

Post-Secondary Planning Timeline

Bay Arenac ISD Career Center

Junior Year

Fall & Winter

Join the student club associated with your program area. Student clubs provide a means for students to develop stronger technical, leadership, and team work skills. Students who participate in competition and advance to the state or national level could be eligible for scholarships and job opportunities.

Complete Employability Skills training

- develop a resume
- write a cover letter
- demonstrate job interview skills

Identify your True Colors profile. From your counselor's presentation, know how to use the Career Center's web site to find post-secondary, financial aid, and career information www.baisdcareercenter.com

Complete the Key Train Pretest. Go to the Career Center website, click on Counseling, Jobs & Careers, Work Keys Profiles, and identify the level of skills (i.e scores) you'd need for the career you're interested in pursuing.

Attend a College Night at your sending school or November 10th at the Career Center. Begin to identify colleges, tech schools, apprenticeship programs that may suit your future goals. (*attached*)

Spring

Take the Michigan Merit Exam (ACT / Work Keys / Michigan Science, Social Studies, Be sure to have your ACT results sent to ALL of the colleges/universities you're considering, including Delta.

Some programs have 1st year students participate in a 1-3 week work experience. Students who have demonstrated strong work habits and attendance records could be placed in an area business/industry to apply their skills and learn from employers what is expected in the work place.

Some schools in Bay & Arenac Counties have a community service requirement that students must meet in order to graduate. Does your school? Indicate on the check sheet the number of volunteer hours you've completed. Keep all verification documentation for scholarships for which you may apply that are based on exemplary service.

Have your portfolio up-to-date with certificates, resume/cover letter, letters of recommendation.

One-year programs only: complete the Delta Articulation form with your instructor before you leave the Career Center for summer break.

See your sending school counselor to be sure that you have earned the number of credits and completed the course requirements that put you in-line to graduate at the end of the next school year,

Visit colleges over the summer that you may want to apply to in the fall. (*attached*) Also, consider applying for a college summer program designed to introduce high school students to college majors/courses. Ferris State University is a good source for career camps. www.ferris.edu

Estimate the cost of post-secondary training and find a summer job, saving money to help with future expenses.

Get involved in a community service opportunity or internship relevant to your career interest.