

We have designed this booklet to help you plan ahead and prepare for your career and college exploration. Please read the valuable information enclosed which can lead you through this process in an organized, detailed manner.

Choosing a college is an ongoing process requiring active research. Choosing a career is a lifetime process that results from a number of decisions in our lives.

We hope that this booklet will assist you in your college and career exploration journey. Please feel free to use the Counseling Center staff as a primary resource, but remember, the decision is your responsibility and opportunity. We wish you the best of luck in this exciting adventure!

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# **College / Career Outline For Students – Grade 11 & 12**

Step by step, you can make informed decisions about your education, do well academically, learn about colleges and find the best possibilities for a college education or career.

## **11<sup>th</sup> grade**

- Register for the October PSAT exam.
- Read the Counseling Center Newsletter. Published monthly, the Counseling Center Newsletter contains timely information about testing and deadlines, upcoming college visits and open houses and scholarship and financial aid resources. Don't miss this important information.
- Take challenging classes in English, Mathematics, Science, Social Studies, Foreign Language, Business, Technology, and the Arts.
- Meet with your School Counselor to discuss career options, college programs, and their requirements.
- Continue or become involved in school or community-based extracurricular activities.
- Research college options. Contact schools to request information and an application for admission. Be sure to ask about special admissions requirements, financial aid, and deadlines. Research information using college catalogues, handbooks, and the colleges websites. Reference materials and computers to do research are located in the Counseling Center.
- Take advantage of opportunities to visit colleges and talk to students.
- In the Spring, register for and take the SAT, the ACT, SAT Subject Tests and any other exams required for admission to the colleges you might want to attend. If you have difficulty paying the registration fee, see your School Counselor about getting a fee waiver.
- Explore career options using resources available in the Counseling Center.
- Speak with your School Counselor: Your Counselor can help you look at your interests and help to prioritize the many variables in your decision making process. They can help you get started on the right track, and can be a great resource for information.

## **12<sup>th</sup> Grade**

- Continue to take a challenging course load, as colleges and employers are seeking the best prepared students.
- Meet with your Counselor in September / October to discuss your college choices.
- Register to take the SAT, SAT Subject Test, and ACT exam in early fall.

- Check the Counseling Center Newsletter monthly for scholarships and colleges visiting Tamarac.
- Most colleges request students apply online through their admissions websites. Make sure to complete an **“Application Information Form”** for each college you apply to. Also, print out all required forms and paperwork that your Counselor and Teachers need to complete.
- If applying with a paper application, submit completed paper applications and application fee to the Counseling Center along with the **Application Information Form**.
- Speak with the College representatives who visit the Counseling Center. Check the newsletter for dates and sign up for a pass to meet with them.
- Make appointments for college interviews and visits.
- Ask Teachers, Counselors, and Coaches for letters of recommendation early in September. Letters of recommendation are considered by colleges to be confidential. **Please waive your right to access when requesting a recommendation.** Recommendations can only be released by the author and will not be distributed by our office.
- Consider college essay topics and begin drafts.
- Prepare your application carefully! Follow all instructions and pay close attention to deadlines! Early Decision/Early Action deadlines are in early November. Recommendation for all is to apply before Thanksgiving or December break.
- Check which financial aid forms are required by your chosen colleges, i.e. FAFSA and the CSS Profile.
- FAFSA must be completed for all colleges by the end of January/beginning of February.
- Attend a January Financial Aid session with your parents.
- Check monthly for scholarships available.
- Continue working hard in all of your classes. The colleges will request at least 1<sup>st</sup> and 2<sup>nd</sup> marking period grades. College acceptances are not complete until the college receives final transcripts following graduation.
- Colleges will notify students of admission, acceptance, rejection, or wait list offers by late April or earlier.
- College financial aid award letters will be sent in March or April to explain the breakdown of the cost of attendance and financial aid offered.
- Review college offers and financial aid packages and reply with your acceptance or denial to each school by May 1<sup>st</sup>.

# **Advice for Parents on the College Selection Process**

Get to know your child's School Counselor! The High School Counselor functions as a primary student advocate within the school community by challenging, supporting and encouraging students through a myriad of counseling services.

Communicate with your child's School Counselor. Obviously, any problems affecting a child outside of school may carry over into the classroom. Please let your child's counselor know when there are outside issues that may interfere with learning. We are here to help.

Be informed about your child's academic program. Questions for the School Counselor:

- What basic academic courses are recommended for students who want to go to college?
- How many years of each academic subject does New York State require for high school graduation?
- What electives are recommended for college-bound students?
- What activities can strengthen a child's preparation for college?
- How much homework should I expect for my child?

## **I'm the School Counselor.... Begin Here!**

The School Counselor is a specifically credentialed, school-based professional trained to work with students, parents, teachers, administrators and the community.

### **THE SCHOOL COUNSELOR:**

- Listens to your child's needs and concerns.
- Helps assess his or her strengths and weaknesses.
- Completes a profile for each child.
- Meets with all students to explain the counseling program, discuss personal concerns, discuss college and career options.
- Reviews your child's academic record and suggests areas of improvement and strategies to increase academic achievement.
- Helps students schedule time and meet deadlines for taking standardized tests.
- Helps your child acquire skills to set reasonable goals and make wise decisions.
- Has resources (books, brochures, internet) for examining post-high school options.
- Provides the necessary forms and initial explanations of criteria for student financial assistance.
- Provides support, understanding and encouragement.

## **Meeting Me is as Easy as 1-2-3**

- Come to Parent-Teacher conference meetings, open houses and/or school visitation nights.
- Make an appointment to discuss academic, college, career and/or personal concerns through the Counseling Center.
- Attend activities, workshops and programs sponsored by the Counseling Center.
- Call or email for information and general advisement.
- Your School Counselor can help your child with a variety of needs, from working on course selections to coping with peer pressures.

## **Thoughts to Keep in Mind**

- Encourage good study habits and good grades. Making study time and homework an automatic routine helps students develop good habits.
- Realize that there is a good college for everyone. Encourage your child to apply to both “reach” and “safety” schools, as well as those that are “possibles.”
- Don’t let college “prestige” be the end-all. There are hundreds of excellent college choices. Don’t limit your child’s options based on status but work with the School Counselor to help find the perfect match for your child.
- Learn all you can about financial aid. Financial assistance can widen most students’ options for college. The Counseling Center hosts a financial aid program in January and has many resources. The Internet is also a valuable tool in this area. Also, don’t be afraid to speak to the financial aid officers at the colleges your child is considering.

# **Academic Coursework**

Getting good grades in the classes that you take is important; however, it is not the only part of your high school record that colleges will look at. Most selective colleges look for students who have taken a challenging course load during their four years of high school. It is important that you make sure you are taking the classes that colleges look for when they examine your high school transcript. If you are unsure about the classes you are taking, check with your high school Counselor to make sure you are enrolled in the classes that will help to prepare you for college.

## **So, What Courses Should I Take?**

by the Princeton Review

Grades are important, but so is the level of difficulty of the courses you take. Colleges like to see that applicants have taken challenging courses.

### **To 'B' or Not To 'B'...**

Colleges are obviously impressed by good grades, but they are not very impressed by less-than-challenging course loads. That brings up the question: whether 'tis better to take a challenging course and potentially suffer the slings and arrows an 82 might bring, or to take the easier course and the higher grade? First off, there's nothing wrong with an 82. You can get into any college in the country with an 82 on your record. Having said that, let's talk about taking 'hard' courses.

Colleges like to see students who challenge themselves academically. If you can handle the rigors of an accelerated or honors course, take the course. Even if you don't get as good a grade as you would have in the regular course, you'll probably be better off. Remember, though, that admissions officers aren't faced with the choice between applicants with 80s in hard courses and applicants with 90s in easier courses. No matter where you apply, there will probably be applicants with stellar grades in incredibly hard classes. Don't worry about the other candidates; just make sure that your transcript shows admissions officers that you are a motivated student. (For example: Taking three or four years of a foreign language is much more impressive than taking just two years.)

### **The Bottom Line**

Don't be afraid to take courses that interest you, but be aware of the impact they might have on admissions officers. While your GPA and transcript are important, don't spend your high school life obsessing about them; make sure you take advantage of extracurricular and academic opportunities.

# **A Few Tips for Working with Teachers**

*by the Princeton Review*

## **Communication is Key**

Talk to your teachers! The more you talk, the better they know you. The better they know you, the more they will be inclined to give you the benefit of the doubt. Don't hesitate to give answers in class or participate in discussions. By doing so, teachers will think better of you because participation is often viewed as an indicator of preparation, knowledge, and confidence.

You don't have to become the teacher's pet--just contribute when you are able to. Participation will not only make the teacher view you more favorably, but will also make the class more interesting because you've become an active part of it.

It is the rare teacher who wants his students to struggle in his class. The best thing you can do if you perceive a problem in the classroom is to nip it in the bud by talking to your teacher. If you show teachers respect, you will, more often than not, get that respect back. This doesn't guarantee better grades, but it should lead to an easier time in school.



# **Extracurricular Activities**

Colleges are very interested in finding out what kind of person you are. Your academic record (grades and test scores), while crucial, provides only part of the picture. Colleges want to know how you spend your time outside of the classroom. What you choose to do outside of the classroom may have a significant impact on your chances of getting into the college of your choice. Colleges often look for activities, which compliment your academic work. Are you involved with Student Senate? Do you work part-time? Are you involved in sports or community service activities? Do you take music lessons? Do you travel to foreign countries? Colleges often view such activities as complementing a student's education, enriching a student's personality, along with the benefit of what they can contribute to their college environment.

Colleges do not expect to see a long list of extracurricular activities. In fact, they are more concerned with the quality and intensity of student's involvement. Being involved in one or two activities throughout your high school career and rising to a leadership position is more beneficial than a smattering of short-term involvements while in high school.

**Remember-** getting involved in extracurricular activities will not compensate for a poor academic record. Your coursework should always come first. Extracurricular's provide colleges the opportunity to see another side of your personality.

## **Your High School Resume:**

It can be very helpful to develop a High School activities resume. Make a list of the clubs, sports, volunteer work, part-time jobs, and hobbies that you have participated in during high school. The activities resume would include the number of years of involvement, and any leadership positions (i.e. President, Captain, Treasurer) you may have held. Also, include outside-of-school awards; for example, Eagle Scout, etc.

As a student, your resume should cover most of the following categories:

Academics

Awards and Honors

Extracurricular Activities

Leadership

Community Service/ Volunteer Activities

Employment

Use the following sample student resume as a guide. Your Counselor can help you develop a top notch resume.

## Sample Student Resume

John Smith  
[JSmith@gmail.com](mailto:JSmith@gmail.com)  
9 Go To College Street  
Troy, NY 12022

### Academics

Tamarac High School  
Class of 2012  
Cumulative GPA: 92.45

### Awards and Honors

National Honor Society	Grades 10-11
RPI Medal Recipient	Grade 11
Most Valuable Player, Boys Varsity Soccer Team	Grade 11
Selected to All County Band, Alto Saxophone	2010

### Extracurricular Activities

Boys Varsity Soccer Team	Grade 9-11
Student Council	Grades 9-11
Prom Committee	Grade 11
Spanish Club	Grade 10

### Leadership

Class President 2012	Grade 11
Student Council Treasurer	Grade 10-11
Varsity Boys Soccer Co-Captain	Grade 11

### Community Service/Volunteer Activities

Poestenkill Veterinary Clinic	2010-Present
<ul style="list-style-type: none"><li>Walking dogs at the clinic two hours a week</li></ul>	
Albany Food Pantry	2009 – Present
<ul style="list-style-type: none"><li>Preparing, serving, and clean up of lunch and dinner one Saturday a month</li></ul>	
Brunswick Summer Camp Volunteer Counselor	Summer 2009

# **Choosing a College**

There are more than 5,000 two and four year colleges in the United States. How will you choose the right one for you?

Here are some questions to ask yourself:

- What type of college would I like to attend?  
Public vs. Private; Liberal Arts vs. Business vs. Engineering; Trade or Technical
- What is my tentative college major?
- In what state would I like to go to college? How far from home do I want to be?
- Do I want to attend a small college or a large university? Two-year or four-year program?
- Do I want to be in a small town environment or a large urban city? Will I live on campus or commute?
- What is the cost of the colleges I am researching?
- Do they provide special services that I will need?
- Do they have the activities or sports that I am interested in?

Once you know some of these answers, your School Counselor can help you match your academic profile and your "wish list" with colleges, which meet this criteria. We have many reference materials in the Counseling Center that can help you develop a list of schools that meet your requirements.

## **Steps Towards Selecting a College:**

1. Establish your goals and interests; what level of education or training will you need in your career field.
2. Be sure that you meet the academic and testing requirements of the schools that you wish to apply to.
3. Choose the type of school and criteria that is important to you in a college.
4. Do research in the Counseling Center using books, our website and resources about schools that meet your criteria.
5. Request additional information from schools on your list including an application, college catalogue and financial aid information.
6. Speak to your School Counselor at any step in the process. She can help you define your list and provide direction on matching your interests to particular colleges.

# The College Selection Process

## How Colleges Select Students

Colleges vary in their entrance requirements and standards. A student who is rejected for admission by College A may be accepted with open arms at College B and be given financial aid.

Certain factors, both academic and personal, are used by all colleges in making their decision about admissions. Each college will weigh these factors in their own unique way to arrive at an acceptable freshman candidate based upon their institutional expectations, past experience and, sometimes most important of all, the number of applications processed that year.

The factors in admissions are:

1. Course of study: Did the student take challenging courses in high school?
2. Grades
3. Scholastic recommendations: School Counselor and Teacher recommendations are extremely important.
4. SAT w/ Writing
5. SAT Subject Tests
6. ACT w/ Writing
7. Student Personal Essay
8. Special talents
9. Evidence of leadership ability
10. Character
11. Activities in and out of school – community service, volunteer work, sports, school clubs
12. Interview impression
13. Statements on application

## How Many Colleges Should I Apply To?

Some students apply to 15 colleges; some students will apply to 2. To provide the most options, apply to a diverse group of schools and talk with your School Counselor about developing such a list.

The number of college applications sent will vary with every student. However; a general rule of thumb would be to apply to 5 – 7 schools. A very important fact to remember...the student **MUST** want to attend each and every college he/she applies to. The key is to choose a variety of colleges, some of which might be easier than others to be admitted.

# **Admission Policies**

Each college has its own admission policy and schedule for notifications. These policies usually belong to one of the four general procedures.

## **A. Traditional**

Usually you need to file your application before January 1<sup>st</sup> of Grade 12. Notification of acceptance depends on the college schedule, but it is usually in March or April. The student is obligated to confirm or refuse the acceptance by a specified date, usually by May 1<sup>st</sup>.

## **B. Rolling Admissions**

You may apply any time before a specified date and will receive a reply within a month or six weeks from the date of your completed application.

## **C. Early Decision**

Early decision allows the student to apply early (usually by November 1) and get an admissions decision well in advance of the usual notification date. This school should be the students first choice college. Students make an ethical commitment to attend this college if accepted.

## **D. Early Action**

Applications are due in early November with similar earlier than normal notification from the college. But unlike early decision, most early action plans are **NOT** binding for the student to attend that school.

# **Public vs. Private Colleges /Universities**

## **Private Colleges/Universities**

- Class size and faculty to student ratio are usually smaller.
- Strong emphasis on student accessibility and personal interaction with faculty, college administrators, and advisors.
- Good opportunities for close association and involvement in student life, leadership activities, community service, and to become familiar with fellow students.
- Private colleges possess unique historical and cultural traditions with strong alumni connections.
- Tuition and expenses are generally higher than public colleges.
- Financial aid packages are often larger due to greater financial need and high costs. Usually there is special funding available for scholarship opportunities.

## **Public Colleges/Universities**

- The number of students in each class may be significantly larger.
- The faculty to student ratio is much higher.
- Normally, junior and senior level classes are considerably smaller than those for first or second year students.
- As a part of a large system, public colleges are well equipped to meet the needs of different people in programs and provide students with a wide variety of educational choices and lifestyles.
- May have a broader range of course selection offerings, and program options, ranging from the baccalaureate to graduate degree levels.
- May have a wide range of campus facilities and a variety of activities.
- Tuition and costs are generally less expensive than private colleges for in state applicants.

# **College Entrance Exams**

The following provides detailed information regarding various college entrance exams. Additional information for all ACT and SAT exams may be obtained in the Counseling Center or on our website. Students will register for SAT and ACT exams online. These tests are usually taken according to the timeline that follows. Please indicate on your exam application the colleges you wish to receive a score report and the Tamarac CEEB Code - 335593.

College entrance exams are required for most 4 year colleges. College Admissions representatives use a combination of high school grades and college entrance exams as a predictor of success in college.

1. **PSAT/NMSQT: Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test**

This is a practice test which allows students to experience the types of questions they will encounter on the SAT. It is also used to qualify for the National Merit Scholarship Program. This test is given each October to juniors.

2. **SAT: Reasoning Test**

The purpose of this exam is to provide information to college admissions personnel that will help them evaluate a student's application and predict success in college level work. This exam tests a student's reading, mathematical and writing abilities. The SAT is a test which lasts about 4 hours. Students usually take the SAT in the spring of the junior year and the fall of the senior year. You will lose a fraction of a point for an incorrect answer. Making an educated guess can improve your score. The SAT measures the critical thinking, analytical ability and problem-solving skills necessary for success in college.

3. **ACT: American College Test**

This is a 3-hour exam which tests achievement in areas of English, Reading, Math, and Science with a Writing component. It is recommended to take the ACT plus Writing. Most students take this exam in the spring of the junior year and the fall of the senior year. Points are not deducted for incorrect answers. It is to your benefit to answer **ALL** questions.

4. **SAT Subject Tests**

These exams, formerly known as "Achievement Tests" or "SAT II's", are 1-hour exams, which measure students' knowledge of specific subjects. You **may** be required to take up to 3 of these tests by the colleges to which you apply. Check with the college to be sure of their specific requirements.

## **Recommend Testing Schedule**

Grade 11:	October	PSAT/NMSQT
	May or June	SAT and/or ACT w/ writing SAT Subject Test, if applicable
Grade 12:	September, October, November, December	SAT and/or ACT w/writing SAT Subject Test, if applicable

## **How Should I Prep for the SAT or ACT Exam?**

The best way to prepare for college entrance exams is to take a full load of challenging, college preparatory course work while in high school. Reading for school and for pleasure helps to increase your vocabulary. Practice materials for all exams are available in the Counseling Center in paper booklets and on our website, <http://www.brittonkill.k12.ny.us/maloneyweb/index.htm>. Becoming aware of what will be tested along with the test format helps to promote confidence in your test taking abilities. The College Board website for the SAT exam and ACT website offer practice questions and exams on the internet at [www.collegeboard.com](http://www.collegeboard.com) and [www.act.org](http://www.act.org).



# College Applications

The college application is a crucial document in the admissions process. A well-written, neat, thoughtful application can improve your chances for admission, while a poorly written, careless application can be detrimental.

## Tips and Procedures for Completing College Applications

1. Read through all the material received before filling in any information on the application.
2. Be aware of deadlines. Allow plenty of time to develop a strong application.
3. Make certain your final copy is neat and clean, and you've completed all portions to be filled out by the applicant.
4. Print out the Counselor Secondary Report Form, Teacher evaluation forms and any other documents that need to be completed.
5. Make yourself copies of all material before you hand them in.
6. Submit completed application along with an **“Application Information Form”** for each college to the Counseling Center. Remember to include the application fee, essay, activities resume and any supporting papers you want sent and sign the application.
7. Make sure that every college you applied to is one you would be happy to attend.

## To Apply Online:

- Go directly to the colleges website, or the SUNY website and click “Apply Now”.
- Be sure to fully answer and complete all required questions.
- Print copies of the Counselor Secondary Report forms or transcript request forms and submit them to your Counselor along with an **“Application Information Form”** for each college you are applying to. This step is required in order to complete your application and send your transcripts to the college.
- Make sure to complete any supplemental application forms and submit them directly to the college.

## To Apply Using Paper Applications:

- Applications can be downloaded or sent to you directly from the individual colleges.
- Fully complete each section of the application and submit it along with an **“Application Information Form”** to the HS Counseling Center, along with application fees.
- Teacher forms should be given directly to the teachers to complete.

### **To Apply Using the Common Application:**

- Fully complete the First Year Application whether online or through paper application.
- Print out and complete applicant sections of the School Report, Midyear Report and Final Report. Colleges assume recommendations to be confidential so please waive your right to access and sign each report.
- Submit completed forms along with an **“Application Information Form”** for each college you are applying to.
- Ask teachers to complete the Teacher Evaluation form.

Your School Counselor will process your applications as you complete them and their schedules allow. It is **very** important to be conscious of college and Counseling Center deadlines. The Counseling Center recommends completed applications be turned into your Counselor by mid-November to allow for applications to be processed prior to Thanksgiving break. The second Counseling Center deadline, around December 12<sup>th</sup> enables applications to be sent out prior to the first of the year. The Counseling Center will accept applications at any time. Be aware, however, that due to the individual attention given to each application, the Counseling Center requires a minimum five day turnaround time for applications to be processed. Please be mindful of this as well as the colleges own deadlines.

# APPLICATION INFORMATION FORM

CHECK ONE: \_\_\_\_\_ Paper Application  
\_\_\_\_\_ Applied OnLine  
\_\_\_\_\_ Common Application - Paper  
\_\_\_\_\_ Common Application - OnLine

DATE: \_\_\_\_\_

Student Name \_\_\_\_\_

College Applying to: \_\_\_\_\_

Major: \_\_\_\_\_

College Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_

Please send:(Check all that apply)

\_\_\_\_\_ Transcript  
\_\_\_\_\_ Letters of Recommendation  
\_\_\_\_\_ (Other)  
\_\_\_\_\_ (Other)

Student Signature: \_\_\_\_\_

**Please make sure to print out and give to your counselor any and all supplemental forms that they are required to complete.**

**ONE FORM PER COLLEGE**

Office use only:  
Hold for: \_\_\_\_\_

Date  
Rec'd \_\_\_\_\_

# **College Visits and Interviews**

College admissions officers agree that, except where impossible, no student should select a college without having spent some time on the campus. At many colleges and universities, an interview is desirable and sometimes required.

In arranging an interview, either call or email the Admissions Office several weeks in advance. Arrange your interview so you can also have a campus tour. This visit should be made on a day when the college is in session, if possible, in order to see the college and students in action.

1. Be prepared by reading about the college ahead of time.
2. Research the college on the web before your interview.
3. Be on time for your appointment.
4. Dress appropriately.
5. Have specific questions to ask the interviewer that are meaningful to you and demonstrate you've done your homework.
6. Your parents may accompany you to the interview, but go into the interview room alone with the Admissions Counselor.
7. Be courteous, make good eye contact, and let the interviewer lead the discussion.
8. Don't give one-word answers, but don't monopolize the conversation either.
9. Be positive about yourself, your high school, and of course, the college at which you're interviewing.
10. Be truthful and honest in your responses.
11. Take time to send a polite note thanking the interviewer.

## **Typical College Interview Questions:**

- \* Which of your high school subjects have you enjoyed most?
- \* How do you spend your free time?
- \* What extra-curricular activities are you involved in at school? Community activities?
- \* What is the last book you read?
- \* What accomplishments are you most proud of?
- \* Why are you interested in attending this college?

## **The Campus Visit**

The best time to visit is when the college is in session. Summer and holiday visits are offered but may give you a different sense of campus life. Try to schedule your visit during the first semester of your senior year. Be sure to call the college's Admissions Office to make an appointment, especially if you're scheduling an interview too.

Campus tours are usually conducted by students. Since they are not directly involved in the admissions decision, feel free to ask the students questions you may not want to ask during your interview. These questions should still be appropriate questions. Students can tell you a lot about such things as dorm life, social activities, and the food in the dining hall! They can also answer questions such as how extensive is the library, how big a typical freshman room is, how well equipped the athletic facilities are and what the dining halls are like. Ask to see what interests you, even if it is not a regular part of the tour.

Make the most of your visit. Attend at least one class in a favorite subject, talk to as many students as you can, and try to meet with professors and coaches. If you can, have a meal in the dining hall or cafeteria, attend a campus event, read the campus newspaper. The point of the campus visit is to learn as much as possible about the college and what it's like to be a student there. This is a good way to decide whether it is a good match for you or not.

# **Meeting with College Representatives**

Each year representatives of colleges and technical schools visit Tamarac High School. They are anxious to talk to students about the schools they represent. These visits are announced to the students in the morning and a schedule is printed in our newsletter. You are invited to attend these sessions by signing up for the visit in the Counseling Center. You will receive a pass and should notify your teacher prior to the appointment.

The following questions are often asked of admissions officers when talking to high school students. These are a sample.

What is your strongest program?

What are your unique majors?

Do you accept ACT or SAT scores? Do you require SAT Subject Tests? Which ones?

How important are high school GPA and Extracurricular activities in the selection process?

What work study jobs are available for full-time students?

What housing options are available to students?

What is the best time for students to visit your campus?

How important is the personal interview in the selection process?

What extracurricular activities are available?

What is your policy with regard to advanced placement/college credits?

What types of financial aid are available to incoming students?

# **As You Apply to Colleges and Universities**

## **Remember These Important Points!**

**Meet deadlines.** Colleges are not obligated to consider your application beyond stated deadlines. Remember, too, that financial aid is often given on first-come, first-served bases. Housing and tuition deposits and standardized testing have stated deadlines, as well.

**Plan ahead.** Planning ahead is a way of keeping everything from happening all at once, and everything can quickly happen at once in the application process. Start making your list of college options by the end of Junior year.

**Follow directions.** Institutions ask for the amount of information they can fairly compare between candidates. A little more or a little may be acceptable, but a forty-page, epic-length essay is not. More is not necessarily better.

**Maintain a strong academic pace for all four years of high school.** Few things raise a red flag more than an academic profile that demonstrates a greatly reduced senior course load.

**Apply to multiple schools.** Two of the three possible outcomes – accepted, wait-listed or denied are not what you are seeking. One thing is certain about this process, and that is uncertainty. There are really few sure things.

**A Clean and Neat Application.** Whether online or on paper, make sure your application is perfect, with no misspelled words or cross outs. Make yourself a copy of all forms prior to handing them in or sending them to the college.

## **Want to Play Sports in College?**

Students who wish to play sports at the Division I or II level must register with the NCAA Clearinghouse and have their high school coursework and grades/test scores approved. Not all courses offered in high school meet NCAA eligibility requirements. Make sure to check the clearinghouse website, linked from the Counseling Center Website, to make sure the courses you have chosen are approved by the NCAA.

# **The College Essay**

The essay can be a very important part of the college application. Through the essay, a student has the opportunity to convey to the admissions committee personal things that are important to the student. The best essays are not only well written, but present what are often ordinary events from an unusual perspective. The essay should be honest and accurate. The Counseling Center has many reference materials to help students with the application essay.

## **Essay Tips:**

- \* The student should try to characterize themselves as someone special or unique, distinguished from other applicants.
- \* Show interest in the college's academic programs. Give well thought out reasons regarding the students desire to attend the specific college.
- \* Draft the essay early. Review it. Continue and improve it.
- \* Be honest: Show your strength as well as your weaknesses.
- \* Parents, a teacher or counselor should critique the essay before it is finalized.
- \* The final essay should convey the students' thoughts concisely, be typed and grammatically correct. Length is not as important as clarity. Follow the colleges guidelines on length, though generally not more than one or two pages.

## **Letters of Recommendation**

### **Counselor/Teacher**

A good letter of recommendation takes time to create. Please ask your Counselor, Teachers, Coaches or community member if they would write you a letter of recommendation early in your senior year. If they agree, please provide them with your activities list or resume, which will help them develop a good letter for you. Be sure to ask people who can write a meaningful assessment of your performance and add some insight into your abilities and leadership skills. Letters of recommendation are considered by colleges to be confidential. Please waive your right to access when requesting a recommendation. Recommendations can only be released by the author and will not be distributed by our office.





TAMARAC HIGH SCHOOL COUNSELING CENTER  
EXTRACURRICULAR OUTLINE FORM

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

For the following items, indicate what grade (9, 10, 11, 12) you were in when you were involved in EACH ACTIVITY. ie: SADD: 9 + 10).

CLUBS/SCHOOL GROUPS: (Indicate any offices held) i.e. Band, Choralaires, Yearbook, SADD, Student Senate, Key Club, Biology Club...

**SPORTS:**

**COMMUNITY SERVICE/LEADERSHIP EXPERIENCE:**

**AWARDS & HONORS:**

**TRAVEL EXPERIENCES:**

**FUTURE PLANS:**

# Twenty-Two Common Myths About College

*By George Dehne*

*Developer of The Personal Inventory of College Styles*

## **Myth #1**

IT'S BETTER TO GET GOOD GRADES THAN TAKE CHALLENGING COURSES IN HIGH SCHOOL.

Even modest success in advanced or accelerated courses indicates to a college that you seek and can handle challenging courses-like those you will find in college. Taking challenging courses will help you get in a selective college.

## **Myth #2**

THE STANDARDIZED TESTS (ACT, SAT, and PSAT ) ARE MORE IMPORTANT THAN YOUR HIGH SCHOOL GRADES.

Your performance in high school is a better predictor of college success than the standardized tests. Colleges know that. That does not mean that most colleges won't look at your SAT or ACT scores. Some state institutions where they have more applicants than they can fairly assess may use scores to determine if you are eligible. (By the way, your Math score in the SAT is a better predictor of success in college than your verbal score.)

## **Myth #3**

I NEED TO DECIDE ON MY CAREER BEFORE I CAN CHOOSE A COLLEGE.

College is a time to explore. Except in a few specific cases, you can choose a major in your sophomore year and still complete the degree in four years. A surprising number of students discover the field for them while taking a course they didn't expect to like. Don't let well-meaning friends pressure you into deciding on a major field or career at this time. Take your time.

## **Myth #4**

YOU CAN'T GET INTO A SELECTIVE COLLEGE IF YOU DID POORLY IN NINTH AND TENTH GRADE.

Colleges look for improvement in performance as a sign that you can and will do the work. In fact, a vast improvement as a junior and senior indicates to a college that you have settled down. However, do not expect to catch up for three poor years in one good semester as a senior.

## **Myth #5**

IF I HAVEN'T HEARD OF A COLLEGE OR UNIVERSITY, IT CAN'T BE VERY GOOD.

You may not hear of many of the nation's finest colleges until you are well into your adult life. Athletics on television is how most colleges get to be known but many colleges do not get that kind of exposure. Some of the nation's finest colleges don't play big time athletics. Judge a college on its own merits. Don't let name recognition influence college selection.

### **Myth #6**

A LOT OF EXTRACURRICULAR ACTIVITIES WILL COMPENSATE FOR POOR GRADES.

Admittedly, colleges consider extracurricular activities such as athletics, student government, and music when they review an application. But colleges look at your academic performance first. Lots of extracurricular activities help only if the college already believes you can do the work.

### **Myth #7**

YOU SHOULD GO TO THE MOST PRESTIGIOUS COLLEGE TO WHICH YOU ARE ADMITTED

You should go to the college that “fits” you best. If it happens to be prestigious, that’s fine. However, fit has to do with how you feel when you are on campus, the match with how you learn and the professors teach, and the academic pressure you can handle. If the college and you are not a good match, you will be unhappy regardless of the prestige.

### **Myth #8**

BIG COLLEGES ARE BEST IF YOU HAVEN’T DECIDED ON A MAJOR FIELD.

Many students think that because there are more courses to choose from, a large college offers greater options for undecided students. However, choices alone should not be the deciding factor. If you are undecided, the best college is one that has core requirements that ensure you will explore new areas and fields. Also look for colleges with the strongest academic advising and career counseling programs regardless of their size. Good advising can help you chose an academic and career path you will enjoy rather than one you think you might like right now.

### **Myth #9**

THE QUALITY OF THE ACADEMIC PROGRAM IN WHICH I AM INTERESTED IS THE MOST IMPORTANT CHARACTERISTICS OF A COLLEGE.

About two in five students change their major field of interest before they actually enroll in college and about one in two change their major field once they enroll. Look for a college that has your current field of interest but is also strong in all its areas.

### **Myth #10**

THE BEST TIME TO VISIT COLLEGES IS AFTER YOU HAVE BEEN ADMITTED.

Many students have fallen for this myth only to find that none of the colleges to which they were admitted “felt” right when they visited. If possible, visit before you apply and again after you have been admitted. If you can visit only once, make it before you apply.

### **Myth #11**

#### **COLLEGE IS ONLY FOR FOUR YEARS.**

This is wrong on two fronts: (1) You can't trade in your degree for another one if you didn't go to the best college for you the first time. Your college is with you for life. (2) Only about one in five students complete college in four years. In fact, only two out of five students complete college in six years. If you plan to be out of college in four years, learn what each college's four-year graduation rate is.

### **Myth #12**

#### **YOUR LIFE WILL BE RUINED IF YOU DON'T GET ADMITTED TO YOUR FIRST CHOICE COLLEGE.**

Thousands of students each year do not get admitted to their first choice college and most are happy, healthy individuals today. Yes, rejection is hard on your ego but you will not be alone. Additionally, the vast majority of students who settle for their second choice end up happy at that institution anyway. Remember, college admissions, especially at the more selective colleges has to be subjective. With thousands of applications and only a small staff, it is impossible to objectively assess each applicant. Some applications stand out. Some don't.

### **Myth #13**

#### **YOU ONLY HAVE TO TAKE THE MINIMUM COLLEGE PREP COURSES TO GET INTO COLLEGE.**

Technically, this is true. In reality it is not. The more mathematics, science and languages you take the better your chances are that you will get into a good four year college.

### **Myth #14**

#### **ONLY THE REALLY POOR RECEIVE FINANCIAL ASSISTANCE**

Financial aid is based on a government formula that assesses what each individual family can afford to pay. The determined amount is called the Expected Financial Contribution.

### **Myth #15**

#### **ONLY THE RICH CAN AFFORD A PRIVATE COLLEGE**

At most private colleges more than six of ten students receive some kind of financial assistance. Your family's expected financial contribution does not change whether you consider a private or public college.

### **Myth #16**

#### **YOU WON'T QUALIFY FOR FINANCIAL AID IF YOUR PARENTS OWN THEIR HOME**

While your parents' assets, including the equity in their home are considered in the evaluation for financial aid eligibility, the value of the house rarely is enough to disqualify anyone. The federal government's financial aid formula (administered through the FAFSA) help determine what each family can really be expected to pay. It is not a way to separate a family from all their worldly goods.

### **Myth #17**

#### **IF I APPLY FOR FINANCIAL AID, I AM LESS LIKELY TO BE ADMITTED TO A PRIVATE COLLEGE**

Private colleges generally have a "need blind policy." You will be admitted or denied admission regardless of your need for financial aid. In fact, the admissions office often does not know that you have applied for financial assistance. That is why three of four students at many private colleges receive some kind of financial aid.

### **Myth #18**

#### **ONLY THE VERY BEST STUDENTS RECEIVE FINANCIAL AID FROM COLLEGES**

If you are admitted and have financial need, colleges generally want to make it possible for you to attend. In fact, the greatest proportion of financial assistance at a private college tends to go to students in the middle class. High ability students or students with special talents may receive "merit-based scholarships."

### **Myth #19**

#### **THE COLLEGE DETERMINES THE FAMILY CONTRIBUTION**

A standardized, computerized program based on the FAFSA, the federal government's financial aid form, determines your family contribution. Your expected family contribution will not change regardless of the college you choose. The individual college does determine how much of their own money they will use to make it possible for you to attend.

### **Myth #20**

#### **PUBLIC INSTITUTIONS OFFER MORE FINANCIAL AID THAN PRIVATE COLLEGES**

Public colleges and universities offer very little of their own resources for financial assistance. As the name suggests public institutions are subsidized by their respective state which allows them to charge less. However, state institutions are also more likely to offer only loans to students who do not have a high need.

### **Myth #21**

#### **IF A COLLEGE REALLY WANTS YOU IT WILL GIVE YOU FINANCIAL AID**

Financial Aid is determined by the financial aid assessment programs (FAFSA) and regulated by the federal government. Your expected family contribution does not change from college to college. Legally, a college may not give you more than you need unless it is a merit-based scholarship. Additionally, they can't give you financial aid if you do not qualify under the guidelines unless it is a merit-based scholarship.

### **Myth #22**

#### **YOU CAN'T TRUST THE COLLEGE ABOUT FINANCIAL AID.**

Financial aid is not a "you versus me" business. The job of a university's financial aid officer is to make it possible for all admitted students to attend their college. They also must stay within the federal guidelines. Anytime you have a question about financial aid, call the financial aid officer at the colleges you are considering. They are eager to help.

# **Applying for Scholarships**

You have probably heard people say that there are “millions of scholarship dollars that go unclaimed each year.” You have probably also talked to parents who have told you that their son or daughter was an outstanding student and could not get a scholarship. Both are true.

The fact is, there are thousands of scholarships; however, most of these scholarships have very specific eligibility criteria such as a student be in the top 5% of his/her class and have an ACT of at least 28, or a student must have great leadership skills, a specific major, etc.

When it comes to academic scholarships, students generally must have an outstanding average (90% or better) high test scores (28+ ACT or 1200+ SAT), excellent recommendations and be involved in extracurricular and/or community activities. To receive an athletic or talent scholarship, a student must truly be outstanding. Finding and applying for scholarships takes time, energy and persistence.

Keep the following in mind when applying for scholarships:

1. Start early. Begin looking into possibilities during your son or daughter’s junior year. Apply for awards posted each month in the Counselor Center Newsletter. Search the internet through the Counseling Center website. Be ready to locate and complete applications in the junior and senior year.
2. Larger scholarships are often awarded by the college once the student gets accepted. This may be part of the Financial Aid package. *Contact the college financial aid office directly to get specific information.*
3. Apply for local scholarships. These are generally for smaller amounts (i.e. \$100 - \$1,000). The Counseling Center newsletter lists many awards each month available for our students to apply to.
4. Pay close attention to deadlines. Late applications for scholarships will not be accepted.
5. Network. Tell everyone that you are looking for scholarships. Check for scholarship opportunities at work, your church and any organizations which you belong to.
6. The Counseling Center has many resources available including books, the newsletter and our website.
7. Be organized and plan ahead. Make sure to give teachers and counselors plenty of time to prepare letters of recommendations and transcripts that may be needed.
8. Make copies of everything before you hand it in!

# **Financial Aid**

## **What is financial Aid?**

Financial aid is money to help pay for college. This money can be used for educational expenses (tuition, fees, and books) as well as for other expenses (food, housing, transportation).

## **Can we get financial aid if my child doesn't want to go to a four-year college?**

Yes. Money is available for vocational/trade schools as well as for two-year community or junior colleges.

## **Do you have to be poor to get financial aid?**

No, you don't have to be poor to get financial aid, but you must show that you need money. Need is the difference between what it costs to attend college and what your family can afford to pay.

## **How can I get money for my child's education?**

Your child's counselor can help you apply for money for college when he or she is a senior in high school.

**College Cost – Resources = Need**



**Parent income and assets**

**Student contribution**

**Contributed amounts**

# **Assessing student Need for Financial Aid**

*Source: National Association for College Admission Counseling*

Most financial aid is awarded because the student has a mathematically determined need for it, and the amount of the aid is limited to the student's calculated need. As costs go up, the student's need also rises, but the parent resources often remain the same. Simply stated, a student's need is determined as difference between the cost of attending school and the family's financial resources.

Family resources include:

- The amount the student's parents should or will be asked to pay from their income and assets.
- The amount the student can contribute from earnings, plus savings.
- Any gift amount, such as a scholarship, that the student does not have to repay.

In all instances, the student and parents are responsible for paying what they can. Financial Aid is intended to supplement such efforts, not substitute for them.



# **Financial Aid for Colleges**

## **Financial Aid might come from many sources:**

1. Government (File Free Application for Federal Student Aid) (FAFSA)
  - a. Tuition Assistance Plan (TAP) in New York
  - b. Loans
  - c. ROTC
  - d. Pell Grant
  
2. Your College (check to see if your college requires the CSS Profile in addition to the FAFSA)
  - a. Scholarships
  - b. Loans
  - c. Work-Study Jobs
  - d. Academic Scholarships
  - e. Special Talent
  
3. Outside Agency or Program
  - a. National Merit Scholarship
  - b. Check Counseling Center Monthly Newsletter for private scholarships.
  - c. Check financial aid books in the Counseling Center
  - d. Check with clubs, churches, industry, unions, etc.
  - e. Bank loans
  - f. On-line Scholarship Websites

## **Time Table of Financial Aid**

- Take the PSAT in October of grade 11. This may qualify you for the National Merit Scholarship Program.
- Attend a Financial Aid Session in January.
- File Financial Aid forms FAFSA & CSS Profile by the end of January-beginning of February of the senior year. This may qualify you for the Pell Grant, College Work-Study Programs, TAP, College Merit Scholarships, Supplemental Educational Opportunity Grants (SEOG), and all college-based financial opportunities.
- File the Tuition Assistance Program (TAP) application for State aid according to the directions of your college
- Throughout senior year, students and parents should seek additional sources of financial aid. Eligibility for these scholarships varies. Ask your union, your lodge, your church, and check the Counseling Center Newsletter, the Internet and reference books on scholarships available in the Counseling Center.
- Stafford loans are generally based upon the Financial Aid application (FAFSA) and terms vary with need.
- Research the best interest rates and terms from banks and credit unions for private loans.
- Seniors will be sent a Financial Aid Award letter from each college in March or April with a complete breakdown of cost of attendance and financial aid from the college and government.

# **Ten Ways High School Prepares You For the World of Work**

*From the College Board*

The first day you pack a briefcase and head off to a professional job interview may seem far away, but the time to build strong skills and valuable habits is now. High school is full of opportunities to develop the qualities most important to employers.

## **Writing Skills**

If you dread essays and other writing assignments, consider this: in a recent survey of employers, communication topped the list of skills they look for most. By doing your best on every research paper and lab report you write, you're preparing yourself for a career.

Health professionals keep patient charts, researchers and artists depend on the money they collect by writing grant applications, software engineers write technical specifications, and nearly everyone writes email to people inside and outside their organization. And before you even get a chance to interview, you'll need to represent yourself in cover letters and resumes.

## **Speaking Skills**

Next time you're assigned a class presentation, think twice before dismissing it as an unimportant part of your education. Employers look for speaking skills in job applicants and it's never too soon to practice good eye contact and other public speaking techniques.

## **Teamwork Skills**

How many times a week does your class break into small groups to work together? You practice voicing your opinions, listening and responding to others, and reaching compromises. By the time you leave high school, you can be an expert in teamwork, an increasingly important skill in today's workplace.

## **Problem Solving Skills**

Problem Solving goes far beyond your algebra textbook. Every school assignment is an opportunity to weigh all possible solutions carefully and select one you think best. As a working professional, you'll keep solving problems.

## **Initiative**

Every time you raise your hand in class, every time you choose your own research topic, every time you interpret a piece of literature, you take initiative. And employers value professionals who come up with new ideas and chart their own course through projects.

## **Cool under Pressure**

Who hasn't made the argument that testing isn't a real-life situation? It's not like your future boss is going to ask you to translate a Spanish passage without a dictionary in under twenty minutes. But try thinking of the pressure of testing as practice for the work environment situations. You could someday find yourself meeting tight deadlines, speaking with irate customers or handling dangerous chemicals.

## **Attention to Detail**

When you double check your calculations for a math problem, make sure you are using the correct homonym in an essay, or cite sources carefully in a research paper, you are paying attention to detail. That habit will come in handy in any workplace, whether you maintain a database, keep a log of the hours you spend with clients, or simply write emails.

## **Time Management**

How many classes do you attend each day? How many homework assignments do you tackle each night? And what about sports practice, play, rehearsal, and other extracurriculars? You have the chance to be a real pro when it comes to juggling the many demands on your time – and that's a good thing since most jobs require multitasking.

## **Honesty**

Employers need to know that they can trust you with everything from credit cards to trade secrets. But how can you work at honesty? Every day that you do your homework and resist the temptation to cheat on exams. This is integrity.

## **Love of Learning**

Last, but not least, a love of learning will see you through the initial weeks of a new job. It will also serve you well as you advance at work, take on new projects, build expertise, and branch into new areas of interest. While your grandparents may have worked for the same company their entire lives, today's workforce is mobile, with most people changing careers, not just jobs, throughout their lifetime.

## **10 Key Qualities**

Writing skills

Speaking skills

Teamwork skills

Problems solving skills

Initiative

Cool Under Pressure

Attention to Detail

Time Management

Honest

Love of Learning

# **Resume Writing For Work**

The resume is a way to let colleges or prospective employers know your potential for success with them. It is your opportunity to provide information on your past experiences and what you hope to accomplish in the future. This guide is aimed at assisting you in organizing your resume to best market your strengths and abilities.

## **Getting Started**

Assessing your values, skills and interests is an important part of this process. Focus on what you like to do and do well. Know your assets and how they will benefit an employer.

Make lists of your work experiences, educational background, extra-curricular activities, volunteer work and military experiences. After these lists are completed, note the specific responsibilities and accomplishments related to each. These will aid you in forming ideas for your resume. Remember: all of this material may not be included in your resume. This process will assist you in analyzing your strengths and gaining an understanding that you are a versatile and capable person.

# RESUME INPUT FORM

Use this as a guide for creating (writing) your own resume. You can be as elaborate or as succinct as possible.

Name: \_\_\_\_\_

**Home Address:**

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**School Address (if you're living here)**

School \_\_\_\_\_

Street \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**JOB OBJECTIVES:**

(What kind of work you'd like to do)

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**EDUCATION:**

Date Attended  
Area

School

Diploma or Certificate

Subject

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**CAPABILITIES:**

(Describe what you can do here)

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**ACCOMPLISHMENTS:**

(Things that you've done that relate to your target)

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**WORK EXPERIENCE:**

Period Employed

Activity

Employer

Title

---

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**ACTIVITIES AND INTERESTS:**

(List interests that relate to your job objective)

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## Sample Job Application

**3992 ROUTE 2  
TROY, NEW YORK 12180**

### Application for Employment (Non-Instructional)

Instructions: This application must be completed in full, even if you include a resume. Conditions of employment are stated at the end of this form. Please read carefully before you sign the application.

<i>Positions for Which You Are Applying (Check all that are applicable)</i>	
<i>Food Service Worker</i> <input type="checkbox"/>	<i>Full Time</i> <input type="checkbox"/>
<i>Cafeteria Monitor</i> <input type="checkbox"/>	<i>Substitute</i> <input type="checkbox"/>
<i>Custodial Worker</i> <input type="checkbox"/>	<i>Both</i> <input type="checkbox"/>
<i>School Bus Attendant</i> <input type="checkbox"/>	
<i>Office Worker</i> <input type="checkbox"/>	
<i>Other (please specify):</i> _____ _____	

Brunswick Central School District will consider applicants for employment without regard to age, race, creed, color, national origin, sex, sexual orientation, disability, military status, genetic predisposition or carrier status, or marital status, or any other legally protected status.

<i>Personal Information</i>			
<i>First Name</i>	<i>Last Name</i>	<i>Middle Initial</i>	<i>Social Security Number</i>
<i>Present Address</i>			<i>Home Telephone Number</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Length of residency in Rensselaer County?</i>

*Are you legally eligible to be employed in the United States?*  YES  NO  
 (Proof of identity and eligibility will be required upon employment)

*Are you over the age of 18 years?*  YES  NO  
 (If No, you will be asked to provide authorization to work)

*Have you been convicted of a felony or misdemeanor?*  YES  NO  
 (If yes, please provide an explanation of the circumstances surrounding the conviction. A conviction will not necessarily result in denial of employment)

Have you ever worked for the Brunswick (Brittonkill) School District before?  YES  NO

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

**Education**

Do you have a High School diploma or GED?  Yes  No

	<i>Name and location of School</i>	<i>No. of Years Completed</i>	<i>Major/Minor</i>	<i>Diploma or Degree</i>
<i>College</i>				
<i>Graduate School</i>				
<i>Vocational or Trade School</i>				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? If Yes, please describe:

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List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service that you would like considered in connection with your application for employment:

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**Employment History**

Start with your present or most recent position (attach additional sheet if necessary).

<i>Name of Employer</i>	<i>Telephone Number</i>
<i>Address</i>	<i>Supervisors Name and Title</i>
<i>City</i> <i>State</i> <i>Zip Code</i>	<i>Dates of employment</i> <i>From</i> <i>To</i>
<i>Position Held</i>	<i>Salary or rate of pay</i>

<i>Reason for leaving</i>	<i>May we contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------	--

<i>Name of Employer</i>	<i>Telephone Number</i>
<i>Address</i>	<i>Supervisors Name and Title</i>
<i>City</i> <i>State</i> <i>Zip Code</i>	<i>Dates of employment</i> <i>From</i> <i>To</i>
<i>Position Held</i>	<i>Salary or rate of pay</i>
<i>Reason for leaving</i>	<i>May we contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Name of Employer</i>	<i>Telephone Number</i>
<i>Address</i>	<i>Supervisors Name and Title</i>
<i>City</i> <i>State</i> <i>Zip Code</i>	<i>Dates of employment</i> <i>From</i> <i>To</i>
<i>Position Held</i>	<i>Salary or rate of pay</i>
<i>Reason for leaving</i>	<i>May we contact this employer?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO

<i>References</i>
-------------------

*Please list three references (Please ensure addresses are complete and accurate)*

<i>Name</i>	<i>Occupation/Title</i>
<i>Address</i>	<i>Telephone Number</i>
<i>City</i> <i>State</i> <i>Zip Code</i>	<i>Relationship</i>

<i>Name</i>	<i>Occupation/Title</i>
<i>Address</i>	<i>Telephone Number</i>
<i>City</i> <i>State</i> <i>Zip Code</i>	<i>Relationship</i>



<i>Name</i>			<i>Occupation/Title</i>
<i>Address</i>			<i>Telephone Number</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Relationship</i>

*I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation. If hired, I agree to abide by all the district's rules and regulations. I further understand that no representation, whether oral or written by any representative or agent of the district, at any time, can constitute a contract of employment.*

*I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me:*

*Applicants Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# **Cover Letters For Job Interviews**

Always enclose a cover letter when you mail out a resume to a potential employer. Your major purpose is to interest an employer hiring you. The first step is to get him or her to read your resume. So keep these facts in mind when writing your cover letter.

Address your letter to a specific person by name when possible and indicate how you can make a contribution to the employer.

Be sure to refer to your resume. It gives the facts.

Use simple, direct language, correct grammar and, of course, type neatly on standard size paper.

Let your letter reflect your individuality, but avoid appearing aggressive, overbearing, familiar, "cute", or "humorous". You are writing to a stranger about a subject that is serious to both of you.

Keep a copy of every cover letter and resume you send out in your job file.

## **Sample Cover Letter**

June 30, 2011

Mr. Frank Thomas  
Auto Zone Center Rt. 2  
Troy, NY 12182

Dear Mr. Thomas,

I am a recent Tamarac High School graduate having completed two years of Automotive Technology at the Questar III Program.

I am very interested in auto mechanics and feel I could make a valuable contribution to your company.

I would appreciate it if you would read my attached resume. I am available to interview at your convenience. My contact information is below:

Thank you for your time.

Sincerely,

Susan A. Parks  
Avenue A  
Troy, NY 12180  
(518) 279-1000

# Points to Consider in a Job Interview

**Purpose:** To show yourself to your best advantage at the time of the interview.

**Do's and Don'ts** Dress appropriately for the interview. Make sure your clothes are clean and neat.

Be on time (not too early and certainly not late). Take along a small notebook to make notes. Don't smoke or chew gum. Go alone--don't take friends along.

Fill out the employment application as neatly, legibly and as accurately as possible.

Have a short resume to attach to the job application.

Bring your social security number, diploma, and/or working papers.

Ask the interviewer's name--and remember it.

When speaking to the interviewer, be sure to make--and keep--eye contact.

Don't slouch when standing or sitting.

Learn all you can about the company prior to the interview.

Speak clearly in a pleasant voice.

Don't be argumentative.

Avoid criticizing former employers.

Answer questions that are asked as completely and as truthfully as possible.

If you don't understand something, ask!

After the interview is over, thank the interviewer for his or her time, and ask when you can expect to hear about the outcome of your interview.

Send a short letter of appreciation or a thank-you note to the person who interviewed you.

If you are not contacted after two or three days, call to find out if the job was filled. If you were not chosen, ask why (in a nice way, of course).

Practice a "mock interview" with a friend, teacher or counselor. Practice!

# **Questions You'll Probably Be Asked In An Interview**

1. Why are you applying for this job?
2. What experience do you have in this field?
3. How would your teacher/last boss describe you?
4. How do you spend your spare time?
5. What courses did you like least, the best, and why?
6. What do you know about our company?

# **Questions to Ask During an Interview**

1. What is required to do this job well?
2. What is the next step above this position?
3. Is there in-house training here?
4. Do raises depend on job performance?
5. Is travel involved?
6. What tools/instruments/equipment will I be using in this position?

## **Sample Post Interview Letter**

December 5, 2011

Mr. Frank Trainer  
Continental Electric Company  
401 Wall Avenue  
Grove, Missouri 65662

Dear Mr. Trainer:

Thank you for taking the time to interview me last week. After meeting you and seeing the office, I am even more excited about working in your company.

I forgot to mention in the interview that I can easily pick up skills on the computer. When I worked for Good Temporary Services, I had to learn new and different computers and word processing packages with each job. I am sure I will be able to work with your system, too.

Yours sincerely,

Your Name

1224 Main Street  
Anywhere, Missouri 65807

# **The Military as a Career**

Men and women have entered the armed services throughout history. The reasons they have given for entering military service include "the search for adventure," patriotism, education and training, future promotion possibilities, travel and others. Regardless of your motivation for military service the local military recruiters are your best source of information. They can provide you with benefits that range from pay, education, scholarships, etc. Military service is also available to men and women on a part-time basis through membership in the National Guard or Reserves. Again, recruiters are your best resource for further information.

Entry into the military, and particularly into the armed services, generally includes the ASVAB (Armed Services Vocational Aptitude Battery). The results of this test are used to predict success in military service schools. The ASVAB is offered, free of charge, at any military recruiter's office.

Students interested in ROTC (Reserve Officer's Training Corps) scholarships and/or attendance at one of the military academies need to discuss their interests with their counselor during the first semester of their junior year.

The Counseling Center maintains current literature on the various military services.

# **What Terms Do I Need to Understand?**

## **A.A.:**

An "Associate of Arts" degree.

## **A.S.:**

An "Associate of Science" degree.

## **A.A.S.:**

An "Associate of Applied Science" degree.

## **ACT:**

This is a test published by American College Testing. It measures a student's aptitude in English, mathematics, reading, and science reasoning. There is also a writing section. Most students take the ACT and/or the SAT during their junior or senior year of high school

## **Advanced Placement Tests (AP):**

This is a test given to high school students after they have completed certain AP courses. Colleges may give advanced standing and/or college credit for these courses depending upon the grade earned on the exam.

## **B.A. or B.S.:**

B.A. stands for "Bachelor of Arts," and B.S. stands for "Bachelor of Science." Both degrees can be earned at four-year colleges.

## **Cooperative Education (Co-op) Program:**

A program integrating classroom study and work experience available at some colleges.

## **Cost of Education:**

Generally, this includes the college tuition and fees as well as cost of room and board, books and supplies, and transportation expenses.

## **Direct PLUS Loans:**

Parents of dependant students may apply for a Direct Plus Loan to help pay for education expenses.

## **Direct Stafford Loans:**

These are student loans offered by the U.S. Department of Education. There are two types of Stafford Loans. Direct Subsidized loans and Direct Unsubsidized loans.

## **Early Action:**

Students apply early in November, are notified of acceptance early, but are not obligated to attend that college. Non-Binding.

**Early Decision:**

Candidates can apply in November and learn the college's decision a month or so after the deadline. This is a binding program. Students are expected to enroll at the college if accepted.

**Expected Family Contribution (EFC):**

An amount, determined by a formula that is specified by federal law, that indicates how much of a family's financial resources should be available to help pay for college. Factors such as taxable and non-taxable income, assets (such as savings and checking accounts), and benefits (for example, unemployment or Social Security) are all considered in this calculation. The EFC is used in determining eligibility for Federal need-based financial aid.

**Fees:**

These are charges that cover costs not associated with the student's course load, such as costs of some athletic activities, clubs, and special events.

**Financial Aid:**

Financial aid in this handbook refers to money available from various sources to help students pay for college. Financial Aid Package: The total amount of financial aid a student receives. Federal and non-Federal aid such as grants, loans, or work-study are combined in a "package" to help meet the student's need. Using available resources to give each student the best possible package of aid is one of the major responsibilities of a school's financial aid administrator.

**Financial Aid Award Letter:**

This is a document issued by the college financial aid office to the student that indicates the type, amount and disbursement dates of the funds awarded from the various financial aid programs and the conditions which govern the award.

**Financial Need:**

In the context of student financial aid, financial need is equal to the cost of education (estimated costs for college attendance and basic living expenses) minus the expected family contribution (the amount a student's family is expected to pay, which varies according to the family's financial resources).

**General Educational Development (GED) Diploma:**

The certificate students receive if they have passed a high school equivalency test. Students who don't have a high school diploma but who have a GED will still qualify for Federal student aid.

**Grade Point Average (G.P.A.):**

A system used to evaluate academic performance. The most frequently used system of numerical values for grades in college is A=4 B=3 C=2 D=1 and F=0. The G.P.A. is reached by multiplying the number of credits given for a course by the grade received in the course.

**Grant:**

A grant is a sum of money given to a student for the purpose of paying at least part of the cost of college. A grant does not have to be repaid.

**Loan:**

A loan is a type of financial aid that is available to students and to the parents of students. An education loan must be repaid. In many cases, however, payments do not begin until the student finishes school.

**Merit-based Financial Aid:**

This kind of financial aid is given to students who meet requirements not related to financial needs. Most merit-based aid is awarded on the basis of academic performance or potential and is given in the form of scholarships or grants.

**National College Athletic Association (NCAA):**

An athletic governing body to which approximately 800 colleges and universities belong. Each school chooses a general division 1, 2, or 3 and is required to follow the policies regarding recruitment and scholarship awards that have been established for that division.

**Need-based Financial Aid:**

This kind of financial aid is given to students who are determined to be in financial need of assistance based on their income and assets and their families' income and assets, as well as some other factors.

**Need Analysis:**

The process used to evaluate an applicant's financial situation to determine how much student aid he or she needs to help meet post-secondary educational expenses.

**Open Admissions:**

This term means that a college admits most or all students who apply to the school. At some colleges it means that anyone who has a high school diploma or a GED can enroll. At other schools it means that anyone over 18 can enroll. "Open admissions," therefore, can mean slightly different things at different schools.

**Pell Grants:**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are need based and are considered to be the foundation of federal financial aid.

**Perkins Loans:**

This is a Federal financial aid program that consists of low-interest loans for undergraduates and graduate students with exceptional financial need. Loans are awarded by the school.



**Post-secondary:**

This term means "after high school" and refers to all programs for high school graduates, including programs at two-and-four-year colleges and vocational and technical schools.

**Proprietary Schools:**

This term describes for-profit businesses which provide education and training.

**PSAT/NMSQT:**

This Preliminary SAT/ National Merit Scholarship Qualifying Test is a program sponsored by the College Board and provides first hand practice for the SAT. The PSAT is usually administered to eleventh grade students. Although colleges do not necessarily see a student's PSAT/NMSQT score, a student who does very well on this test and who meets many other academic performance criteria may qualify for the National Merit Scholarship Program.

**Regular Decision:**

Most colleges have an early winter application deadline (January 1 or 15); they generally notify candidates between March 1 and April 15. Students then have until May 1, the National College Reply date to respond to the colleges.

**Rolling Admission:**

Student applications are processed once complete and notification follows within a short time period.

**ROTC:**

This stands for Reserve Officers Training Corps program, which is a scholarship program wherein the military covers the cost of tuition, fees and textbooks and also provides a monthly allowance. Scholarship recipients participate in summer training while in college and fulfill a service commitment after college.

**SAT:**

The SAT reasoning test, developed by the College Board, is used as a tool to measure and predict success in college. It tests areas of Critical Reading, Math and Writing. Most students take the SAT during the spring of Junior year and fall of Senior year in High School.

**SAT Subject Test:**

SAT Subject Tests are one hour exams offered in many areas of study including English, mathematics, many sciences, history, and foreign languages. These exams are required by a small percentage of colleges.

**Scholarship:**

A scholarship is a sum of money given to a student for the purposes of paying at least part of the cost of college. Scholarships can be awarded to students based on students' academic achievements or on many other factors.

**SEOG (Supplemental Educational Opportunity Grant):**

This is a Federal award that helps undergraduates with exceptional financial need, and is awarded by the school. The SEOG does not have to be paid back.

**Transcript:**

This is a cumulative list of all the courses and exams a student has taken with the grades the student has earned. A college will require a student to submit their official high school transcript during the application process.

**Tuition:**

This is the amount of money that colleges charge for classroom and other instruction and use of facilities. Tuition can range from a few thousand dollars per year to more than \$50,000.

# **Resource Materials in the Counseling Center**

## **The College Handbook:**

Published by the College Board, this reference book provides factual information and phone numbers on colleges listed by state. Contains information on 2 and 4-year colleges.

## **Petersons Guide to Four Year Colleges/Two Year Colleges:**

Reference book which provides factual information on colleges by state. There is a separate Volume for 2 and 4-year colleges.

## **Index of Majors and Graduate Degrees:**

Provides names of colleges by state, categorized by academic major. Students can research Colleges offering specific majors.

## **College Catalogues:**

Alphabetized by college name. These are published by the colleges themselves and offer a wealth of information regarding all aspects of the college.

## **Computer Resources:**

Many Internet resources are bookmarked by category on the website. The Counseling Center website is an important resource for HS students and their parents.

<http://www.brittonkill.k12.ny.us/Maloneyweb/index.htm>

## **The Counseling Center Newsletter:**

This is a monthly publication which goes out to all juniors and seniors in their homerooms. The newsletter highlights many important deadlines and provides information that should be carefully reviewed each month. All college representatives who are visiting the Counseling Center will be listed. All scholarship information and application details that are received will be published each month. This is a very important, time sensitive document and should be read each month when received. This is also published on our website.

## **Your School Counselor!**

Your Counselor is an excellent source of information for you regarding college and the admissions process. She can also help you to assess your abilities as they relate to your career interests.