of sport) team.

After having a very rewarding year in (sport) at Lewiston, my interest in playing college (sport) is very strong. I am hoping that you will evaluate my credentials and give me your consideration as a (sport) scholarship candidate. **Enclosed you will find a résumé highlighting my academic and (sport) accomplishments.

***My coach, (name), can be contacted at (phone number) and has agreed to answer any questions you may have about my credentials.

Your consideration is appreciated and I look forward to hearing from you soon. You may reach me by phone at (208) 555-5555 or by e-mail at billybengal@hotmail.com

Sincerely,

(Your signature)
Type your full name

Enclosure

**Make sure you remember to enclose a copy of your résumé.

***Remember to ask your coach to be a contact for you.

SAMPLE RÉSUMÉ FOR COLLEGE COACHES

Your Name
Address
Phone Numbers
E-mail Address

Academic

Lewiston High School
1114 9th Avenue
Lewiston, ID 83501
(208) 748-3100

Expected Date of Graduation: May 2019
Class Rank: ____ out of ____
GPA:
ACT and/or SAT Scores:

Personal

Height:
Weight:
Date of Birth:

(Example Sport Stats)
40-Yard Time:
Mile Time:

Athletic History

Freshman:
Sophomore:
Junior:
Senior:

Other Information

Could be volunteer experience, clubs/organizations involved with, etc.

References

Include three contact names and contact information.

CAREER CENTER RESOURCES

The Internet is a great resource for scholarship information. Here are a couple of World Wide Web addresses that you might find handy:

<http://www.lewistonschools.net/schools/lhs/careercenter/> -- The Lewiston High School's Counseling Center website has information about everything from academics, to colleges, to careers, to scholarships and more!

<http://www.finaid.org> – The most comprehensive site regarding financial aid.

<http://www.collegeboard.com> – This website has everything from college search, registering for the SAT and more.

<http://www.act.org> – At this website, students can sign up for the ACT, find out which colleges require the writing portion of the entrance test, obtain practice materials and much more!

<http://www.review.com> – The Princeton Review is the most efficient, effective and personal six-week test preparation program helping students prepare for the SAT, ACT, PSAT and GRE.

<http://www.ncaa.org> – Answers questions regarding the National Collegiate Athletic Association.

<http://www.fastweb.com> - free scholarship matching service helping students with financial aid and finding money for college

<http://www.scholarships.com> – These are very helpful resources that can help students locate scholarships that specifically apply to them.

<http://www.idahocis.org> – Log into this website and take assessments that might help you determine what field to pursue, browse through lists of occupations, and learn what the future for the occupation you are interested in looks like! This website also has a lot of information on apprenticeships and professional-technical schools.

User Name: Lewiston

Password: bengals4