

# WHITEFISH BAY HIGH SCHOOL COUNSELING DEPARTMENT

## COLLEGE AND CAREER PLANNING GUIDE

The Whitefish Bay High School counselors have developed a long-range plan to empower students to discover their own personal values and goals. With the integration of *Naviance* into the core curriculum of the college and career program, students have the opportunity to do an abundance of exploration and research.

**Eighth grade transition meeting:** Counselors meet with incoming freshmen and their parents/guardians in the spring (March/April) to learn about high school and prepare for the transition from middle school to high school. Together, they review the student's completed Naviance incoming freshman survey in order to help guide the discussion. Topics during the meeting include:

- Discuss high school schedule, advisory, ISHP/lunch period, and resources for support.
- Review course selections.
- Learn about the extracurricular activities offered at the high school.
- Review ACP process and Naviance work that will be completed during high school career.

**\*Eighth Grade Parent Information Night** offered to parents in January (prior to the spring transition meeting).

### **Freshman Year: Self Exploration**

In late September, counselors continue with transition by checking in with their freshmen in both a large and small group format during their Global Studies class. The lesson begins by reviewing important high school information to the whole group (topics related to the ACP process and course planning are discussed). Then, students break out into small groups with their counselor to further discuss the first few weeks of school and transition. Later in the semester, counselors return to the history classes and have freshmen complete the **Personality** inventory in Naviance. The focus of the inventory is self-exploration. It is based on the Myers-Briggs Type Personality Assessment.

Other agenda items for completion:

*4 year academic course plan*

*Set one academic goal and one personal goal*

### **Sophomore Year: Career Exploration**

In the fall semester, all sophomores complete the **Career Interest Profiler** which is a career interest survey about interest in types of work activities. Counselors come to the Economics classrooms to conduct the lesson using Naviance and guide students in completing the inventory as well as discuss course planning and financial literacy. The results from the inventory will be used to explore suggested occupations, examine the education, training, and skills required (and where to obtain them) as well as wages typical for these occupations.

Other agenda items for completion:

*Update 4 year plan/personal goals*

*Complete Part 1 of Game Plan Survey*

**\*Sophomore Parent Information Night** held in late January/early February.

### **Junior Year: Post-Secondary Exploration**

In the fall, juniors and their parents are invited to attend *Junior Parent Information Night* where they receive information related to courses, post-secondary options, careers, and a demonstration/review of Naviance. In October, counselors come to the history classes to do a Naviance lesson. Students follow along as the counselors show them how to do advanced college search activities. Then, they are instructed to complete the *Career Cluster Finder* for their career activity and *Game Plan* survey. Between November and February, juniors and parents/guardians are invited to attend the junior conference which is an hour long meeting with their counselor. In this meeting, counselors review the student's transcript, standardized test scores, college and career goals/plans, prospective college choices, and completed inventories/surveys. Students are strongly encouraged to continue researching post-secondary options and possibilities throughout the school year and over the summer. Counselors also help to introduce the beginning process of drafting a college essay in Advanced Composition classes. Each student is required to write a college essay as a part of the class curriculum. It is one of the final writing pieces towards the end of the semester. Counselors discuss and provide college essay prompts and examples.

Other agenda items for completion:

*Update 4 year plan/personal goals*

*Explore careers and clusters* (use information from favorite careers and clusters and Career Interest Profiler)

*Complete More About Me survey*

*College Essay through Advanced Composition class*

\***Junior Parent Information Night** held in October.

### **Senior Year: On the Road to Post-Secondary Options**

In early September, the counselors hold their annual *Senior Dishout* meeting which is a mandatory meeting with all of the seniors during their study periods and ISHP/lunch time. Seniors receive follow up information regarding their Naviance account, how to request letters of recommendation, timeline and process of college applications, sign up for visits with college representatives, standardized testing, and college essays. Counselors encourage students to share their completed applications to be reviewed prior to submission. In early fall, a financial aid workshop is offered for seniors and their parents/guardians. In January, seniors work with counselors on mid-year reports as needed. Counselors are available to guide students on each phase of the college application process and their transition to college.

**Offering for grades 9-11:** Towards the end of May, the Counseling Department hosts a student forum called "*Beyond the Bay: A Student Forum on the College Application Process*". A panel of current Bay seniors is on hand to answer questions from underclassmen and talk about their experiences applying to college. The panelists will be attending a diverse array of schools which can include small liberal arts colleges to large state universities to technical colleges, military schools and HBCUs. Each student's advice and perspective will hopefully create a fuller picture of the process, dispelling myths as well as providing insight.

Other agenda items for completion throughout senior year:

*College applications*

*Scholarships*

*Complete Senior Exit survey*

\***Financial Aid Night** for students and families held in September to help explain and review the financial aid process.