College Planning Information Syllabus
Plainfield High School
Guidance Department

Counselor: Mr. Anthony Galarza   **Class of 2017 (Grade 11)**
Post-Secondary Planning

Revised 12/10/2015

College Planning Information Guide Online Access:

http://www.plainfieldnjk12.org/Schools/PHS/PHS.php

- Click on Guidance tab
- Click on Junior Class link
- Click on College Planning Information Guide

Building a College/Post-Secondary School Portfolio

Preparing for a post-secondary education takes a lot of planning, organization, focus and determination. It takes a team of people (Counselor, Teachers, Parents, Older Siblings, Mentors, etc.) to put together all the necessary artifacts to create your post-secondary portfolio. A portfolio for the purpose of this project is a collection of one's information displayed in sequential order to assist you in the post-secondary and scholarship application process. The items listed below are all the artifacts that you will need in your portfolio. For further information on the individual artifacts refer to the online and/or the hard-copy of the College Planning Information Guide for the Class of 2017. These deadlines can be met with the assistance of your English teacher and school counselor.

JUNIOR DEADLINES:

1. Professional e-mail address **(Due January 4, 2016)** – Create a professional e-mail address and submit it to me via e-mail to agalarza@plainfield.k12.nj.us   It is important that on the subject line of your e-mail you write your first and last name. I will be corresponding with you at the professional address.

2. Activities Resume **(Due February 1, 2016)** – Refer to pages 21-22 of your College Planning Information packet.

3. Corrected, graded and signed essay from one of the following subject areas: English, History or Science. **(Due February 1, 2016)** – This artifact is becoming an important artifact in the college admissions process.

4. Personal Essay **(Due February 29, 2016)** – Refer to pages 23-25 in your College Planning Information Packet. Speak with your English teacher to help you plan, organize and develop a strong, well balanced essay.

5. List of Five Colleges being considered **(Due April 29, 2016)** – There are different ways you can achieve this goal. You can utilize resources available online and/or at the Plainfield High School Library. Sites like www.connection.naviance.com/plainfield Collegeboard.com and ACT.org are just a few as well as Barron's reference guides. Refer to the College Planning Information Guide for more details.

6. Two recommendations from academic teachers **(Due May 31, 2016)** – This written request has to be given to teachers at least one month in advance. Your request should include your goals, accomplishments to date, drive and determination. A copy of your Activities Resume and/or Personal Statement would be a great help to the person writing your recommendation.

7. Community Service Logged Hours **(Due June 10, 2016)** – This item will be similar to a work time sheet. It will reflect the dates and amount of hours you have completed on a daily bases. See your counselor for a Community Service Log Sheet.

8. Sixth Semester Transcript **(Due September 30, 2016) –** Request from the school registrar or school counselor an unofficial transcript reflecting your three completed years in high school.

9. SAT and/or ACT scores **(Due September 30, 2016)** – Refer to the College Planning Information packet page 19 for specific deadlines and instructions.

TOOLS:

1. Purchase a 2GB memory Stick to store your work (can be bought at K-Mart, Target, Staples, Wal-Mart, and any office/school supply store). Do not pay more than $12.00 for this item.

2. Purchase a Presentation Book (acid free, archival quality, 12 individual sleeves, letter size.) Item is available at Staples Office Supplies Stores.

If you have questions see your School Counselor as soon as possible. **NO last minute request will be honored.**

"It is better to be prepared and not called on, than called on and not be prepared"

Your Notes:

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