

# JUNIOR CAREER & EDUCATION GUIDE



## What's Inside?

- *Career Exploration*: Links to assess your talents and interests, possible career choices, military information and trade schools.
- *Standardized Testing*: Information about the PSAT, SAT, ACT and AP tests.
- *Selecting a College*: Information about choosing and applying to colleges, links to college rankings, etc.
- *College Admissions Information*: Admission standards and statistics of local and regional colleges and universities.
- *Understanding Financial Aid*: Definitions of the four types of aid: Scholarship, Grants, Loans, Work-Study. Links to information.
- *Scholarships*: Tips and links for scholarship applications.
- *Timelines*: Action items for junior year, senior year and a collegiate sports career.
- *Letter of Recommendation Worksheet*: Form to use when requesting letters of recommendations to submit to colleges.
- *Application Checklist* Use one for each college throughout the application process.
- *Dates...Codes..Calculations*: Standardized test dates, school code, grading scale

## CAREER EXPLORATION

As you plan for life beyond high school, it's important to set goals and develop a plan to reach those goals. It's never too early to begin to explore the types of careers that may interest you. The steps needed to prepare for your career choices begin in high school. They may include taking specialized courses, applying to trade schools or colleges, or enlisting in the military.

MVHS subscribes to Bridges, a website that helps students assess their strengths and interests, and aligns these character traits with possible career choices. Students can access Bridges at no charge by logging onto: [www.access.bridges.com](http://www.access.bridges.com). MVHS site ID is: 1226710 and password is B8t5a8U4. We encourage you to take the time to utilize this powerful tool.

Once you've narrowed your career choices, there are several websites available to provide additional information:

US Dept of Labor:	<a href="http://www.bls.gov/oco">www.bls.gov/oco</a> The Dept. of Labor's Occupational Outlook Handbook is an online tool that allows users to research information on working conditions, earnings, training, education and job prospects.										
CareerOneStop	<a href="http://www.careeronestop.com">www.careeronestop.com</a> Testing and assessment, Skills Center, Career Resource Library										
America's Career InfoNet	<a href="http://www.careerinfonet.org">www.careerinfonet.org</a> Skills profiler, career exploration, licensed occupations, certification finder										
America's Job Bank	<a href="http://www.ServiceLocator.org">www.ServiceLocator.org</a> One-Stop career center										
O*Net	<a href="http://www.online.onetcenter.org">www.online.onetcenter.org</a> Skills search, interest profilers, tools and technology, job accommodations search										
Career Voyages	<a href="http://www.careervoyages.gov">www.careervoyages.gov</a> Career compass, high demand jobs, apprenticeship programs, emerging industries										
Maryland Mentor:	<a href="http://www.marylandmentor.org">www.marylandmentor.org</a> This website allows users to explore careers, do a career self-assessment and match interests and requirements with careers.										
Personality Type:	<a href="http://www.personalitytype.com">www.personalitytype.com</a> This website tests your personality type and reveals careers that may be suited for your type. It also gives an overview of each career choice.										
Military Information:	<table> <tr> <td>Army—</td> <td><a href="http://www.goarmy.com">www.goarmy.com</a></td> </tr> <tr> <td>Navy—</td> <td><a href="http://www.Navy.com">www.Navy.com</a></td> </tr> <tr> <td>Air Force—</td> <td><a href="http://www.airforce.com">www.airforce.com</a></td> </tr> <tr> <td>Marines—</td> <td><a href="http://www.marines.com">www.marines.com</a></td> </tr> <tr> <td>Coast Guard—</td> <td><a href="http://www.gocoastguard.com">www.gocoastguard.com</a></td> </tr> </table>	Army—	<a href="http://www.goarmy.com">www.goarmy.com</a>	Navy—	<a href="http://www.Navy.com">www.Navy.com</a>	Air Force—	<a href="http://www.airforce.com">www.airforce.com</a>	Marines—	<a href="http://www.marines.com">www.marines.com</a>	Coast Guard—	<a href="http://www.gocoastguard.com">www.gocoastguard.com</a>
Army—	<a href="http://www.goarmy.com">www.goarmy.com</a>										
Navy—	<a href="http://www.Navy.com">www.Navy.com</a>										
Air Force—	<a href="http://www.airforce.com">www.airforce.com</a>										
Marines—	<a href="http://www.marines.com">www.marines.com</a>										
Coast Guard—	<a href="http://www.gocoastguard.com">www.gocoastguard.com</a>										

Links for job searches:  
[www.snagajob.com](http://www.snagajob.com)  
[www.jobs.aol.com](http://www.jobs.aol.com)  
[www.Monster.com](http://www.Monster.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[Www.careerbuilder.com](http://Www.careerbuilder.com)  
[www.usajobs.gov](http://www.usajobs.gov)  
[www.washingtonpost.com](http://www.washingtonpost.com)

Trade School Websites:  
 Video Game Design: [www.animationarena.com/video-game-design-school.html](http://www.animationarena.com/video-game-design-school.html)  
 Career Training Sites: [http://www.mhec.state.md.us/utilities/PCS\\_Search/pcs\\_fields.asp](http://www.mhec.state.md.us/utilities/PCS_Search/pcs_fields.asp)  
 Includes private schools for allied health professions, business management, real estate, child development, cosmetology, barber, design, applied arts, computer technician, information technology, law enforcement, trades (such as construction, electrician, plumber, HVAC, mechanic, welding), lab technician, pastry chef, culinary arts, tourism, travel, etc.

## STANDARDIZED TESTING

Most colleges require the SAT or ACT tests as part of the application process. These standardized tests have a fee associated as well as registration deadlines. While researching your colleges, be sure to note their application requirements and deadlines. Test preparation materials and classes are available to help students feel more comfortable taking the tests. There are some companies in the community that provide these services for a fee. Manchester Valley High School offers an SAT Preparation class as an elective course. Students are also encouraged to utilize the test preparation program available at [www.access.bridges.com](http://www.access.bridges.com) with Site ID: 1226710 and password B8t5a8U4. Once in Bridges, create a portfolio in TestGear.

### PSAT

This test is designed to give students an indication of how they will score on the SAT reasoning test. CCPS pays for all sophomores to take the test. It is recommended that juniors also register for the test as it is used to award National Merit Scholarships. The PSAT resembles the SAT Reasoning Test but does not include the essay section. You can multiple the PSAT scores by 10 and use to get a rough idea of what your SAT scores may be.

### SAT Reasoning Test

This three part test is a measure of critical thinking. It assess how well you analyze and solve problems. It is typically taken by high school juniors and seniors. Each section is scored on a scale of 200-800. It is administered several times throughout the year. Students are asked to arrive at their test center by 7:45am. The test usually ends between 12:30pm-1:00pm. A perfect score is 2400.

Writing: Includes essays and multiple choice questions. The essay measures students' ability to organize thoughts, express ideas clearly, develop and support a main idea and use appropriate word choices/sentence structure. The essay is scored by trained high school and college teachers. The multiple choice section measure students' ability to improve sentences and paragraphs, identify errors such as diction, grammar, word usage, etc.

Critical Reading: Includes grammar and usage multiple choice questions as well as short and long reading passages.

Math: Includes new content from 3rd year college preparatory math with Algebra II questions such as absolute value, exponential growth, negative and fractional exponents, linear functions and scatter plots. Students can use a four function, scientific or graphing calculator. The College Board recommends that students use at least a scientific calculator for the SATs although it is possible to solve every question without a calculator.

### SAT Subject Tests

SAT offers subject tests that measure knowledge or skills in a particular subject. Each test is one hour. Not all colleges require the SAT Subject Tests. Be sure to find out what tests, if any, your college of choice requires.

### ACT Test

The American College Testing (ACT) Assessment is designed to test students' skill levels in English, Math, Reading and Science Reasoning. Students are given 2 hours and 55 minutes to complete a variety of multiple choice questions divided into the four components of the test. The math section includes 60 multiple choice questions. ACT has an optional 30 minute Writing Test. It is required by some colleges and requires an additional fee. Students receive 12 separate scores on the ACT. The ACT scoring methodology does not penalize test takers for incorrect answers and is entirely multiple choice. Traditionally, the ACT is more content based than the SAT, more closely reflecting core curriculum taught in high school classes.

### AP Exams

Advanced Placement exams are taken in order to earn college credits that align with AP courses taken in high school. All AP tests are administered in early May. They are scored on a scale of 1-5. Most colleges will award credits for scores of 4 or 5. Some college accept scores of 3 for some subjects. Each AP exam has a fee associated.

## College/University Fact Sheet

College	Location	Avg GPA	Avg SAT	Tuition/Fees	Undergraduates	% Admitted
Bowie State Univ	Bowie, MD	2.73	857 (2 part)	\$6,040	4074	41%
Bridgewater College	Bridgewater, VA	3.50	1547	\$24,500	1514	83%
Brown University	Providence, RI	not avail.	2122	\$38,848	6095	14%
Carroll Community College	Westminster, MD	not used	not used	\$59.41/credit	2867 (FTE)	100%
Coppin State College	Baltimore, MD	not avail.	not avail.	\$5,276	3291	43%
Frostburg State Univ	Frostburg, MD	3.10	14.51	\$6,684	4582	60%
Goucher College	Baltimore, MD	3.17	1722	\$33,786	1447	64%
Harvard College	Cambridge, MA	not avail.	not avail.	\$36,828	6678	8%
James Madison University	Harrisonburg, VA	3.70	1149 (2 part)	\$19,376	16916	65%
Loyola College Maryland	Baltimore, MD	3.65	1892	\$37,610	3716	69%
McDaniel College	Westminster, MD	3.44	1144 (2 part)	\$3,200	1772	77%
Morgan State Univ	Baltimore, MD	3.00	not avail.	\$4,280	6847	44%
Mount St. Mary's College	Emmitsburg, MD	3.14	1066 (2 part)	\$29,020	1641	78%
Penn State University	University Park, PA	3.57	1192 (2 part)	\$25,946	37988	51%
Salisbury Univ	Salisbury, MD	3.53	1676	\$6,618	7281	53%
St. Mary's College	St. Mary's City, MD	3.56	1850	\$13,234	2035	52%
Stevenson University	Stevenson, MD	3.47	not avail.	\$20,644	3151	62%
Towson Univ	Towson, MD	3.53	1618	\$7,418	17272	61%
UMBC	Baltimore, MD	3.57	1765	\$8,708	12041	72%
UMUC	Adelphi, MD	not used	not used	\$230/credit	32540	100%
Univ of MD Eastern Shore	Princess Anne, MD	2.80	1232	\$4,112	4086	58%
University of Baltimore	Baltimore, MD	3.04	not avail.	\$7,171	2680	51%
University of Delaware	Newark, DE	3.60	not avail.	\$23,186	16384	56%
University of Maryland	College Park, MD	3.92	not avail.	\$8,053	26,431	45%
University of Virginia	Charlottesville, VA	not avail.	1964	\$31,230	15208	37%
West Virginia University	Morgantown, WV	3.30	1051 (2 part)	\$16,402	21930	88%
Yale University	New Haven, CT	not avail.	not avail.	\$36,500	5277	9%
York College of PA	York, PA	3.51	1610	\$14,460	5329	60%

Information collected from [www.collegedata.com](http://www.collegedata.com), with the exception of Carroll Community College ([www.carrollcc.edu](http://www.carrollcc.edu))

## UNDERSTANDING FINANCIAL AID

Financial aid for college students is available in four forms: Scholarships, Grants, Loans and Work Study programs. It's important to check with the schools you are considering to see what financial aid opportunities are available. In addition to checking the school's website, it's a good idea to make an appointment to speak with a financial aid office representative to get a better idea of what kind of aid or combinations of aid you will qualify to receive.

Your first step in the financial aid process is to fill out the Free Application for Federal Student Aid (FAFSA). State and federal agencies, as well as many universities and colleges use this application to determine need-based financial aid. Your school may have a deadline for submission of the FAFSA that is used to build the base of applicants/students they will consider for financial aid. Be sure that you and your parents apply for a PIN as you begin filling out your FAFSA as it is necessary to complete the application. Details are available on the FAFSA website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by calling 1-800-433-3243.

### Types of Financial Aid:

**SCHOLARSHIP:** Scholarships are gifts of money that students do not have to repay. Scholarships are awarded based on merit, achievement and/or athletics. There are many search engines available to help define which scholarship opportunities are available. There are also companies that can be hired to do your search for you. Before you hire someone, do your own research. Most scholarships are readily found, making it unnecessary to hire a consultant.

**GRANT:** Grants are financial aid awards you do not have to repay. They are usually for students who have demonstrated a financial need. The largest Maryland State grant program is the Howard P. Rawlings Educational Assistance Grant. The largest federal grant program is the Federal Pell Grant. Both require the completion of FAFSA as application.

**LOANS:** A loan is money that is borrowed and then repaid with interest. Federal funds provide most of the money used in making educational loans. The Stafford Loan and the Perkins Loan are federal loan programs.

**WORK-STUDY:** Work study is part time employment during the school year, usually at an on-campus job.

### Information about Financial Aid:

College Board (info on SAT, searches, financial aid)	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
Federal Student Aid (Free guide to sources of student aid)	<a href="http://www.finaid.org">www.finaid.org</a>
Prepaid College Trust (Saving for college, reducing student loans)	<a href="http://www.collegesavingsmd.org">www.collegesavingsmd.org</a>
College Planning (Selecting, applying for and paying for college)	<a href="http://www.collegeanswer.com">www.collegeanswer.com</a>
Sallie Mae (Student loan information)	<a href="http://www.salliemae.com">www.salliemae.com</a>
College Express (Scholarship search, application help)	<a href="http://www.collegeexpress.com">www.collegeexpress.com</a>
Maryland Mentor (Information on MD colleges & financial aid)	<a href="http://www.marylandmentor.com">www.marylandmentor.com</a>
FAFSA on the Web	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> (PIN: <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> )
Links (Links to student-oriented government sites)	<a href="http://www.students.gov">www.students.gov</a>
Federal Student Aid (Federal student aid programs)	<a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>
Sallie Mae –Maryland (Resources for Maryland students)	<a href="http://www.marylandcollegeanswer.com">www.marylandcollegeanswer.com</a>
USA Funds (Guaranteed student loans)	<a href="http://www.usafunds.org">www.usafunds.org</a>
College Review (Selecting and paying for college)	<a href="http://www.collegereview.com">www.collegereview.com</a>
College Net (Application help, scholarships, financial aid)	<a href="http://www.collegenet.com">www.collegenet.com</a>

Also, be sure to check with your School Counseling office and local newspapers to find more resources.

## APPLYING FOR SCHOLARSHIPS

### Tips for Applying for Scholarships from Fastweb:

1. Apply only if you're eligible.  
Read all the requirements and directions!
2. Complete the application in full.  
If a question doesn't apply, note that on the application. Don't just leave a blank. Supply supporting materials.
3. Follow directions.  
Provide everything that's required but don't include things that aren't requested. It could disqualify you.
4. Neatness counts!  
Always type your application or print legibly if you must print.
5. Write an essay that makes a strong impression.  
Be personal, specific and honest.
6. Watch all deadlines  
Impose your own deadline that is at 2 weeks prior to the official deadline to create buffer time.
7. Make sure your application gets where it needs to go.  
Put your name on all pages of the application. Pieces of your application may get lost if not clearly identified.
8. Keep a back-up file in case anything goes wrong.  
Before sending the application, make a copy of the packet.
9. Give it a final 'once-over.'  
Proofread the entire application. Ask a parent or friend to read it, too.
10. Ask for help if you need it.  
If you have a problem, contact the funding organization.

### Types of Scholarships:

- College-based Scholarships: Colleges and universities often attract new students with scholarships. These include award programs to help current students with their academic careers. Some scholarships require applications, others are automatically offered.
- Merit Scholarships: These awards are based on achievements such as academic performance, leadership, artistic accomplishments. Financial need may be considered. Application is sometimes necessary for these awards so do some research!
- Department Awards: Some college departments offer money to students with promise. Contact the Dean's office to get more information about these scholarships.
- Athletic Scholarships: These awards can range from a small monetary amount to a full ride. Talk to your high school coach or counselor or see "Play Ball: The Athletic Scholarship Game" at [www.fastweb.com](http://www.fastweb.com).
- Fellowships: Fellowships are awards offered to incoming graduate students and usually accompany admission to a graduate program, covering all expenses and providing a stipend.
- Private Scholarships: Private scholarships are available as early as your junior year. There are several search engines that assist students in locating applicable scholarships. Sources of private scholarships include businesses, professional associations, community groups, religious communities, minority organizations and parental affiliations.

### Links for Scholarship Information and Searches

Fast Web	<a href="http://www.fastweb.com">www.fastweb.com</a>
College Board	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
Maryland Higher Education Commission	<a href="http://www.mhec.state.md.us">www.mhec.state.md.us</a>
Scholarship Resource	<a href="http://www.gocollege.com">www.gocollege.com</a>
College Net	<a href="http://www.collegenet.com">www.collegenet.com</a>
Maryland College Answer	<a href="http://www.maryland.collegeanswer.com">www.maryland.collegeanswer.com</a>
Central Scholarship Bureau	<a href="http://www.centrlsb.org">www.centrlsb.org</a>
Scholarships.com	<a href="http://www.scholarships.com">www.scholarships.com</a>
School Soup	<a href="http://www.schoolsoup.com">www.schoolsoup.com</a>
Go College	<a href="http://www.gocollege.com">www.gocollege.com</a>

**TIMELINE FOR ATHLETES****9th Grade**

- Discuss your curriculum with your counselor. Discuss athletic goals, too.
- Get to know coaches in your sport. Discuss your goals with them.
- Keep your grades up. Your sports skills alone will not guarantee you entry to college.
- Research and attend sports camps.
- Be realistic about your abilities. Candidly discuss whether you have NCAA potential.
- Start researching intended majors and match to colleges.
- Keep all news clippings, honors, awards that you obtain.
- Visit the NCAA website and familiarize yourself with requirements:  
[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

**10th Grade:**

- Stay focused on your academics.
- Take the PSAT.
- Talk to coaches, asking for honest feedback about your collegiate potential.
- Double check NCAA requirements against your course history and curriculum.
- Research and visit colleges that interest you.
- Keep your sports resume updated.

**11th Grade:**

- Revisit your goals and progress with your counselor.
- Ask for a meeting with your coaches to realistically assess your potential.
- Attend college fairs and meetings.
- Take the PSAT in the fall, SAT and/or ACT in the winter.
- Refine your list of target schools. Ask for coach input.
- Keep your resume and portfolio updated.
- Update or make a skills video. Ask your coach for help working on this.
- Send letters of interest to colleges with an unofficial transcript of your grades as well as your game schedules and club sports schedules to have a recruiter evaluate your skills.
- Return questionnaires and other documents to college coaches.
- Obtain letters of recommendation as needed.
- At the end of your junior year, register with the NCAA Clearinghouse.
- Last chance at sport camps. Let college coaches know where they can come watch you.



### CHECK LIST FOR APPLYING TO COLLEGES

Use this list as an organization tool. Make a copy for each application you are submitting.

College: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

COLLEGE BOUND

**Date Completed**

**Task**

- \_\_\_\_\_ Get on college's mailing list.
- \_\_\_\_\_ Visit the campus and/or attend Open House.
- \_\_\_\_\_ Note the regular application deadline: \_\_\_\_\_
- \_\_\_\_\_ Note the early action/decision deadline: \_\_\_\_\_
- \_\_\_\_\_ Note the priority financial aid deadline: \_\_\_\_\_
- \_\_\_\_\_ Rank as Realistic (very likely admission), Reasonable (likely admission) or Reach target.
- \_\_\_\_\_ Download and complete a practice application.
- \_\_\_\_\_ Brainstorm and develop essays.
- \_\_\_\_\_ Have others proofread your essay. Read it aloud.
- \_\_\_\_\_ Set up an interview if offered, with a representative or alumni.
- \_\_\_\_\_ Send thank you notes to interviewers.
- \_\_\_\_\_ Submit the signed application with appropriate fees.
- \_\_\_\_\_ Keep copies of applications and all documentation. Use certificates when mailing.
- \_\_\_\_\_ Visit your Student Counseling Center to have an official transcript sent to college.
- \_\_\_\_\_ Ask for letters of recommendation.
- \_\_\_\_\_ Write thank you notes to people who gave you letters of recommendation..
- \_\_\_\_\_ Send test scores (AP, SAT, ACT, SAT Subject)
- \_\_\_\_\_ Send any supplemental material, such as portfolios or videos.
- \_\_\_\_\_ Send a college resume to the college.
- \_\_\_\_\_ Be sure all financial aid documents are in prior to deadlines.
- \_\_\_\_\_ Send mid-year report (1st semester senior grades), if required.
- \_\_\_\_\_ Call the college admission office to confirm receipt of all documents..
- \_\_\_\_\_ Receive decision—read all information very carefully.
- \_\_\_\_\_ Notify the college of your decision by May 1. Send deposit if applicable.
- \_\_\_\_\_ When received, complete and return housing forms and other information in a timely manner.

# DATES...CODES...GPA CALCULATIONS

**SAT REGISTRATION DATES: Manchester Valley High School Code: 210761**

SAT Date	Register By	Late Registration		Changes By
		Mail	Phone/Online	
Dec. 4, 2010	Nov. 5, 2010	Nov. 19	Nov. 19	Nov. 17
Jan. 22, 2011	Dec. 23, 2010	Jan. 7	Jan. 7	Jan. 5
March 12, 2011	Feb. 11, 2011	Feb. 25	Feb. 25	Feb. 23
May 7, 2011	April 8, 2011	April 22	April 22	April 20
June 4, 2011	May 6, 2011	May 20	May 20	May 18

**ACT REGISTRATION DATES: Manchester Valley High School Code: 210761**

Test Date	Registration Deadline	(Late Fee Required)
September 11, 2010*	August 6, 2010	August 7 – 20, 2010
October 23, 2010	September 17, 2010	September 18 – October 1, 2010
December 11, 2010	November 5, 2010	November 6 – 19, 2010
February 12, 2011**	January 7, 2011	January 8 – 21, 2011
April 9, 2011	March 4, 2011	March 5 – 18, 2011
June 11, 2011	May 6, 2011	May 7 – 20, 2011

## GPA CALCULATIONS

Course Type	A	B	C	D	F
Academic	4.0	3.0	2.0	1.0	0.0
Honors	4.5	3.5	2.5	1.0	0.0
AP or Transcribed	5.0	4.0	3.0	1.0	0.0