

College/Career Seminar Curriculum

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Pilot Program for Summer 2014



College/Career Summer Seminar

- Directed towards 'rising seniors'
- Scheduled for 4 hours (8:00am – 12:00pm)
- **Four Days**
 - Day 1: Career Interest Inventories / Research
 - Day 2: College Research / Naviance Overview
 - Day 3: Soft Skills (Interviewing, Teamwork, Thank You Note Writing)
 - Day 4: Mock Interviews (Teacher & Peer Evaluations)
- **Students Register with Student Services Office**
- **Cost: \$50 per student**
- **Offered first 2 weeks of summer**



Seminar Overview

- **Went over Matchmaker on CareerCruising.com**
 - Similar to Career Interest profiler under 'Careers' tab in Naviance
- **After finding compatible careers/career clusters, students told to choose 3 potential career options**
 - Students research careers, then choose one to look more in-depth
 - Students research educational requirements (level of education & necessary college majors) for selected career
 - Students then need to find 3-5 schools that offer related college programs



Day 1: Career Interest Inventories / Research Overview

- Recap & Questions from Previous Day
- Logged-on to Naviance
 - About Me Tab
 - Complete Personality Type Survey
 - If students finish early, have them work on Senior Recommendation Survey
 - Careers Tab
 - Point out RoadTrip Nation Videos



Day 2: College Research /
Naviance Overview

- **Colleges Tab**
 - **Colleges I'm Thinking About (CITA)**
 - Have students add 3-5 schools from previous day
 - Explain info with CITA
 - College Deadline Types; Scattergrams
 - **College Visits**
 - Tied to CITA
 - How to Sign-up
 - **SuperMatch / College Search**
 - Explain how resources can be used
 - Find 3-5 more schools to add to CITA list



Day 2: College Research / Naviance Overview

- **Pick 1 school to research**
 - Find average NNHS accepted GPA (scattergram)
 - Find average NNHS accepted ACT (scattergram)
 - Find out if they require ACT/SAT (Naviance or school website)
 - Find out if they require recommendations (Naviance or school website)
 - Does the school utilize Common App (Naviance or school website)
 - Deadline Types (Naviance or school website)
 - Admission Requirements (HS Classes)
 - Do they offer your major?
 - Cost per year (Tuition / Room & Board)
 - Two interesting facts about the school (NOT common knowledge)
 - Additional Info
- **Resume Builder (About Me Tab)**



**Day 2: College Research /
Naviance Overview**

- **Four Areas Covered**
 - Teamwork / Collaboration
 - Communication (non-verbal, email, phone, face-to-face)
 - Problem Solving
 - Time Management

- **Ice Breaker Activities**
 - Teamwork & Time Management
 - Build a tower (Dots & toothpicks)
 - Communication & Problem Solving
 - Birthday Order (communicate without talking)



Day 3: Soft Skills Overview

- **Interviewing Skills**
 - Discuss good/bad etiquette
 - Show video of interviews gone wrong
 - Discuss personal experiences

- **Thank You Note Writing**
 - Explain importance
 - Give examples of good Thank You notes
 - Have students complete practice notes



Day 3: Soft Skills Overview

- Each student will interview for 5 minutes (roughly)
 - Interviewed on:
 - College they chose
 - Career they chose
 - Themselves
- Evaluations
 - Student interviewed by 2 counselors
 - Other students observe and take notes
 - Notes/suggestions compiled & provided back to student after class



Day 4: Mock Interviews Overview

- Limiting classes to smaller sizes (15-20 students)
- Workbook to hold all forms/handouts together
- Change class to 3 hours (down from 4)
- Triple check room reservations
- Map out days for students at start of each day
- Add “Non-Refundable” clause to sign-up sheet



Post-Seminar Things to Consider

Pros	Cons
Preparing students for senior year	Students dropping class at last minute
Helps students find career options	First 2 lessons are 'dry'
Getting student familiar with school resources	Considerable time commitment (planning & implementation)
Students learning good 'soft skill' habits	Conflicts with Summer School schedule
Real world experience & feedback on interviewing skills	
Department Fundraiser (\$50/student)	



Pros vs. Cons

Resources that we used to develop/run
this course can be found here:

<http://goo.gl/bxUREJ>



Resources