

Milford High School
College Prep Process

Mrs. Parker
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Course Description:

College Preparation Process is a 45 minute semester elective course seniors planning to pursue post-secondary studies. This course guides students through the process of preparing an admission packet for colleges. Emphasis is placed on preparing a resume, essay writing, preparing for interviews, applying for scholarships, taking ACTs and more.

Required Materials:

Pen

Pencil

Notebook & Paper

Requirements of the course include (and are not limited to):

- Interest Inventory
- Work on “Career Cruising” , “Bridges” , and collegeboard.com
- A completed resume to be submitted to guidance counselor and teacher
- A **minimum of 3** completed college applications; 5 suggested.
- A **minimum of 10** scholarship applications; 25 suggested. (Whole class will be required to complete certain ones.)
- 3 essays
- 3 Letters of recommendation
- A Portfolio of completed work (final exam)
- College articles and participate in discussions on a variety of issues concerning high school seniors/college freshman

Schedule of Activities

Once the course is up and running, each day of the class will be scheduled for specific activities. These activities will include such items as researching colleges, applying to colleges, researching and applying for scholarships, writing essays, article researching, presenting and discussion on college-related topics and documenting work assigned during the week. Occasionally, reading and responding to articles presented will also be assigned. **THIS COURSE IS WHAT YOU MAKE IT – IT WILL BE EXTREMELY BENEFICAL TO YOU, PROVIDED YOU PUT EFFORT IN – AFTER ALL IT IS YOUR FUTURE**



Students Expectations:

The student will:

- Attend all classes on time. Be respectful of self and others in this cooperative lab work.
- Not eat or drink in class.
- Not use lotions, perfumes or other cosmetics in the computer lab.
- Complete all assigned work on time. Making arrangements for make-up work is the responsibility of the student.
- Respect the equipment, supplies, and workstations at all times.
- Work cooperatively with classmates and maintain neat and orderly workstations.
- Listen to directions and follow them.
- Be attentive and will participate in discussions or asking for assistance by raising his/her hand to be recognized.
- Conduct yourself in a business like manner.

Grading plan and policies:

All grading is done on a point system. The areas of evaluation are class work, homework, , and a comprehensive final(portfolio). Each assignment is given points based on the area. Students are expected to keep a running tally of their individual grades for the course. Grade sheets will be provided to document and record grades earned throughout semester.

- A student can calculate their grade by dividing the total points accumulated thus far by the total possible points at the time of calculation.
(Current Grade = Your accumulated points/Total Possible Points at the time of calculation)
Course Grade = $(2(1^{\text{st}} \text{ quarter} + 2^{\text{nd}} \text{ quarter}) + \text{exam}) / 5$
- Grades can be accessed via the internet through the e-school system at any time. Please see the student handbook or call the office @ 422-1610 for information on how to access the e-school system.

Deadlines:

- Students are expected to turn in assignments on or before their deadline. If you are absent on the day an assignment is due and you knew prior to your absent, it will be your responsibility to make sure that the assignment is turned in by 11:59 p.m. of the due date.
- If a student cannot complete an assignment by the deadline
 - 25% will be deducted the 1st day that it is late
 - 50% will be deducted the 2nd day that it is late
 - No work will be accepted after the 2nd day
- ISS is not a reason for turning in late work

Your own work: You are to do your own work unless otherwise instructed to compile group work. If you are seen or there is proof that you did not do your own work, you will receive a zero as well as the person who allowed you to copy.

Printing: Always PRINT PREVIEW. Print to the printers that have been assigned to students #2330, #5110 and #4600.

Do not send work to the printers while class is being taught. Wait until instruction is completed. The printers are loud and it is rude to get up and walk to retrieve your paper while someone is talking.

All work that is left in the printers will be tossed into the trash. It is your responsibility to put your work into the basket.

Cleaning Work Surfaces: The glass cleaner and paper towels are for your use in cleaning your work station. Please put it back on the file cabinet when you are finished using it. Do Not get up during instruction time to get these items. Do it before class begins or after lecture or directions have been given. Periodically, we will clean the lab as a group. Nothing is asked of you that I would not do myself. Keep your work area free of all paper. There are three trash cans in the room and that is where all trash is to be placed.

CLASSROOM RULES

BE PROFESSIONAL!!!!

- **BE PREPARED**
 - Come with pen, pencil and paper
 - Think positive
 - Be courageous to try something new
- **BE PROMPT**
 - Be at your workstation at the sound of the bell
 - All assignments need to be handed in on time or points will be deducted
- **BE POLITE**
 - Be professional
 - Treat others the way you would like to be treated
 - Use positive and appropriate language
 - Leave things that do not belong to you
 - Be honest
 - No talking when someone else is speaking
 - Keep voice to an inside voice level
 - No Eating in class
 - NO MUSIC, INTERNET, OR GAMES unless all work is completed and your cumulative grade is a C or higher.
 - All containers must be keep on the floor
 - When in doubt ask the teacher
- **BE PRODUCTIVE**
 - Stay focus on the task at hand
 - Set Goals
 - Go the extra mile

CONSEQUENCES

- **1st Offense** Warning (written and/or verbal)
- **2nd Offense** Call to parents or guardians
- **3rd Offense** Detention for 20 minutes before school and meeting with parents or guardians.
- **4th Offense** Administrative referral

Some problems will call for an immediate referral.

Classroom Procedures

Coming to and going from class

Start of class:

- Enter the room QUIETLY
- Get your notebook and a pen, then place book bags COMPLETELY under the desk.
- IMMEDIATELY BEGIN Bell Ringer assignment.
- When done with bell ringer, follow written agenda

Leaving the classroom during the block:

- ANY TIME you leave my class you MUST SIGN OUT.
- Bathroom/Water Fountain passes:
On your pass fill in the date and time, get it signed by me, sign out, and go.
- To go anyplace else you must request a hall pass from me, sign out, and go.
- When you return you MUST SIGN BACK IN.
- You MUST CATCH UP on any work missed while you were out.
(see absences and tardiness)

End of Class: (Only the last 2 minutes of the block)

- Begin the logout / shut down procedures
- If not done already that day, check folders for graded work.
- Only in the last 1-minute of class will you pack up your belongings to your book bag.
- You must remain at your seats until the bell rings.

Absences and Tardiness

- You are responsible for catching-up on **all learning, activities, and assignments** that were missed during your time away from the classroom; this includes, being absent, trips to the nurse, wellness center appointments, restrooms, offices, or elsewhere. *"I was not here"* is not an excuse in this class.
- Upon returning to class after an absence (for whatever reason), you must submit a pink slip and the attendance site will be checked otherwise no make-ups will be accepted. All work that was due on the day you missed will be the day you return. Any assignment given during missed class time will be due at a later date based on the number of consecutive classes missed. (i.e. one class missed = one class later; two consecutive classes missed = two classes later)

Notebook (college portfolio)

- You will need to maintain a class binder through out this entire course. You will be graded periodically on its upkeep.
- You must use a 1 ½" Ring Binder (with 9 sectional dividers and at least 2 pocket sleeves)
- **Class Binder Sections are:**

Timeline form	Resume & Transcript	Letters of recommendations	Completed College Applications	Essays	College research
Scholarship Research & Completed applications	Articles & Summaries	Misc.			

Assistance and Help

- When you find yourself confused do the following.
 1. Check with yourself (you are your best resource) then check with your neighbor
 2. Raise your hand and proceed to another task until I can assist you
- If you need long-term assistance I am available after school by appointment or use after the bell.
- If you have concerns or questions, drop a note in my in-box or email me at rparker@mail.milford.k12.de.us

Intentionally Left Blank

Please sign and return this page to Mrs. Parker next Class Period

We have read and understand the Classroom Accountability Agenda and Procedures for **College Prep**.

Printed Parent/ Guardian Name

Parent/Guardian Signature

Date

Printed Student Name

Student Signature

Date

Parent/Guardian Contact Information

Please print all information

Name _____

Work Phone Number _____

Home Phone Number _____

Best time to call _____

E-mail Address _____