

DOINGWHATWORKS



SAMPLE MATERIAL

Summer 2009: Making Your Summer Count

Chattanooga School for the Arts and Sciences, Tennessee

Topic: Helping Students Navigate the Path to College

Practice: Assist With College Entry

Students at Chattanooga School for the Arts and Sciences are encouraged to be as productive as possible during the summer between their junior and senior years. Each May, the school holds a “Springing Into Your Senior Year” workshop for juniors and their parents. During the session, students and parents receive organizational tips, college search prompts, and tasks to accomplish prior to senior year.

Making Your Summer Count guides students through the tasks, which include: completing community service, getting organized, preparing for college entrance exams, identifying colleges to apply to, and completing a Senior Profile.

The Senior Profile is a combination of a resume and student narrative written in response to a series of background questions. Students then share the completed document with their college counselor and teachers, who will refer to it in writing in-depth letters of recommendation for college and scholarship applications.

Summer 2009 - Making Your Summer Count

Name _____

➤ Set Five Goals For Your Senior Year

- Academic _____
- College Search _____
- Financial Aid _____
- Volunteer Hours _____
- Other _____

➤ Make This Summer a Productive One

- Complete 50 hours of community service prior to July 1.
- Gain valuable work experience
- Repeat a course, if necessary, on Hamilton County Virtual School
 - Registration takes place at CSAS beginning May 26, 2009
 - Information is available in the CSAS Guidance Office
- Volunteer in a meaningful way
- Visit some colleges if possible
- Prepare to take the ACT / SAT / SAT II in September or October

➤ Get Ready, Get Set, Get Organized

- Create an initial list of colleges to contact for more information
- Establish a file with 10 folders with headings for
 - your pre-selected schools and other schools mailing you information
 - ACT / SAT testing information
 - copy of your senior profile
- Sort the information received from colleges; keep the best; recycle the rest.

➤ Get On The Computer

- Request selected colleges to place your name on their mailing list
- Visit on-line career centers
- Create your Senior Profile
- Use the free test prep services on your Naviance account and other websites.

➤ By August

- Write your senior profile
- Identify five people (teachers, employers, volunteer supervisors, religious leaders) you may approach for recommendations
- Complete the Junior Pre-college Calendar and Checklist tasks that are still pending.
- Review the Senior Pre-college Calendar and Checklist tasks
- Create an August to May calendar and pencil in deadlines, tests, etc.

➤ Explore NAVIANCE

- Create your account on Naviance using the registration code distributed to you
<http://connection.naviance.com/csas>
- GENERAL tab: Review your general information and notify Dr. Smith if information needs to be changed.
Dr. Smith's e-mail address is smith_margaret@hcde.org
- PLAN tab: Complete a gamelan survey
- COLLEGE tab: Make a list of prospective colleges
- COLLEGE tab: Complete a college search and compare colleges.

CSAS Senior Profile

A senior profile is a brief, one-to two-page typed summary that communicates to your teachers and college advisor your unique combination of skills, experiences and abilities. It is an advertisement of your achievements and experiences. Its purpose is to help them help you in selecting a college, making career decisions, and guiding your search for financial aid.

It can be used by the reader.....

- to learn more about you and discover your talents and qualities that may be known to you, but not to CSAS faculty members.
- to highlight your unique and relevant skills and your relevant experiences.
- for networking, phone contacts, college recruiters and college fairs.

It will include.....

- Name (legal name plus the name you prefer to be called), address, telephone number and e-mail address. Make sure your e-mail address is respectable and professional. boomboombaby@xyz.net, cokeaddict@xyz.net and hunkofaman@xyz.net are inappropriate.
- A list of all schools including summer programs you have attended and dual enrollment courses at UTC.
- Current Grade Point Average from the 9th grade to present day.
- Community service experiences including the location, description of duties, number of hours earned as of (date), and the name of an on-site supervisor.
- Extracurricular activities, positions held, honors won, or letters earned.
- Work experiences including summer employment you have held during the past three years.
- Additional experiences including traveling to foreign countries or other cultural experiences.

Senior Profile Tips

Prepare your senior profile in a format similar to a resume with headings or categories. Your language should be simple and direct and include action words to create a positive impression.

- Proofread for accuracy and relevance, spelling, grammatical errors or any other errors.
- Avoid using jargon, abbreviations, slang words and different tenses of words.
- Aim for a clean, uncluttered appearance.
- Your senior profile should be easy to read with plenty of white spaces to break up the reading.
- Use good quality plain white paper and a laser printer for the best appearance.
- Report your awards, activities, work and volunteer experiences with the most recent ones listed first in each category.
- If you do not have work experiences, awards, or community service experiences leave that category off of your resume.
- If you plan to list a person as a reference you must ask them for permission in advance. An aunt, uncle or other relative should not be used as a reference.
- Turn in your CSAS Senior Profile on time. A senior profile that misses the deadline speaks volumes about your punctuality and willingness to meet scholarship and college deadlines.

Date Due: A rough draft must be completed by Wednesday, August 12 and turned in to your English teacher. On **Wednesday, August 26, 2009** you will turn in three finalized copies to Dr. Smith. Keep your Senior Profile on your computer and a backup disc. You will need access to it several times this year for college applications, scholarships, and your Senior Project. One copy of your Kuder Assessment Summary will also be submitted at that time.