

Junior Post-Secondary Preparation Assignments

Marking Period 3, Spring 2019

The following assignments are to be completed at your own pace, by the end of the marking period. *Please note, some of the assignments are to be done following a classroom lesson.* All assignments are due by **FRIDAY JUNE 14, 2019.**

★ Organization (Homework: 20 points)

- ☐ Create a Google Folder on your Google Drive to store all of your College Application documents in one place. **(10 points)**
 - ☐ Label everything appropriately so that you can navigate all of your documents with ease. **(10 points)**
 - ☐ *Share Ms. Duffy on it so that she can confirm.*

★ Technology Literacy: Emails (Homework: 35 points)

- ☐ After our in-class lesson, send Ms. Duffy an email demonstrating your understanding of what an appropriate email should look like. Moving forward, all email correspondence should follow this PROFESSIONAL format. Emails should have:
 - ☐ Correct grammar, punctuation, spelling **(5 points)**
 - ☐ Appropriate subject **(5 points)**
 - ☐ Greeting **(5 points)**
 - ☐ Body **(5 points)**
 - ☐ Sign off **(5 points)**
 - ☐ *Email signature (10 points)*

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★ **Calendar (Test: 100 points)** Now that you have a list of schools you are interested in, research what kind of deadlines they have. Rolling? Early decision? Regular? etc.

- ❑ Compile a list of deadlines needed for your college applications/city tests/university applications/trade schools IN CHRONOLOGICAL ORDER. Include important information such as, but **not limited too**, application openings, application deadlines, financial aid applications, financial aid deadlines, scholarship deadlines, NCAA deadlines, SAT and ACT test dates, etc. *Share Ms. Duffy on the Google Doc or take a picture and email your calendar format.*
 - ❑ Share Ms. Duffy on the individual doc, or send an email when you want her to grade it. If there is no email, she will check the folder on June 15.

★ **Resume (Test: 100 points)**

- ❑ Following our work in class this document should live in the Google folder you created.
 - ❑ Share Ms. Duffy on the individual doc, or send an email when you want her to grade it. If there is no email, she will check the folder on June 15.

★ **Cover Letter (Test: 50 points)**

- ❑ Following our work in class this document should live in the Google folder you created.
 - ❑ Share Ms. Duffy on the individual doc, or send an email when you want her to grade it. If there is no email, she will check the folder on June 15.

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★ **Community Service Hours (Homework: 20 points)** Get the Community Service Hours form from Mr. Medugno or your history teacher.

- ☐ Think back to freshman year, and begin logging your hours. **(5 points)**
- ☐ Get your teachers/supervisors to sign off on your hours. **(5 points)**
- ☐ *Create a plan, ask teachers, look up other ways to earn your hours or MORE hours. (5 points)*
- ☐ Share Ms. Duffy on a Google Doc of your Community Service Hours essay. *Start it, outline it, brainstorm it. (5 points)*
 - ☐ Share Ms. Duffy on the individual doc, or send an email when you want her to grade it. If there is no email, she will check the folder on June 15.

★ **Teacher Recommendation Letters (Test: 100 points)**

- ☐ After the lesson in class, complete one copy of the “Brag Sheet” in INK and turn in to Ms. Duffy. **(50 points)**
 - ☐ *I will photocopy it and give you both back. You may then give them to your teachers.*
- ☐ Email a screen capture/photo of your two electronic teacher recommendations on Naviance to Ms. Duffy. **(50 points)**

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★ Personal Statement Draft (Test: 100 points)

- ❑ Following our workshops in class, your personal statement should live in the Google folder. There should be evidence that you followed the steps in class and edited your draft.
 - ❑ Share Ms. Duffy on the individual doc, or send an email when you want her to grade it. If there is no email, she will check the folder on June 15.

★ Common Application Account (Homework: 50 points)

- ❑ Go to the Common Application website and create an account. (50 points)
 - ❑ Send screen captures of work via email or Google Doc

Extra Credit

- ❑ **May 15th** FAFSA, Financial Aid Information Session (Ms. Duffy will be in attendance)
- ❑ Registering for a college information session/visit in the college office on Naviance and attending the session: **25 points per session.**
- ❑ **Financial form DUE JUNE 1ST 100 points**
 - ❑ Complete the family income form given to you during Ms. DelMastro's classroom visit and hand it into the college office. *Ms. Duffy will confirm with Ms. Delmastro if you have already turned it in, she will not look at it.*
 - ❑ ***This is optional for Ms. DelMastro as well, but it will help to potentially open doors for EOP and HEOP programs.***