

# Guidance Newsletter



## Guidance Appointments

Your Guidance Coordinator is happy to help you chart your future!



Claire Priddy  
[cpriddy@ieminc.org](mailto:cpriddy@ieminc.org)  
OG Guidance Appointment sign up

Director of Guidance: Brandy Anderson  
[banderson@ieminc.org](mailto:banderson@ieminc.org)

Assistant Director of Guidance: Kim Evans  
[kevans@ieminc.org](mailto:kevans@ieminc.org)

## College & Career Readiness

College and career readiness is a significant overarching goal of high schools and parents of high school students. Graduates need to be ready to fly from the nest successfully to somewhere. The question is, what does college and career readiness mean? The answer depends on who is doing the asking. As parents, we want to make sure that our children have good decision-making tools, strength of character, and a variety of independent living skills. Colleges say they are looking for students with a strong knowledge base, writing skills, goals, and study skills to name a few. [Achieve](#) is the leading organization in defining and facilitating college and career readiness. In their recent study titled “Rising to The Challenge”, they surveyed college instructors, employers, and students about expectations and experiences with readiness for college and the working world. In this Guidance Newsletter issue we will explore the meaning of college readiness and career readiness and the opportunities IEM schools offer to prepare students for both.

## Upcoming College Admissions Testing

### SAT

#### [SAT Registration Link](#)

- The deadline for the January 21 SAT is December 21. (Late registration is January 10).
- The deadline for the March 11 test is February 10. (Late registration is February 28).
- The deadline for the May 6 test is April 7.
- The deadline for the June 3 test is May 9.

### ACT

#### [ACT Registration Link](#)

- The deadline for the February 11 ACT is January 13. (Late registration is January 20).
- The deadline for the April 8 test is March 3. (Late registration is March 17).
- The deadline for the April 8 test is March 3.
- The Deadline for the June 10 test is May 5.

### Community College

Students who plan to attend a community college should take the math placement test when they want to stop taking math. If the test indicates a need for remedial math in college they should go further in their coursework in high school. The same applies to English.

Students should also release their CAASPP scores to the CSU and community colleges to avoid the need for additional placement testing their senior year.



[SAT vs. ACT Comparison](#)

[Official SAT Prep w. Kahn Academy](#)

[ACT Online Prep](#)

[Is My Score High Enough?](#)

# WEBINARS

## Updates & Deadlines

### Upcoming Webinars

#### Brighton College information Night:

December 13 at 4:30 PM

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/317607497>

Or join by phone: +1 646 558 8656 (US Toll) or +1 408 638

0968 (US Toll) Webinar ID: 317 607 497

#### Tools for Grading High School Work

December 15 at 1:00 PM

Join from PC, Mac, Linux, iOS or Android device:

Please click this URL to join <https://zoom.us/j/492973130>

Or phone (US Toll): +1(408) 638-0968, or +1 (646) 558-8656

Webinar ID 492 973 130

#### Career Exploration with CaliforniaColleges.edu

January 23 at 4:00

Join from PC, Mac, Linux, iOS or Android: Please click this

URL to join: <https://zoom.us/j/612647737>

Or phone (US Toll): +1 (646)558-8656, or +1(408) 638-0968

Webinar ID 612 647 737

### Miss a webinar? Check the IEM Parent Channel.

There are recordings of the following past high school webinars:

- [8th Grade Transition to High School](#)
- [Schoolology\\*SME\\*Spreadsheets](#)
- [Steps to College](#) (Juniors and Seniors)
- ['16-'17 Financial Aid 101](#)

### December/January College Checklist Seniors

- ✓ Send SAT/ACT scores to the colleges to which you have applied.
- ✓ Complete your Free Application For Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
- ✓ Apply to private and out of state colleges. If you missed the CSU deadline of November 30 check to see if any campuses are still accepting applications.
- ✓ Check the email you used for applications often to see if the college needs further paperwork.
- ✓ Apply for scholarships
  - [Scholarship List OG Dec 2016-Feb 2017](#)
  - [Financial Aid Resources](#)

### Juniors

- ✓ Prepare for College Admissions Tests
- ✓ Take the SAT or ACT in Spring

### [Grade Level College Planning Checklists](#)

For a comprehensive college application due date list by date see:

[College Simply Application Guide](#)

## HOW TO

### Transcripts

Each college has different requirements of when to send transcripts. Some require transcripts with the application, some require mid-term transcripts that include the first semester of their senior year, and some only require an end of high school transcript.

California public universities do not require transcripts at the time of the application. For more details see:

- [CSU Admissions Handbook](#)
- [UC Admissions Information](#)

To order transcripts, parents must fill out the [Transcript Request Form](#) and either mail or fax it to the address at the top of the form. Please allow 2 weeks for the process.

Some colleges use online transcript processing through The Common Application or Send-Edu. In such cases, give the name and email of your guidance coordinator and alert her that you have done so. ES letters of recommendation can be submitted as well. The company will send an email access to send your transcript and any mid-year reports.

### Summer Opportunities for Advanced Students

Many universities have pre-college summer programs for advanced students. These are excellent experiences that challenge students academically and let them experience life on a college campus. Students get the opportunity to work with and be inspired by other bright students from across the nation. See more at:

[Summer Pre-College Opportunities](#)





## Highlights From Our Online Curriculum Experts

### Rosetta Stone Foundations Gold (OML)

Rosetta Stone Foundations Gold is a foreign language program that uses images, text, sound, and video to teach words and grammar by spaced repetition, without translation. This program includes live online tutoring sessions. The cost for the online program is \$239.00. The program has modules available for 3 different a-g approved languages:

a-g Spanish 1 & 2

a-g French 1 & 2

a-g German 1 & 2

The Foundations Gold program requires students to attend 8 live, online tutoring sessions with a Rosetta Stone tutor.

Language programs can be purchased through the OML

**This OML does require 35 registrants before licenses can be purchased.** That is 35 students in any language in any of our three schools.

FOR MORE INFORMATION ASK YOUR ES!

### Brighton College

Brighton College could be just what your high school student is looking for. They offer career paths that could help establish a career opportunity after completing high school.

The student can graduate from high school with a certificate in hand that qualifies them for a mid level skill. Look at the parent doc for more information. Also on December 13 attend an information session to further understand the opportunities available.

See the [Brighton College Parent Doc.](#)



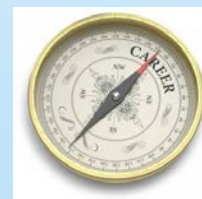
### The Importance of Career Exploration

One of the main reasons that students do not graduate from college in four years is that they do not have a plan. To have a plan they must know where they want to go. University and community college counselors impress upon high school counselors the importance of career exploration in high school. If a student has a general area of study, they stand a much better chance of reaching their goals on time. When students arrive at a community college they can start right away on an [Associates Degree for Transfer](#) (ADT) to the California State Universities (CSU). This plan has been formulated to help a student get out of the community college system in two years with a guaranteed acceptance into a CSU in that major. The students with the Associate Degree for Transfer are granted junior status and receive a plan to graduate in two more years. The UC System has a similar plan called the [Transfer Admission Guarantee](#). For students seeking a career that does not require a four-year degree, there are many certification programs at the community colleges that students can complete in two years or less if they graduate high school with a plan. Make an appointment with your guidance coordinator for help.

### Opportunities For Career Exploration

Our students are at a great advantage with the opportunities and flexibility to do career exploration. Here are some of the opportunities our students have open to them:

- Individual Guidance Meetings (see page 1)
- [Career Exploration Resources](#) (Career exploration for elementary, middle school and high school by grade level)
- [Free ESi Career Choices Class](#) (a-g approved) using the [a-g Career Exploration Syllabus](#)
- Non-a-g Career Exploration options
  - [College & Career w/ California Colleges](#)
  - [a-g Career Exploration Syllabus](#) (for home use without the ESi class for non-a-g credit)
  - Check with your ES for other curriculum
- [Online CTE Courses](#)
- The chance to earn career exploration credits through part-time employment



## Work and Career Readiness

There are several aspects of becoming prepared for work and a career. According to the Education Policy Improvement Center (Epic)<sup>1</sup> these aspects can be summed up in the following three definitions:

**Work Ready:** Meets basic expectations regarding workplace behavior and demeanor

**Job Ready:** Possesses specific training necessary to begin an entry-level position

**Career Ready:** Possesses key content knowledge and key learning skills and techniques sufficient to begin studies in a career pathway

These skills have not been considered high school curriculum for many years. Yet, as the job market is crying for more qualified applicants, education is beginning to meet the need. California has begun to emphasize career technical education and has developed [Standards For Career Ready Practice](#).

In a recent study done by the [National Association of Colleges and Employers](#) (NACE), employers listed the qualities that they viewed as absolutely essential in the workplace. See results below:

	Percent of Respondents
Professionalism/Work Ethic	97.5 percent
Critical Thinking/Problem Solving	96.3 percent
Oral/Written Communications	91.6 percent
Teamwork/Collaboration	90 percent
Information Technology Application	72 percent

For further description of the top seven traits needed in the workplace see: [Are You Career Ready?](#)

NACE defines these competencies as:

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Information Technology Application:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.

### Opportunities for Learning Career and Work, Job, and Career Skills With Our School

#### ACT KeyTrain

**ACT KeyTrain** is an excellent curriculum designed to help students become **Career Ready**. It covers applied mathematics, reading for information, and writing skills. It uses diagnostic software to personalize the learning and prepares them for the **ACT WorkKeys Assessment** to earn an [ACT Career Readiness Certificate](#). This is free to our students through the OML process. Contact your ES for more info.

#### Work Skills Readiness ESi Class

We will be offering a [Work Skills Readiness ESi Class](#) second semester. This class will use the robust Jobs Ready Work Skills program. It concentrates on the **Work Ready** skills described above and students receive a certificate upon the completion of the course. For skills learned see [Job Ready Skills](#).

#### OSHA Safety Training

According to the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor, workers under the age of 25 are twice as likely to become injured on the job as other age groups. Earning an OSHA safety certificate can keep them safe and also make them more likely to be hired. These are important **Job Ready** skills. We offer the course and test from [Career Safe](#). If you are interested in taking the course, please contact [mbooth@ieminc.org](mailto:mbooth@ieminc.org).

#### Online Career Technical Education (CTE) and

##### Certification Options

We have over 100 options for online Career Exploration courses. Many of these are a-g approved. See our [Online Career Exploration, CTE and Certification Options](#) available to our students. These courses help students become **Career Ready**.





# College Readiness

College readiness includes more than completing the correct courses in high school. One of the most widely read books on the subject [College and Career Ready: Helping all Students Succeed Beyond High School](#)

According to Conley, there are four key elements of college readiness:

- Key cognitive strategies
- Academic behaviors
- Content knowledge
- Context and awareness

## Key Cognitive Strategies

Over 75% of instructors in both community colleges and universities report that less than half of freshmen have adequate research skills and the same number report a lack of critical thinking skills. Students need to arrive at college with the necessary skills in order to write research papers using scholarly research and correct footnoting. They need to be able to synthesize a variety of sources and create a concise and coherent document.

## Content Knowledge

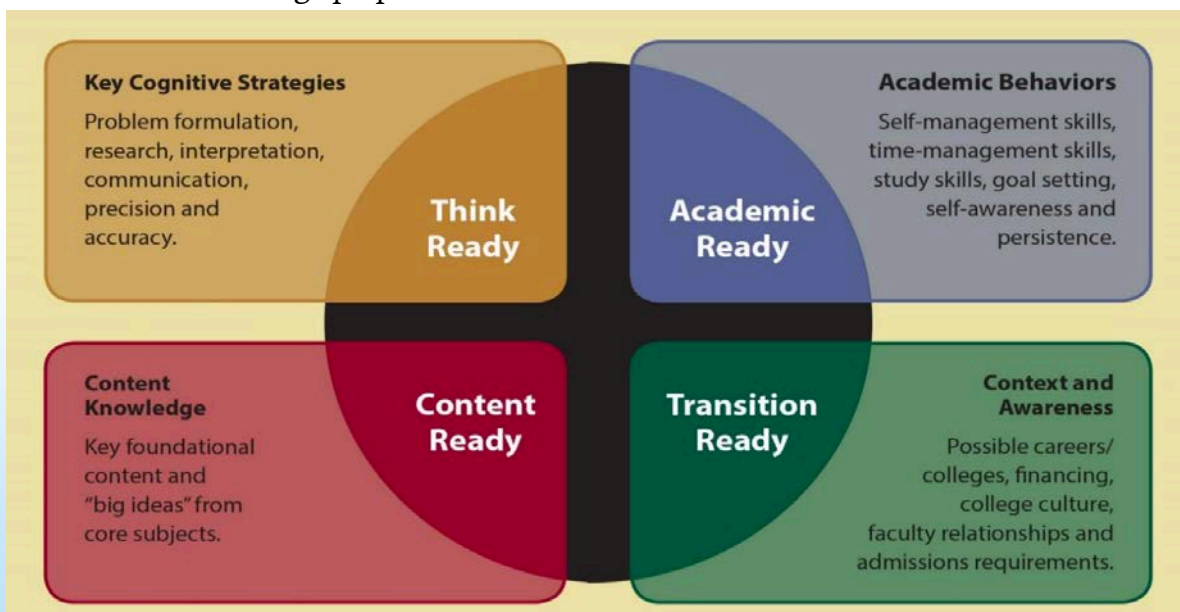
Students should arrive at community colleges and universities with knowledge gained from four years of rigorous [English](#) and [math](#). They should have [lab experience](#) in biology and either chemistry or physics. They need a deep understanding of the [key ideas in social sciences](#) and the humanities. Students need at least 2 years of a [language other than English](#) and one of a [visual or performing arts](#). Students must also have a college prep elective.

## Academic Behaviors

According to Achieve, one of the leading organizations in defining college and career readiness, 78% of instructors at community colleges and universities state that more than half of high school graduates are lacking in work and study habits. Study habits include how to prioritize and use time wisely. College students often spend too much time on everything except studying. This can include time spent with friends, social media, computer games and an array of other pastimes. Learning delayed gratification and prioritization are key skills that can be taught as part of the high school experience. Students must also learn the skills of note-taking, annotating, and test-taking.

## Context and Awareness

Students often arrive at college with the idea that they are simply continuing their broad based education similar to high school. They don't grasp the importance of choosing a major early and making every class count. The buzzwords in the college community are about "the myth of a four-year degree". Community college and university counseling departments alike are consistently expressing the need for students to arrive their freshman year having a college major and career goal. If students start at a community college they should already have universities in mind that offer their major and are accessible to them.

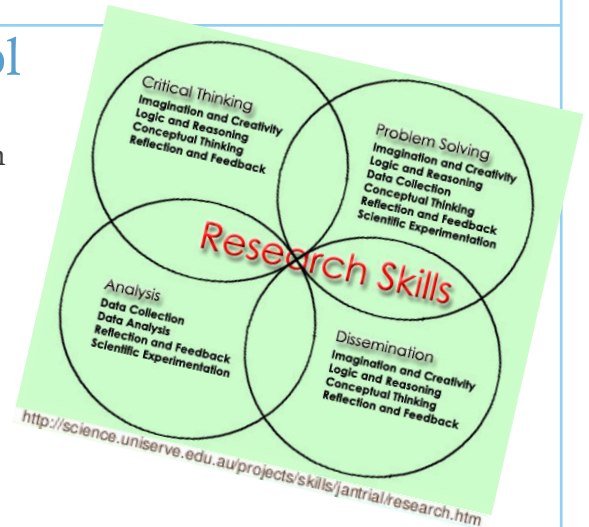


Taken from [College Ready Beyond the GPA](#) created by CSUS Center For College and Career Readiness <http://www.csus.edu/ccr>

## Becoming College Ready at Our School

### Cognitive Strategies: Research & Writing

As a parent choice school, we can let our students research and report on what actually interests them. It is important that we have our students conduct research, write reports, and learn [MLA formatting](#). Our a-g courses have research projects embedded in the syllabi that require the type of critical thinking and writing tasks to prepare them for college research. Even if you do not choose to have your child take a-g courses, you can access the assignments in the [a-g Course Catalog](#) and use assignments written by subject matter experts to meet the rigor of college readiness. Check out our Writing Resources section of our English Pages for help with research skills.



### Academic Behaviors: Transferring the Reins

College is a juggling act. Ultimately, our child's study habits, ability to prioritize, and manage time will be the deciding factor in college success. They will have to keep track of different deadlines and different methods and expectations from their professors. Our system of allowing students to work with different subject matter experts, Schoology, online classes, Esi classes, a-g labs as well as the option of community college courses are excellent ways to prepare for college life. It is also important to teach time management and keeping track of schoolwork and gradually letting go of the reins in these as another aspect of college preparation.

**Effective Study Skills**

- Time Management
- Goal Setting
- Listening Skills
- Note taking Skills
- Using a Textbook
- Memory Skills
- When, Where and How to Study
- Test Taking Skills

### Content Knowledge: College Prep Coursework

The best way to be prepared in content knowledge is to take college prep courses. In our school these are called a-g courses. However, even if you choose not to follow the a-g route, the a-g [15 course Pattern of Coursework](#) is still advised for all students who eventually plan to earn a four-year degree. Most private colleges expect the same coursework pattern (see "[a-g](#)" [Course Pattern For Private Colleges](#)). Community colleges require only a high school diploma for admissions, but students who haven't taken the entire college prep pattern usually need several semesters of remedial coursework. This means that the student will need to be at the community college longer than the usual 2 years. Needing remedial coursework is one of the highest predictors of non-degree completion.

Source: Achieve, Rising to the Challenge: Are High School Graduates Prepared for College and Work?  
<http://achieve.org/rising-challenge>

### Context and Awareness: Transition Ready

Meeting with your guidance coordinator can help you create a plan for their future that will save time and money. At these meetings you can explore possible careers and discover important resources. You will learn about colleges and majors that match your goals. When students start their four-year degree at a community college it is crucial to have a transfer plan including possible majors and universities to which they would like to transfer. Guidance coordinators can help you develop a four-year plan for high school and a transfer plan from community college to university. See page 1 for the link to sign up for a guidance appointment.

**Reasons Why Students Don't Graduate On Time**

- Transferring
- Lack Of Plan
- Extra Credits

Breaking the 4-Year Myth: Why students are taking longer to graduate  
<http://college.usatoday.com/2015/12/16/breaking-the-4-year-myth-why-students-are-taking-longer-to-graduate/>