

Planning for Your Future



A Guidance Workshop For Sophomores and Their Parents

Presented by the Guidance Department

Algonquin Regional High School

<https://www.nsboro.k12.ma.us/arhs>

Sophomore/ Junior Timeline



February

Attend the “Planning for Your Future” Workshop the week of Feb. 25th.
Explore your interests based on your Naviance reports.

March

Encourage your parents to attend the Parent Workshop on Friday, March 1st at 7:30 a.m.
Course Selection begins Monday, March 4th.
Review your course selection options with your teachers and parents.
Schedule an appointment with your guidance counselor if you have questions about courses.
Complete your Course Selections in IPASS by Friday, March 15th!
Take the MCAS (ELA).
Override forms are due to Guidance by Friday, March 15th!

Spring

Attend the Guidance Workshop the week of April 8th.
Continue to explore Naviance, Career Exploration/Planning.
Take the MCAS in Math (May).
Plan something fun and/or meaningful for the summer (work, volunteer, or class).

Summer

Relax, have some fun.
Get a job, go to a camp, and/or volunteer.
Update your resume.

Fall 2019

Register for the PSAT in early September.
Stay involved with your extracurricular activities.
Take the PSAT on Saturday, October 19th.
PSAT results will be released before December break.

January 2020

Start post-secondary planning by attending your junior workshops.

Academics



Grade Point Average = GPA

- GPA is the average of your final grades for all of your courses.
- ARHS uses a “weighted” GPA scale based on the level of classes you take.
- Your GPA is out of a 5.5.
- The better your grades = the higher your GPA!
- The chart below depicts how classes are weighted.

Grade	% Equivalent	AP	Honors	College Prep
A	93-100	5.5	5.0	4.0
A-	90-92	5.3	4.7	3.7
B+	87-89	5.0	4.3	3.3
B	83-86	4.7	4.0	3.0
B-	80-82	4.3	3.7	2.7
C+	77-79	4.0	3.3	2.3
C	73-76	3.7	3.0	2.0
C-	70-72	3.3	2.7	1.7
D+	67-69	3.0	2.3	1.3
D	60-66	2.7	2.0	1.0
F	0-59	0	0	0

Exemptions

- Exemptions were created to encourage students to try electives without concern for their GPA.
- Students have the option to exempt a non-required course from their GPA by completing the 2019-2020 Course Exemption Google form.
- Students can exempt 2 semester courses or 1 full year course each year.
- Course exemptions must be done at the time of course selection.
- Any courses that are exempted will still appear on the transcript along with the grade.
- Colleges may recalculate an exempted course back into a student’s GPA.

Course Selection

Graduation Requirements	Years	Credits
English	4	20
Social Studies: US History I, US History II, World History II	3	15
Science (Lab): Biology, Chemistry, Physics	3	15
Mathematics	3	15
Computer Essentials (9)	1 semester	2.5
Fine/Applied Art	1 semester	2.5
Physical Education: Health & Fitness (grade 9, 10, 11, 12)	1 semester a yr	10
Economics (or Financial Literacy) (10, 11 or 12)	1 semester	2.5
Electives	--	27.5
Minimum Credits Needed for Graduation	110	110

Important factors to consider:

- World language is not an ARHS graduation requirement, but...
- Most colleges require a minimum of 2 years taken at the high school level (same language).
- More competitive colleges prefer 3-4 years of the same language.
- Massachusetts state universities and colleges **require** 4 years of mathematics for admission.
- Colleges want students to enroll in the core academics all four years of high school.
- Colleges value your passion in the arts and music; students are encouraged to enroll in electives.

Online course selection requirements:

- Teachers will recommend you for next year's courses through IPASS.
- Double check the graduation requirements to ensure you're on track to meet them.
- Include 3-4 elective courses in your IPASS course selections. Teachers in English, social studies, science, math and world language will recommend you for the elective courses in their department. Students can select electives from the Fine and Performing Arts and Applied Arts departments.
- Include alternative electives in IPASS in case your chosen elective is unavailable.
- Be sure to approve all courses you wish to enroll in through IPASS by checking the appropriate box.
- **Course selections should be completed in IPASS by March 15th.**

Overrides:

We strongly encourage students to heed the advice of their teachers, however if you disagree with your teachers' recommendations, you may follow the override process:

- Parents initiate a conversation with the teacher regarding the recommendation.
- If pursuing an override, students should pick up the override contract from their teacher.
- Students then fill out the contract and obtain parent signatures.
- **Override forms are due to Department Chairs by March 15th. Approval emails will be sent no later than March 22nd. Late overrides will not be accepted.**



ARHS offers three levels of courses:

CP: College Preparatory

College Preparatory courses will prepare you well for post secondary education and give you thousands of great college and universities to choose from. These courses are taken by the majority of four-year college bound students.

H: Honors

Honors courses include material presented at an accelerated and more intensive pace than the College Preparatory courses. These courses require advanced reading, writing, verbal, conceptual, mathematical, and study abilities, as well as extensive outside preparation. Only self-directed students should enroll in these courses and must accept the responsibilities to meet the demands.

AP: Advanced Placement

Advanced Placement courses are designed to give students college level curriculum and exams while they are still in high school. The curriculum for AP courses is standardized by the College Board and challenges students to the highest degree. AP courses require a current teacher's recommendation and possibly a department chair's recommendation.

Tips on selecting the appropriate course level:

- Think about “what is appropriate for me?” rather than “what might look good to a college?”
- If you're earning A's in a College Preparatory class, talk with your teacher about enrolling in an honors level course.
- If you're struggling in an honors level course, consider whether or not it's the appropriate placement for you. Talk with your teacher, parents and counselor.

One of the most common questions we get as guidance counselors is:

“How many AP courses do I need to take in order to get into a good college?”

The answer is:

“As many as is appropriate for you” (it's different for everyone; many students do not take any AP courses in high school).

Myth:

Junior year is the most important year of your high school career.

Fact:

Challenge yourself appropriately every year.



Standardized Testing

The PSAT is a standardized test that provides firsthand practice for the SAT. The PSAT/NMSQT Scholarship program is cosponsored by the College Board and the National Merit Scholarship Corporation (NMSC).

The PSAT measures:

- Critical reading and writing skills
- Math/problem solving skills

In order to be considered for NMSQT:

- Students must take the PSAT in their junior year.
- Earn a qualifying index score.
- Qualifying students are considered for scholarships.

We suggest juniors take the PSAT in October to prepare for standardized testing in the spring of their junior year. The PSAT is a Practice Test... there is no need for extra preparation.

Frequently Asked Questions about Testing:

Q. What tests do I need to take to get into college?

A. Many colleges require a standardized test which can be either the SAT or the ACT. Some colleges are test optional and do not require any standardized test.

Q. When should I take these tests?

A. You should plan on taking one SAT and one ACT in the **spring** of your junior year. More information about testing will be provided during junior workshops in January.


Q. What is an SAT Subject Test?

A. SAT Subject Tests are one-hour exams that test your ability in a particular subject. Only about 150 selective colleges either require or recommend the subject tests. If you're currently enrolled in AP US History, you might want to consider taking the subject test in June. Students can register online for Subject Tests through College Board: www.collegeboard.org.

Getting Started:

- Go to the ARHS website. Under Academics, click on Guidance.
- Click on the “Naviance” link found on the left-hand side.
- Click “I need to register” and then enter the Registration Code found on your activation card.
- When prompted to enter your email address, use the one you check most frequently (this will also be your username).

The Naviance Home Page

- *What’s New:* Always read over this page as it contains pertinent guidance news.
- *Email messages:* On the right side of the page click on  to see if you have any email messages from your counselor or Naviance.

“About Me” Tab

- My Account
 - General Information
 - Academic: Your weighted GPA is located at the bottom
 - Parents/Guardians: Check to make sure your parents’ email address is current

“About Me” Tab

- My Assessments
 - The **“Do What You Are”** is linked to the Myers-Briggs Personality Inventory.
 - This assessment helps students gain a better understanding of their personality type.
 - Develops a list of potential majors and careers for students to consider based on their interests and personality type.
 - The **“Career Interest Profiler”** is available for further career exploration.

The “Do What You Are” assessment will take about 30 minutes to complete.

Understanding Personality Type

“Do What You Are” is based on the Myers Briggs Type indicator. The assessment is based on preferences, the idea being that different people find certain ways of thinking or acting easier than others. There are four preference dichotomies used to define a person’s personality type.

These preferences answer the following questions:

Where do you prefer to direct your energy? How do you process information? How do you prefer to make decisions? How do you prefer to organize your life?

Extroverts

Draws energy from action and other people. Often acts quickly, sometimes without thinking. This type prefers to direct their energy to deal with people, things, situations, or the outer world. They often feel the need to talk things through. Key words: outgoing, talkative, sociable.

Sensing Types

Excellent powers of observation. This type prefers dealing with facts, what they already know, and like an established way of doing things. Key words: facts, details, data collection.

Thinking Types

Like analysis and putting things into logical order. This type makes decisions based on facts. Key words: rational, black and white, tough minded.

Judging Types

Plans and organizes to minimize the chance of the unexpected happening. Loves routine. This type tends to be consistent, reliable, and punctual. Keywords: scheduled, structured, organized.

Introverts

Draws energy from ideas, pictures, and memories that come from within. Prefers to reflect before acting. Are reserved, complex, and private. This type prefers to think things through. They get their energy from their “inner-selves.” Keywords: reflective, reserved.

Intuition

Big picture types. Usually this type has a big imagination. This type prefers to deal with ideas, and looking into the unknown. Keywords: brainstorming, big picture, theory.

Feeling Types

The ability to make decisions personally, based on shared values and relationships. This type has a genuine interest in how people feel. Keywords: compassionate, personal, warm.

Perceiving Types

Prefers to respond to life’s events rather than plan for them. Creative problem solvers, often resist structure. Are “it depends” people. Keywords: flexible, unscheduled, go with the flow.

What is a Resume?

A resume is a short, concise document that highlights information regarding your education, skills, experiences, accomplishments, and job-related interests. It is utilized for job searches as well as the college admissions process.



What is the Purpose of a Resume?

- It is a self-marketing tool
- It is a way to effectively communicate your strengths/skills in writing
- Convince prospective employers/admissions counselors to interview you based on your qualifications
- Create a professional image of yourself and establish your credibility
- Provide a sample of your written communication skills

What does a resume look like?

Resumes vary in their style but share some general guidelines. Resumes are generally one page in length until you've gained considerable work experience. They should always look professional—printed on standard resume paper with a font that is easily readable. Your resume should always be spell checked, free of typos.

A resume usually has several, standard sections which include the following:

- Name and contact information
- Objective or summary statement
- Education
- Work experience
- Skills

Name and contact information

- Use a larger font for your name; it has to stand out on the page
- Include your first and last name as well as your middle initial
- Include your home address, cell phone number, and email address

Objective or summary statement

- Briefly describe your objective; this means that you explain what type of position you're looking for and your employment goals
- A summary statement is another option; it's a snapshot of your qualifications

Education

- List your formal education here
- Start with your most recent school and end with your earliest schooling
- You do not have to go back beyond high school
- Include the year you graduated or the expected date of graduation

Experience:

- This includes **Work Experience**, **Volunteer Service**, and **Extracurricular Activities**
- List any activity where you learned a new skill
- Work experience can include a seasonal job, and/or internship
- Extracurricular activities can include clubs, school, and community organizations
- Order all activities in chronological order with the most recent at the top
- List the dates you participated in this activity
- Describe what you were responsible for or did, utilize action words when describing what you did for all types of experience

Skills:

- List any special skills you have such as technology knowledge/experience, foreign language

Naviance can assist you with the formatting of your resume

How to access the Naviance resume:

- Select the "About Me" tab
- Select "My Stuff: Resume"
- Build resume section
- Add/Update Section

Resume Tips

- Always proofread
- Keep your resume to one page
- Keep it simple and easy to read
- Always be truthful, never exaggerate or make anything up
- Use action words when describing your experience
- Update it regularly
- Utilize resume paper when printing hard copies
- **Always proofread**

Resume

Add/Update Sections Print/Export Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible. Please only include activities and honors from high school years.

Work Experience	Education
Cashier Wegman's, Northborough, MA January, 2017 - Present 10 hours/week Grades 10 Worked as a cashier and helped with stocking shelves.	Algonquin Regional High School, Northborough, MA 10th grade Invalid date - Present
Cashier Chipotle, Marlborough February, 2016 - January, 2017 10 hours/week Grades 10,11	

