INSTRUCTORS

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Mr. McRae ▪ Instructor ▪ (970) 527-4882 ▪ bmcrea@deltaschools.com

COURSE DESCRIPTION

This course provides students with exploration of postsecondary education and employment goals. Students will work toward developing a personal portfolio of a resume, personal statement, and applications for colleges and jobs. This course is taught during 4th period by Mr. McRae and Mrs. Campbell and overseen by Mrs. Prendergast.

REQUIRED MATERIALS

Personal folder with multiple dividers (for sale in the office for $3)  
Flash drive (suggested)  
Laptop computer (suggested), access to school computers will be provided at times

American School Counselor Association COMMON CORE CURRICULUR STANDARDS used in this course:

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.
  Standard B2: Plan to achieve goals  
  Benchmark B2.3 Develop and implement annual plan of study to maximize academic ability and achievement  
  Benchmark B2.4 Apply knowledge of aptitudes and interests to goal setting  
  Benchmark B2.5 Use problem-solving and decision-making skills to assess progress toward educational goals  
  Benchmark B2.7 Identify post-secondary options consistent with interests, achievement, aptitude and abilities

Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.
  Standard C:A1  Develop Career Awareness  
    Benchmark C:A1.1 Develop skills to locate, evaluate and interpret career information  
    Benchmark C:A1.2 Learn about the variety of traditional and nontraditional occupations  
    Benchmark C:A1.3 Develop an awareness of personal abilities, skills, interests and motivations
  Standard C:A2 Develop Employment Readiness  
    Benchmark C.A2.6 Learn how to write a résumé
  Standard C:B1 Acquire Career Information  
    Benchmark C.B1.2 Identify personal skills, interests and abilities and relate them to current career choice
  Standard C:B1 Demonstrate knowledge of the career-planning process  
    Benchmark C.B1.1 Use research and information resources to obtain career information  
    Benchmark C.B1.2 Learn to use the Internet to access career-planning information  
    Benchmark C.B1.3 Understand how changing economic and societal needs influence employment trends and future training
Standard C.B2 Identify Career Goals
Benchmark C.B2.1 Use employability and job readiness skills in internship, mentoring, shadowing and/or other work experience
Benchmark C.B2.2 Select course work that is related to career interests Maintain a career-planning portfolio

EXPECTATIONS:
1. IMPORTANT! While the activities listed in the syllabus will be graded, there will also be daily in-class activities that lead toward the completion of all assignments and students are expected to participate.
2. Coming to class unprepared will not be tolerated and instructors may penalize a student’s grade if it becomes a recurring problem.
3. Attendance in the class is subject the same policy as all other classes at Paonia High School.
   “A student must submit a doctor or parent excuse in written format to the office within 24 hours of any absence for it to be considered ‘excused’. Phone calls are not an acceptable form of communication. For excused absences, a student has two school days per excused absence to make up work. After that time the grade will be entered as a zero and points may only be made up at the discretion of the instructor. Students may only make up work for unexcused absence with instructor permission.
4. There will be times that the class and/or individuals will travel off campus for community service projects, internships, interviews, campus visits, etc. All students will turn in a permission/liability release as valid for the semester, signed by a parent (even if you are 18!), by end of the first week of school.
5. Mrs. Prendergast is available to all students at various times during the day. In order to meet with her please stop by the office to set up an appointment and she will contact you. She will often be in the classroom with you to support Mrs. Campbell and Mr. McRae.

EVALUATION PROCEDURES AND CRITERIA
Evaluation will be based upon participation points and assignments graded for either completion or proficiency. The professional judgment of the instructor will be the key factor in determining the progress and evaluation of the student. Student evaluation will be based upon the accumulated points from the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling of Senior Meeting</td>
<td>25 pts</td>
</tr>
<tr>
<td>8 personal inquiry assignments (10 pts. Each)</td>
<td>80 pts</td>
</tr>
<tr>
<td>3 Letters of Recommendation (10 pts. Each)</td>
<td>30 pts</td>
</tr>
<tr>
<td>5 college/job applications (20 pts. Each)</td>
<td>100 pts</td>
</tr>
<tr>
<td>1 Personal Statement</td>
<td>50 pts</td>
</tr>
<tr>
<td>1 Resume</td>
<td>50 pts</td>
</tr>
<tr>
<td>1 practice interview</td>
<td>50 pts</td>
</tr>
<tr>
<td>1 Community service project</td>
<td>25 pts</td>
</tr>
<tr>
<td>1 3-hr. Internship experience (completion)</td>
<td>25 pts</td>
</tr>
</tbody>
</table>

Minimum Total Points Possible: 625 pts.

Final Grade is total points accrued based on the following scale:

A = 90 - 100%  B = 80 - 89%  C = 70 - 79%  D = 60 - 69%  F = 59%
# COURSE OUTLINE/ASSIGNMENTS/DUE DATES

## Week 1 (8/19-23)
- Bring class materials (folder) by Friday, August 23
- Off campus travel permission due Friday, August 23
- Transcript corrections and course change requests due Friday, August 23
- College in Colorado Personal Inquiry Activity #1 (Resumes)
- September 21 ACT registration (at HHS) due Friday, August 23 on www.actstudent.org

## Week 2 (8/26-30)
- College in Colorado Personal Inquiry Activity #2 (college essays, resume cover letters)
- Return parent-signed Senior meeting date/time with Mrs. Prendergast and parent(s) by Tuesday, August 27
- College Opportunity Fund, Selective Service, and/or Voter Registration applications due Wednesday, August 28
- Update intent to apply for ROTC scholarship, Boettcher, Daniels Fund, or Service Academy due Friday, August 30
- Recommendation letter request form due Friday, August 30
- Updated resume draft due Friday, August 30

## Week 3 (9/3-6) *HOMECOMING WEEK*
- College in Colorado Personal Inquiry Activity #3 (college & career exploration)
- Recommendation letter requests delivered by Wednesday, September 4
- Resume final draft due Friday, September 6
- Deadline to register for October SAT is Friday, Sept. 6

**September 21: ACT at Hotchkiss HS @ 8 am – register on www.act.org**

## Week 4 (9/9-13)
- College in Colorado Personal Inquiry Activity #4 (college cost, demonstrating interest)
- Permission to travel to HHS Fair due Wednesday, September 11
- HOTCHKISS HS COLLEGE FAIR Thursday, Sept. 12, 9 am
- Personal statement essay first draft due Friday, September 13

## Week 5 (9/16-20)
- College in Colorado Personal Inquiry Activity #5 (finalizing application essays, preparing an application)

## Week 6 (9/23-27)
- College in Colorado Personal Inquiry Activity #6 (FAFSA pin, ACT Prep, college exploration, preparing for next week’s college tour)
- Personal statement essay final draft due Friday, September 27
- Three recommendation letters due Friday, September 27
- October 26 ACT registration (at PHS) due Friday, September 27th at www.actstudent.org

## Week 7 (9/30-10/4) *College Tour*
- College in Colorado Personal Inquiry Activity #7 (school-specific scholarships, applications)
- FAFSA pin due Thursday, October 3
- Deadline to register for November SAT is Thursday, Oct. 3
- Deadline to register for Aspen HS College Fair is Friday, Oct. 3

**October 5: SAT at Aspen, Central, and Montrose HS – register on www.sat.collegeboard.org**
**October 6: National college fair at Aspen HS, leave PHS at 9 am**

## Week 8 (10/7-11)
- College in Colorado Personal Inquiry Activity #8 (application work)
- College application drafts due Friday, October 11

## Week 9 (10/14-18)
- FALL BREAK – NO CLASSES
### Week 10 (10/21-25)
- College applications in progress

**Saturday, October 27:** ACT at Paonia HS @ 8 am – register on [www.act.org](http://www.act.org) by September 21st

### Week 11 (10/28-11/1)
- FIVE college applications due Friday, November 1
- Community service projects in progress

### November 2: SAT at Aspen, CRMS, Central, and Montrose HS – register on [www.sat.collegeboard.org](http://www.sat.collegeboard.org)

### Week 12 (11/4-8)
- Community service projects in progress
- December 14 ACT registration (at PHS) and December 7 SAT registration due Friday, Nov. 8

### Week 13 (11/11-15)
- Honors College applications due Wednesday, November 13
- Community Service project summary due Friday, November 15

### Week 14 (11/18-22)
- Check on college application status 😊
- Find a job-shadow or internship to complete the three hour requirement by December 6

### Week 15 (11/25-26)
- Early action/Early Decision college applications due Tuesday, November 26 (if not already submitted!)
- School-specific scholarships and WUE due Tuesday, November 26
- THANKSGIVING BREAK – NO CLASSES WED. – FRI.

### Week 16 (12/2-12/6)
- ACT Prep work for all test takers
- Internship/job-shadow summary due Friday, December 6

### Week 17 (12/9-13)
- ACT Prep work for all test takers
- Updated resume due Wednesday, December 11
- Get ready for finals!

**December 14:** ACT at Paonia HS @ 8 am – register on [www.actstudent.org](http://www.actstudent.org)

### Week 18 (12/16-20) *FINALS WEEK*
- Rock those final exams!
- Make sure you have submitted new ACT or SAT scores to all colleges 😊

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**DECEMBER 23 – JANUARY 3 * CHRISTMAS BREAK! * SEE YOU IN 2014!**

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I have reviewed the Fall 2013 Senior Seminar syllabus:

_____________________________  _______________________
Student Signature  Date

_____________________________  _______________________
Parent Signature  Date