

# **Educational/Career Planning Guide Calendar**

## **Sophomore**

This year students should begin to think about post-secondary schools that they might like to attend. They should look at some college brochures, attend the career fair, and participate in career exploration activities. It is not too soon to talk to representatives at college fairs. It is also the year for students to target the activities which they will concentrate on in high school, because colleges and employers look at students' depth of commitment to activities.

### **August - September**

- Review 4-year plan to insure it meets post secondary school requirements
- Improve your reading level by reading as much as possible
- Select the extracurricular activities to concentrate on
- Read and study test booklets before taking the PLAN or PSAT

### **October**

- Take the PLAN test on Wednesday, October 9, 2013 (all sophomores)
- Take the PSAT –October 16, 2013 (Juniors have the first opportunity and additional spots will be filled by those sophomores who sign up—there is a fee.)
- Attend the Career Fair at Rolla Technical Institute – October 30, 2013 (Students will be transported by bus from school)

### **November**

- Begin making plans about who you would like to Job Shadow in March. Think about your career goals.

### **December**

- Start preparation for semester finals
- Review 4 year plan of courses to make sure it ties in with education and career goals
- Get to know your counselor better

### **January**

- Get involved in different community service projects
- Finalize your Job Shadowing Plans.

## **February – May**

- Job Shadow Day— Tentative date is March 12, 2014
- Establish preliminary college/career goals
- Enroll in courses for 11<sup>th</sup> grade
- Apply for various summer educational opportunities
- Visit Rolla Technical Institute if interested in enrolling in programs for 11<sup>th</sup> and 12<sup>th</sup> Grade
- Prepare for any End of Course Assessments that apply to your schedule
- Study for semester tests

## **Summer**

- Choose work, travel or education programs that will enhance resume
- Participate in summer enrichment programs
- Continue following reading program
- Visit post-secondary schools

## **Opportunities for Sophomores**

Missouri Youth Leadership Seminar  
Sophomore Pilgrimage  
Missouri Scholar Academy

## **Post-Secondary Planning Activities**

**Missouri Career Planning System:** Available on the internet at  
<http://missouriconnections.org>

The students are also able to develop and maintain an Electronic Career Portfolio with their personal user names and password. The site offers occupational information resources for the student to access at school or home. The searchable database allows for individual career planning.

## Pre-College Exams

There are two major college entrance exams, the ACT and SAT. All Missouri public four-year colleges and most private four-year colleges require the ACT. Each of these companies also offers pre-college entrance exams – the PLAN and PSAT.

**PSAT** – Preliminary Scholastic Aptitude Test This test is given annually in October at OHS. Students who take this exam during their junior year may qualify for the National Merit Scholarship Program. Students who are interested in taking this exam during their sophomore year should see their guidance counselor.

**PLAN:** This exam is geared toward 10<sup>th</sup> grade students and is a prep test for the ACT as well as workplace readiness. All sophomores take the PLAN test. In addition to a career interest inventory, the PLAN test includes the following:

English	50 questions	30 minutes
Mathematics	50 questions	40 minutes
Reading	25 questions	20 minutes
Science	30 question	25 minutes

## Job Shadowing Program

Job Shadowing is often one of the first steps a student takes in defining a career goal. Students explore a variety of positions within the community by observing employees perform their duties at a job site. This is an actual on-the-job experience where a student is paired with a person who is in a career in which the student has shown interest. At student will shadow a professional ranging from a few hours to one full day.

All sophomore students will have the opportunity to job shadow in March as part of the English II curriculum. Students will be provided with more information prior to this activity.

## College Admission Standards

The recommended admission standards for Missouri four-year universities and colleges are listed within the College Prep Certificate (see the following page). In addition to the core course requirements, some students may be denied admission for low ACT score and/or low high school grade point average. Please note that colleges are looking at your course selections in high school. They want to know that you have prepared for college. A rigorous course schedule means more than a perfect 4.0 GPA. Please discuss any concerns you may have with your counselor.

# COLLEGE PREPARATORY STUDIES CERTIFICATE

## Effective Beginning Class of 2010

The Missouri State Board of Education awards the College Preparatory Studies Certificate to Missouri students who successfully complete a rigorous academic program in high school. This certificate was designed to recognize those students who not only exceed the state's minimum graduation requirements, but who also demonstrate a commitment to good school attendance.

To be eligible students must:

1. Complete a rigorous personal plan of study cooperatively developed by the school, the student and the student's parents. The personal plan of study should be developed around a career path or cluster and must include at least these units of credit.

*4	Credits English / Language Arts
*4	Credits Math -- Algebra I (Integrated I or Elements of Algebra) or above Algebra taken in 8 <sup>th</sup> grade may be counted
*3	Credits Science -- Biology I or above
*3	Credits Social Studies
1	Credit Fine Arts (vocal or instrumental music or art)
.5	<b>Personal Finance</b>
.5	<b>Health</b>
1	Credit Practical Arts (Business, Home Economics, Industrial Arts, Vocational Agriculture, RTI)
1	Credit Physical Education
3	Specified Core Electives (foreign language, and upper level courses in English, mathematics, social studies, science and fine arts)
4	<b>Credits Electives</b>
<hr/>	
<b>25</b>	<b>TOTAL UNITS OF CREDIT</b>

2. Earn at least a 3.0 grade point average on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science, and social studies.
3. Score above the prior year's national composite average mean on the American College Test (ACT). This criterion is revised annually to reflect the latest national averages from ACT.
4. **Maintain a 9-12 attendance rate of at least 95 percent.**
5. Complete a strong academic program, as specifically outlined in the section

The ACT test is given each year in September, October, December, February, April, and June. Students must register approximately one month in advance. Please see the counselors for information and registration packets or register online at [www.act.org](http://www.act.org)

# Types of Post-Secondary Institutions

## Four Year Colleges

There are more than 1,700 colleges in the US that offer programs leading to a bachelor of arts (BA) or a Bachelor of Science (BS) degree. Most have residential facilities on campus on campus, although some enroll predominantly commuter students. Several major types of schools are included in the four-year category.

**Liberal Arts Colleges** offer BA degree programs that combine a broad four-year education in the arts, humanities, social sciences, and sciences with a major in a subject or area such as political science, literature, math, or biology. A large proportion of these are private colleges with fewer than 5,000 students.

**Specialized Colleges** or schools offer BS degree programs with less emphasis on broad liberal arts education and more focus on preparation for a specific career –such as education, music, art, engineering, business, agriculture, or family consumer science.

**Universities** usually include a liberal arts college and several other specialized colleges, such as business, engineering, education, agriculture, law, or medicine. Each of these individual colleges may have its own set of entrance requirements for freshmen. In addition to bachelor's degree programs for undergraduate students, universities may offer graduate programs leading to the Master of Arts (MA) or Master of Science (MS) degree, or the doctor of philosophy degree (Ph.D.), or to other degrees such as law (LLD) or medicine (MD).

## Two-Year Colleges and Vocational/Technical Schools

### Two-Year Colleges

There about 1, 400 two-year colleges in the United States today, approximately three-fourths of them are public. The three major types of two-year institutions are (1) junior colleges, (2) community colleges, and (3) vocational/technical schools, colleges, or institutes.

Junior Colleges, which are generally the oldest two-year colleges, were originally established as transfer institutions that provided courses to parallel the freshman and sophomore offerings at four-year colleges and universities. Now, most two-year institutions are called community colleges. These public community-based colleges, which are often part of statewide college systems, provide educational services to meet the diverse needs of a mixed student population. As a result, community colleges are constantly working to expand the educational opportunities that they offer. Additionally, they help students make better educational choices by emphasizing personalized career guidance.

Students who attend two-year colleges may enroll in various kinds of programs:

- Associate degree and transfer programs for students who plan to continue study at a four-year college
- Career oriented programs (some awarding a certificate or associate degree) for students who are primarily concerned with finding employment after 6 months to two years of post-secondary education
- Noncredit courses (often referred to as lifelong learning or life enrichment) that are not part of a regular academic program

In many community colleges, liberal arts and vocational/technical programs exist side by side, with considerable interaction; in others, the programs operate independently. Programs with courses that must be taken in sequence usually require students to begin in the fall term, but other programs may have flexible entry policies.

Many students who begin their college education at a two-year college do so because it is convenient, economical, or academically beneficial. Two-year college tuition is generally lower (compared to four-year schools) and most students live at home. Students often find that a two-year college enables them to combine work with schooling. Approximately 60 percent of the students enrolled in two-year institutions are part-time students. Many colleges have programs that allow students to earn an associate degree or certificate while attending classes part-time. Students who have not done well academically in high school may enroll in a two-year college to sample the courses and determine the level or type of education that best suits their abilities and needs. Other students may choose the two-year college because they want concentrated training to prepare them for entry into technical and skilled occupations that do not require a four-year college education.

Because most of their students live at home and commute to school, many public two-year colleges do not have dormitories. However, campus life and activities at these colleges may be similar to campus life at residential four-year colleges.

### **Transferring**

Students who enroll at one college with the intention of transferring credits to another college should study the catalog and work with the admissions staff of the second college in order to understand clearly which courses meet its requirements for freshmen and sophomores. Four-year institutions may vary greatly, even within a given state, in the kind and amount of transfer credit they will accept from two-year colleges. Difficulties may also arise in transferring courses with grades of C or lower. For the student who intends to continue at a four-year college, the importance of verifying the transferability of courses –if possible before enrollment- cannot be overemphasized. Many colleges now have course conversion sites available on their web sites.

### **Vocational/Technical Schools**

Vocational/technical schools are similar to community colleges in that they offer career-oriented programs. Not all programs are two years in length. Programs may last a year, two semesters, one semester, etc.

Vocational/technical schools differ from community colleges in a number of important ways. In the past, unlike community colleges, vocational/technical schools did not always offer transfer programs or programs that parallel to those of four-year colleges. This has changed somewhat in recent years with the development of articulation agreements between institutions. Be sure to check with the various institutions about what programs will transfer and where they will transfer.

Most vocational/technical schools are concerned with the preparation of students for immediate employment. They are less likely than community colleges to include non-vocational or general subject matter in their career-related offerings. This may be an advantage or disadvantage depending on your goals and career plans. Training offered by a vocational/technical school is usually more detailed and may be of shorter duration than that offered by a community college, because the concentration is on strictly technical training. On the other hand, a community college may offer a more reasonable balance between breadth and specialization by including some general education courses in its career-related offerings.

Unlike community colleges, which usually maintain open door or modified open door admission policies, vocational/technical schools are sometimes relatively selective. One reason for this is that some vocational/technical schools offer programs that are highly specialized and not available at many other institutions. Thus, competition for places in some of these programs may be fairly intense. Be sure to apply early enough to be considered for programs that may have a limited number of openings.

## **Dual Credit Program**

Juniors and seniors at OHS, who have a good academic record, have the opportunity to enroll in dual credit courses through various colleges and universities. This allows students to earn college credit for college level work while still in high school. For the 2013-14 school year the following classes are being offered for dual credit: Chemistry, College Algebra, College Algebra/Trig, Calculus, Anatomy & Physiology, Journalism Staff, Advanced American History. Each year this list can vary based on the teacher's credentials and scheduling.

Requirements for participating students vary according to the various colleges. Some of the requirements include on or all of the following:

- Have a minimum 3.00 grade point average
- Recommendation from the school counselor
- Some classes require a minimum scores on a college placement exam for math and English
- Score at proficient or above on the EOC test

Students must pay fees directly to the college. Again the amount charged is different for each institution that offers the dual credit. These are the rates for the different colleges offering dual credit at OHS: East Central College-\$111.00 per credit hour approximately

Drury University-\$65.00 per credit hour approximately

UMSL-\$60.00 per credit hour approximately

The courses can also be taken for high school credit only. See your counselor for more information.

## **A+ Schools Program**

Beginning with the Class of 2002, Gasconade County R-2 High School graduates will be eligible for two years of free tuition, books, and common fees from any Missouri public community college, vocational school, or technical school. \* The State of Missouri Department of Elementary and Secondary Education has notified us that in the event of budget cuts in the 2002-2003 fiscal year, there is a possibility that a cap will be placed on textbooks for the graduating class of 2002. Upon being granted A+ Schools status, state funds will be available, and students will be entitled to receive financial reimbursement if they have met the following requirements:

- ❖ Attend a designated A+ school for three consecutive years
- ❖ **Score Advanced or Proficient on the Algebra 1 End-of Course Exam**
- ❖ Maintain a minimum 2.5 grade point average at graduation
- ❖ High School attendance record of 95%
- ❖ Tutored or mentored other students for a minimum of 50 hours
- ❖ Maintain a record of good citizenship and avoided the unlawful use of drugs
- ❖ Enroll and attend on a full-time basis, a Missouri public community college or technical school and maintain a 2.5 grade point average
- ❖ Apply for all available federal financial assistance funds that do not require repayment

\*While there is no reason to believe that the A+ program will continue, funding and rule changes to the A+ program are under the governance of the Missouri Legislature and the Department of Elementary and Secondary Education.