



## SAMPLE MATERIAL

### College Seminar Class Syllabus

Crossland High School, Maryland

**Topic:** Helping Students Navigate the Path to College

**Practice:** Assist With College Entry

Twelfth-grade students at Crossland High School are required to participate in a college seminar course, known as “College Summit.” This syllabus outlines all the requirements and activities for the course and provides a timeline of the major and due dates. For example, students are required to submit college applications and complete the FAFSA form, and the class schedule corresponds to provide support.

**College Summit Course Syllabus 2009-1010****Advisor: Mr. Richardson Email: michael.richardson@pgcps.org Room: 206**

Welcome to College Summit! This class is designed to provide you with the tools, know-how and guidance you need to gain admission to the college that best meets your needs. You have an astounding number of opportunities awaiting you as you complete your final year of high school, and along with them come difficult choices that you must make. We will explore many of these opportunities and choices that await you so that you will feel confident in your decisions, and begin your new life on a path that is meaningful and fulfilling.

**Grading**

Your grade has three components: 1. College Application & Senior Portfolio Tasks (60%) ; 2. Homework & Quizzes (20%); 3. Classroom Participation & Presentations (20%). Senior Portfolio Tasks must be saved to your CSNav account. Expect quizzes after each PowerPoint presentation--take notes!!! All positive contributions to class will be rewarded, while violating class rules will result in grade deductions, calls home, and trips to the Discipline Office.

**Class Guidelines**

- |  |                                  |                       |  |
|--|----------------------------------|-----------------------|--|
| 1. Use appropriate language                                | 3. Respect yourself and everyone | 5. Challenge yourself | 7. Be honest                           |
| 2. Listen to whomever has the floor                        | 4. Be on time                    | 6. Expect to succeed  | 8. Keep electronics off & out of sight |
| 9. Follow all Crossland rules (ID, uniform, behavior, etc) |                                  |                       |  |

**Required Materials**

1. Bring pens and/or pencils with you each class. Do not interrupt class or attempt to hold up quizzes or presentations by trying to borrow a pen.
2. Always bring your textbook to class along with a notebook or binder.

**Attendance**

Being punctual is a major concern for this class. When you are on-time and prepared to do your thing, you make a lasting, powerful and positive impression. Be in your desk prepared for class BEFORE the final bell rings. If you are not in your desk, you are tardy. Being tardy is a sure way to torpedo your grade and ruin your credibility. Remember, 5 unexcused absences = F for the quarter, and 2 tardies = 1 absence.

**College Application & Senior Portfolio Tasks****Due Dates**

- |   |  |
|---|--|
| 1. College List                                 | Oct 1 on CSNav                                 |
| 2. Senior-Year Plan                             | Oct 8 on CSNav                                 |
| 3. Personal Statement                           | Nov. 14 on CSNav                               |
| 4. College Application (the Common Application) | Mailed to colleges Nov 23-28; Nov. 28 on CSNav |
| 5. Letters of Recommendation                    | Nov. 28 on CSNav                               |
| 6. FAFSA  | Submitted by Feb 16                            |
| 7. Transcripts                                  | March 2 on CSNav                               |
| 8. Resume                                       | April 1 on CSNav                               |
| 9. Finalized College List                       | May 8 on CSNav                                 |

**Monthly Topics**September

The Personal Statement: Brain Storming, Drafting, Revising; Setting Goals; Career Options & Your Educational Needs; College Preferences; Your Activities & Experiences

October

The Personal Statement: Revising, Editing, Proofreading, Sending; Standardized Tests

November

Self-Advocacy, Recommendations & References; College Fairs, Job Fairs; Campus Visits; Financial Aid; Submitting College Applications

December

Financial Aid at Your Colleges; Scholarship Searches; Informational Interviews

January

FAFSA: Student Section, Parent Section, Finishing & Submitting; College Application Interviews; Applying for Jobs & Internships

February

Create Your Resume; Format and Proofread Your Resume; Writing a Cover Letter; Job & Internship Interviews

March

Job Shadowing; Your Student Air Report (SAR); Your Rights & Responsibilities; Decision-Making Time

April

Financial Aid Offers & Making Decisions; Informing Colleges of your Decisions; Learning & Study Skills; Your Budget; Money Management

May

Preparing for College; Tips for Life after High School; Reflect & Celebrate Your Accomplishments

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**Student Account**

As a College Summit student, you get to create an online account. You will save all of your portfolio tasks to this account so that your College Summit Advisor can monitor the progress of your work and communicate important information to you.

**How to Create a Student Account**

1. Navigate to [www.csnv.org](http://www.csnv.org)
2. Click "Create Your Account"
3. Crossland's System Key is: daa8c1w1n5
4. At the page asking "Who Are You," select "High School Student"
5. On the next screen, indicate your date of birth. Click the FIND button and select "Crossland High School"
6. At the "Account Information" page, indicated your graduation year to ensure CSNav is tailored to you
7. To create your account name, use YOUR FIRST AND MIDDLE INITIAL with your LAST NAME and GRADUATION YEAR. For example: Jon Jacob Smith = jjsmith10
8. Select and enter one of the following as your security question: In what city where you born? What is your mother's maiden name? What is your high school mascot? What was your first pet's name?
9. Check the box after you read the privacy policy and terms of use
10. Once your account is created, navigate to "Your Portfolio > Your Profile"
11. Click on the basics and fill out each of three badges by clicking Edit. Don't forget to save!

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**The College Application Process!****Visit College Board's excellent timeline for applying to colleges:**

<http://www.collegeboard.com/parents/apply/college-applications/21357.html>

**Here are some good College Application timelines and tips for applying to college:**

<http://www.wilsonhs.org/admin/guidancebook/12-collegeapplicationline.htm#septemberS>

<http://collegeapps.about.com/od/admissionstimeline/tp/12th-grade-timeline.htm>

[http://www.eguidancecounselor.com/college\\_timeline.htm#Freshman Year](http://www.eguidancecounselor.com/college_timeline.htm#Freshman Year)

<http://www.collegeboard.com/student/apply/the-application/index.html>

<http://www.collegeboard.com/student/apply/essay-skills/>

[http://www.discovercolleges.com/college\\_tips.cfm](http://www.discovercolleges.com/college_tips.cfm)

[http://universities.suite101.com/article.cfm/college\\_application\\_tips\\_and\\_tricks](http://universities.suite101.com/article.cfm/college_application_tips_and_tricks)