

## College Readiness: Lesson 1, Worksheet 1

## College Readiness Timeline

Think back to the College Readiness Considerations listed in the Lesson 1 presentation. To the best of your ability, list the tasks that you'll need to complete each year in order to be ready for college. For *this* year, plan month by month. For future years, just make a simple list for each year on the next page.

Month	Tasks
November	<i>Tip: Include the College Readiness Module</i>
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	

Year	Tasks
6 years before college	
5 years before college	
4 years before college	
3 years before college	
2 years before college	
Last year before college	

College Readiness: Lesson 1, Worksheet 2

## Assessing Where I Am – My Accomplishments

Beneath each heading, list your accomplishments so far.

Grades

Rigorous Coursework

Admissions Exam Scores

Extracurricular Activities

Community Service

Jobs and Internships

Academic Work Outside of School

Awards and Honors

College Readiness: Lesson 1, Worksheet 2

## Assessing Where I Am—The College Preparation Process

Accomplishments:

Beneath each heading, list what steps you have already accomplished. *If one is more relevant to your college preparation process, you may choose to fill in under just one heading.*

### College Applications

*Consider steps such as deciding which universities to apply to, filling out applications, requesting transcripts, delivering or mailing applications, etc.*

### Entrance Exam Preparation

*Consider steps such as registering for the exam, paying associated fees, attending study courses, other study methods, sitting for the test, etc.*

*Left To Do:*

Beneath each heading, list what steps you still need to accomplish.

### College Applications

### Entrance Exam Preparation

## College Readiness: Lesson 1, Worksheet 3

**SMART Goal-Setting Chart**

Start by writing a general college readiness or career goal that you have. Then write one or more SMART Goals that will help you to achieve that goal. You should create 3 or 4 SMART goals. Each SMART Goal may help you to achieve the same larger goal, or they may be unrelated. Check each SMART goal to make sure that it is:

- Specific
- Measurable
- Achievable
- Relevant
- Time bound

General Goal	SMART Goal
<i>Example: I want to apply to several universities.</i>	<i>Example: By December 15, I will complete the online portion of applications for 5 courses.</i>

## College Readiness: Lesson 2

## My College Readiness Team

Use this chart to record the names of the people on your college-readiness team, and indicate the tasks you'd like each person to help with. Only assign tasks that will be necessary. For example, if recommendation letters are not required for the schools that interest you, simply remove that task from the chart. Add additional tasks that might pertain to your personal situation, as well.

[illegible]

College Readiness: Lesson 3

## Career Research Worksheet

Use the internet to conduct a search for information on three or four careers that interest you. Fill in the details about each career in the chart below.

Career or Job	Salary Range	Education Required	Skills you may need to learn or develop	Why this might be a good career for you	Concerns you have about this career

## College Readiness: Lesson 4/5, Worksheet 1

## Post-Secondary School Preference Worksheet

Use the information provided in the lesson to think about what factors will or might be important to you when you decide upon a college or university. Describe your preferences in the chart below. Use the prompts in italics to help guide you, but feel free to record your own thoughts, too. You can delete these prompts as you type. It is also okay to say that you don't know or that you do not have a particular preference for one of the factors. Your preferences may change as you learn more, and you may eventually need to prioritize some of them. For now, just consider what is important to you, and why.

FACTORS TO CONSIDER	PREFERENCES
Location	
Academic Interests	<i>Major? Course? Minor? Other academic considerations?</i>
Career Goals	
Cost	<i>What can you realistically afford? What do you prefer to spend? Will you need financial aid?</i>
Prestige	<i>How prestigious of a school or program do you prefer? What does this term mean to you?</i>
Selectivity	<i>How selective of a school do you prefer? How selective of a school is realistic for you? What would be a stretch, but still possible?</i>

FACTORS TO CONSIDER	PREFERENCES
Size	
Extra-curricular Interests	
Special Interests	
Academic Culture	
Campus Culture & Social Issues	
Other Preferences	
Gut Feeling/Intuition	<i>How comfortable are you relying on a gut feeling to help make your college decisions? Will it play a small role? A large role? No role at all?</i>

Post-Secondary School Comparison Chart

Use the internet to conduct a search for information on three to six colleges/universities that interest you. Fill in the details about each school or program in the chart below. In the “Pros” and “Cons” columns, note how the school fits (or doesn’t fit) your personal preferences and requirements that you identified in Activity 1.

School	Website	Pros	Cons	Other Notes

School	Website	Pros	Cons	Other Notes

## College Readiness: Lesson 6

## Study Skills Questionnaire

This questionnaire is not a test. It is a way to determine the study areas where you feel confident and the areas where you may want to work towards improvement. Use your results to determine where you would like to focus your efforts during the lesson.

1. Read each statement and give it some thought.
2. Place an X in the column that best describes you right now.

Time Management	Rarely	Sometimes	Often
I feel like I have enough time for school, fun, and other responsibilities.			
I study for quizzes and tests at least several days before I take them.			
I start papers and projects as soon as they are assigned.			
I use a calendar or planner (digital or paper) to organize my schedule.			
I include ALL aspects of my life (school, family, work, etc.) in my calendar or planner.			
I schedule activities according to my typical energy level throughout the day.			
I preview my calendar or planner daily.			

Note Taking	Rarely	Sometimes	Often
I take notes as I read my text books.			
I take notes during class lectures.			
I review my notes regularly, and not just before the test.			
I find my notes to be useful when studying for a quiz or a test.			
I rewrite/reorganize my notes.			
I compare my notes with a classmate.			
I try to organize main ideas and details into a meaningful method.			

Reading	Rarely	Sometimes	Often
I spread out my reading assignments so that I have time to read carefully and take breaks when needed.			
I browse headings, pictures, chapter questions and summaries before I start reading.			
I read when my brain is alert and ready to learn.			
I take notes while I read.			
I write down questions that I have and look for the answers in the text or ask my teacher later.			
I review after reading.			

Study Habits & Test Preparation	Rarely	Sometimes	Often
I feel prepared for tests and quizzes.			
I spread out my study sessions and avoid "cramming" just before a test.			
I quiz myself on the material (using flashcards, double-sided study guides, or another method).			
I study with a friend or in a study group.			
I attend review sessions when they are offered.			
I keep study sessions short so that I don't get burned out.			
I take practice tests when they are available.			
I make sure to get lots of rest before a test.			
I feel calm before and during a test.			

Review your responses. Is there an area where you marked mostly "Often"? You probably feel pretty confident in that area. Is there an area where you marked mostly "Rarely"? You may want to focus your attention and efforts on improving your skill set in this area.

Don't worry if you feel like you need to work in more than one area. Study skills are learned through practice and even trial and error. Try some of the suggestions in the lesson and see what works best for you.

College Readiness: Lesson 7, Worksheet 1

## Post-Secondary School Application Cover Sheet

Use this form to record key information about a school's application requirements.

School/Course:

Application Deadline:

Other Important Dates:

*(Entrance exam registration, entrance exam date, early decision, interview, etc.)*

Application Fee:

How to Apply:

*(Common Application, UCAS website, school website, other)*

Entrance Exams Required?    Yes    No

*(If yes, list them)*

Essay Requirements and Prompt:

Letters of Recommendation Required?    Yes    No

*(If yes, list how many and from whom)*

Other Important Information:

## College Readiness: Lesson 7, Worksheet 2

**College Admissions Checklist**

Update the following checklist to reflect the items that you will need to complete in order to apply to post-secondary school. You may choose to create separate checklists for each university/program, or you may want to create a single checklist with all of the items for each school.

Cut and paste items so that they are in chronological order according to their deadline. Delete items that do not apply to your situation and add other items that do apply.

To Do	Deadline	Done ✓
Obtain application materials		
Create hard copy or digital folder for each application (see Activity 2)		
Request high school transcript to be sent		
Request midyear grade report to be sent		
Register for required admissions test(s)		
Take admissions test(s)		
Register for additional tests		
Take other exams (AP exams, IB exams, SAT Subject Tests, TOEFL, other)		
Send admission-test scores		
Request recommendation letters		
Send thank you notes to recommendation writers		
Essay/ Personal Statement - Write first draft		
Essay/ Personal Statement - Proofread for spelling and grammar		
Essay/ Personal Statement - Request feedback from 1000 G 1000 F Writing Center		
Essay/ Personal Statement - Request feedback from at least one other person		
Essay/ Personal Statement - Revise		
Essay/ Personal Statement - Proofread		
Schedule Interview (on campus or with alumni)		
Attend Interview		
Submit financial aid application documents/information (see Lesson 8)		

To Do	Deadline	Done ✓
Pay application fee		
Make copies of all application materials		
Sign application		
Submit application (early decision/early action)		
Submit application		
Send additional materials (if needed)		
Receive letter from the office of admissions		
Receive financial aid award letter(s)		
Accept admission		
Send deposit (if necessary)		
Notify colleges that you will not attend		

College Readiness: Lesson 7, Worksheet 3

## Essay/Personal Statement Outline

Use this template to outline your essay:

- I. Introduction
  - a. Sets the tone – What tone will you use? Serious? Humorous? Informative? Will you share a story? Etc.
  - b. BIG Idea – include why it is important to you.
  - c. Listing of Main Points
- II. Main Point 1
  - a. Supporting Statement
  - b. How it applies to the BIG idea
- III. Main Point 2
  - a. Supporting Statement
  - b. How it applies to the BIG idea
- IV. Main Point 3
  - a. Supporting Statement
  - b. How it applies to the BIG idea
- V. Conclusion
  - a. Summarize main points
  - b. Link points to BIG idea, reiterate importance to you.

*This outline is VERY basic. Your job is to fill it in with basic ideas now so that you can use it to begin writing your essay soon.*

## College Readiness: Lesson 8, Worksheet 1

## College Cost Estimator

As you calculate costs for each of the following expenses, you may want to consult with a current student or adults in your family who are familiar with certain costs. It may be helpful to start by estimating a monthly cost and then multiplying by the number of months in the school year.

EXPENSE	UNIT COST <i>(monthly, by semester, etc.)</i>	ANNUAL COST
Tuition – <i>Cost may be reported by semester or quarter. Multiply by appropriate number to find the annual total. Consider if you will also attend classes in the summer.</i>		
Room – <i>(dorm/apartment/other) Consider where you will live during the summer to estimate full costs.</i>		
Food – <i>Will you pay for a meal plan? Or will you need to estimate the cost of groceries? You may want to ask an adult for help estimating grocery costs.</i>		
Social Life – <i>What do you pay for now that you will want to continue? What additional activities will you want to do? Come up with a monthly estimate and then multiply by the number of months at college.</i>		
Fees – <i>Ask admissions officers or course administrators about additional fees.</i>		
Books – <i>Admissions officers or the college website may have estimates of book costs.</i>		
Transportation – <i>public transportation or a car. Don't forget to include fuel and upkeep costs for a vehicle. Some colleges charge parking fees, as well.</i>		
Living expenses – <i>medical insurance, medical expenses, toiletries, clothing, laundry, coffee, magazines, other</i>		
TOTAL		

## College Readiness: Lesson 8, Worksheet 2

## Financial Aid Spreadsheet

Use this spreadsheet to organize your information about potential financial aid opportunities. Be sure to include ALL financial aid opportunities. If you are applying to schools in the US, include the FAFSA. If you are in the UK, include Student Finance England. If federal, state, or local financial assistance is available, include it with your list of other scholarships and bursaries for which you qualify. If you decide to apply for the opportunity, mark that you have applied in the "Applied" column. Once you receive an amount, record the actual amount in the "Received" column.

FINANCIAL AID OPPORTUNITY (Federal aid, scholarship, grant, etc.). Note if opportunity is for/from a specific school.	WEBSITE/CONTACT INFORMATION	POSSIBLE AMOUNT	HOW TO APPLY	APPLICATION REQUIREMENTS (letters of recommendation, transcripts, etc.)	DEADLINE	APPLIED ✓	RECEIVED

