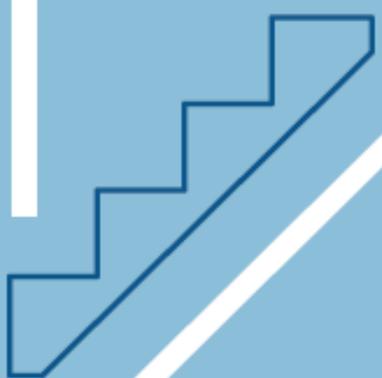


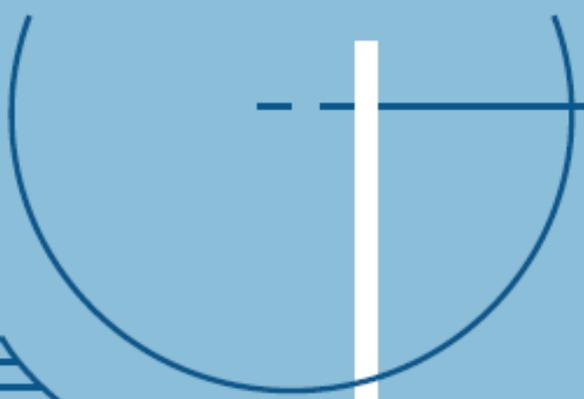
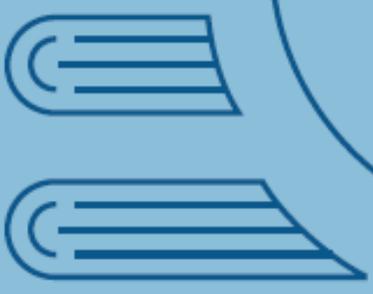


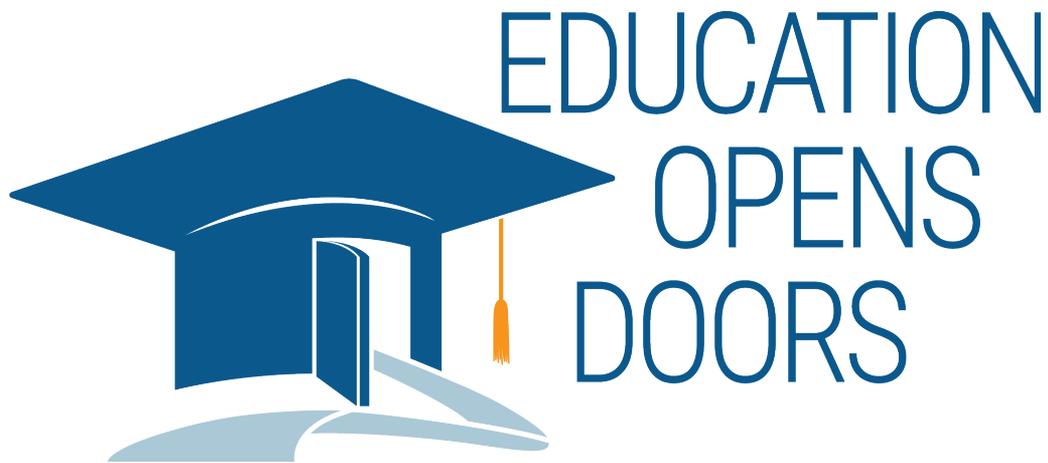
NAME: _____



STUDENT GUIDEBOOK

YOUR STEP BY STEP RESOURCE
FOR AN INFORMED FUTURE





STUDENT GUIDEBOOK

**YOUR STEP BY STEP RESOURCE
FOR AN INFORMED FUTURE**

Authors: Jayda Batchelder & Courtney Fadley

10th EDITION PUBLISHED AND DISTRIBUTED BY
Education Opens Doors

Education Opens Doors is a nonprofit organization whose mission is to activate all students to determine and pursue an informed future. To learn more or inquire about partnership, please contact us directly at info@educationopensdoors.org.

www.educationopensdoors.org

10th Edition

Copyright © 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 by Jayda Batchelder

Education Opens Doors, Inc.

All rights reserved. No part of this book may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the publisher.

Readers should be aware the Internet Web sites offered as citations and/or sources for further information may have changed or disappeared between the time this was written and when it is read.

Limit of Liability/Disclaimer of Warranty: While the publisher and author have used their best efforts in preparing this book, they make no representations or warranties with the respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. e advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. Neither the publisher nor author shall be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages.

Cover Design by Addison Den Hartog; addisondenhartog.com

Page design by Lyndsay Wright David; www.lyndsaywrightdesign.com

Printed in the United States of America by Hill Print Solutions, Ltd.

ISBN 978-0-692-90372-8

For more information visit: www.educationopensdoors.org

Table of Contents

UNIT 1: EXPLORING MY CHARACTER AND MINDSET	9
Unit 1 Vocabulary	10
How to Use This Guidebook	11
Grade Level Checklist.....	15
Building Character for College and Career	23
Analyzing My Mindset.....	27
The Impact of Education	31
Unit 1 Summary: Exploring My Character & Mindset.....	36
UNIT 2: MAKING CHOICES FOR MY FUTURE	37
Unit 2 Vocabulary	38
Grade Point Average (GPA) and Class Rank	42
Time Management.....	47
Study Habits.....	50
Types of High Schools.....	53
High School Fit	60
Extending My Learning: Researching Local High Schools.....	63
Credit Hours and Graduation Plans	65
Meet with Your Guidance Counselor	67
Understanding Course Credits	69
Advanced and Unique Courses.....	73
Life Outside of the Classroom	79
Community Service	80
Extracurricular Activities.....	81
Jobs and Internships	85
Choosing a Healthy Lifestyle	89
Unit 2 Summary: Making Choices for My Future.....	94
UNIT 3: PROFESSIONALISM: SHOWING UP AS MY BEST SELF	95
Unit 3 Vocabulary	96
Professionalism.....	97
Networking	99
Virtual Identity	102
Personal Statement.....	105
Cover Letter	107
Recommendation Letters	113
Writing a Thank You Note.....	116
Résumé Building Blocks.....	122
Preparing for an Interview.....	137
Unit 3 Summary: Professionalism: Showing Up As My Best Self.....	158

UNIT 4: KNOWING MY OPTIONS AFTER HIGH SCHOOL 159

Unit 4 Vocabulary 160

Options After High School 162

Understanding My Why 171

Exploring the Career for Me 175

Soft Skills 177

Understanding Career Pathways 179

Degrees and Certification Programs 183

Education Pays: Lifetime Earnings 190

Choosing a Course of Study 193

Playing a Sport While in College 203

Unit 4 Summary: Knowing My Options After High School 208

UNIT 5: UNDERSTANDING MY FINANCES AFTER HIGH SCHOOL 209

Unit 5 Vocabulary 210

Calculating the Cost of Continuing My Education 212

Understanding Financial Aid 219

Financial Aid: The FAFSA 234

Comparing Financial Aid Packages 240

Financial Literacy 245

Establishing Financial Goals 246

How to Build a Budget 248

Making Your Money Work for You 251

Unit 5 Summary: Understanding My Finances After High School 258

UNIT 6: COMPLETING MY APPLICATIONS 259

Unit 6 Vocabulary 260

College Rankings and Selectivity 261

Types of College Admission 264

Choosing A School 267

Extending My Learning: My Top College Research 272

The College Application Process 273

About the SAT and the ACT 276

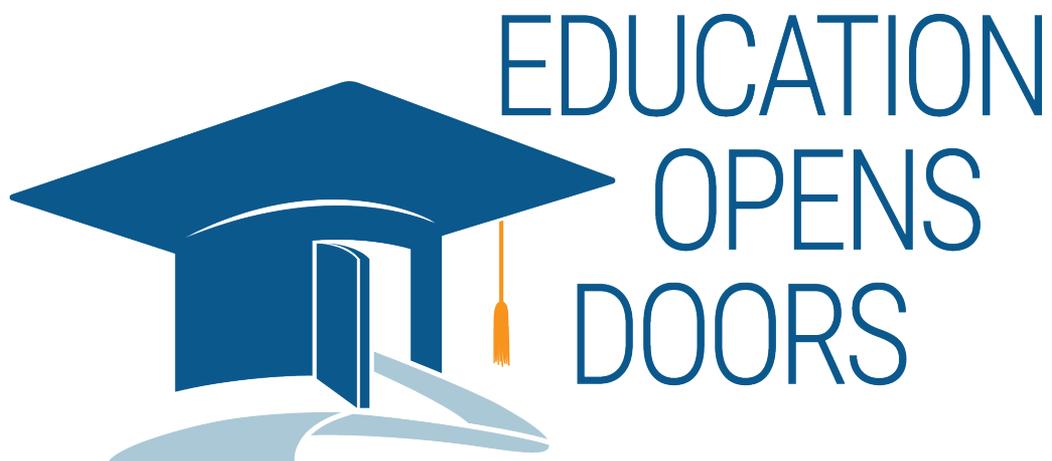
Application Essay 281

Application Tracker 290

Practice College Application 291

Unit 6 Summary: Completing My Applications 296

APPENDIX	297
Helpful Web Searching Techniques	298
Resources for Students in Foster Care and Students Who Are Homeless	299
Resources for Students Who Are Parents	301
Resources for Students with Learning Disabilities	303
Resources for Students Who Are Undocumented	305
Resources for Students Who Are Economically Disadvantaged	307
Resources for Students Preparing for Nontraditional Training and Employment	309
Resources for Students with Limited English Proficiency	311
Resources for Students Who Identify as LGBTQ+	313
Resources for Students with Physical Disabilities	315
Glossary of Terms	319
Guidebook Review	330
Transition to College Timeline	332
Extras	333
Certificate of Completion	347



UNIT 3

PROFESSIONALISM: SHOWING UP AS MY BEST SELF

What is a résumé?
Why is it important?

How can I prepare for
an interview?

Personal Statement
page 105

Cover Letter
page 107

Recommendation Letters
page 113

Writing a Thank You Note
page 116

Résumé Building Blocks
page 122

Preparing for an Interview
page 137

Virtual Identity
page 102

Unit 3 Summary
page 158

Networking
page 99

Professionalism
page 97

Unit 3 Vocabulary
page 96

DIRECTIONS: Read the topics of this unit. Draw a picture of your emotions about this content.

How is building relationships important for my network?



Résumé Building Blocks

BIG IDEA
The purpose of my résumé is to highlight my education, work and academic experiences, community involvement, awards and honors as well as skills in a brief way.

Top 3 GPAs

DIRECTIONS: Rank the following GPAs in order from highest to lowest: 3.0, 2.8, 4.0, 2.5, 3.7.

GPA is a number. It reflects all of your grades combined into an average. However, applicants are more than a number. Other than GPA, what else would you want a college or hiring committee to know about you? Possibly your skills, your achievements, your community involvement? Submitting a résumé solves that problem! A **résumé** is a one-page summary of your experiences, awards, and skills.

More Than A Number

DIRECTIONS: Pretend you are on the admissions committee at Pursuit School of Achievement. You have 5 applicants and only have space for 3. Read the highlight from their résumés listed below. Combined with their GPA, which ones would you choose to admit? Circle 3.



APPLICANT 1
GPA: 3.0
Selected to attend an enriching summer program.

APPLICANT 2
GPA: 2.8
Competed in and won first place in an all-region athletic competition.

APPLICANT 3
GPA: 4.0
Participated in a community service project.

APPLICANT 4
GPA: 2.5
Planned and led a community wide service project.

APPLICANT 5
GPA: 3.7
Directs the varsity choir.

Did you choose the ones with the top 3 GPAs? Why or why not?

Résumé Building Blocks

Colleges and universities do not always choose applicants with the highest GPA. Work and academic experiences, community involvement, awards, honors, and skills are a part of the selection process.

Starting today, what aspect of your future application can you focus on improving? Circle it below and write a goal to pursue this school year.

GPA	Work/Academic Experiences	Community Involvement	Awards and Honors	Skills
-----	---------------------------	-----------------------	-------------------	--------

My Goal:

NOTES:

Middle School Résumé

Alma Rodriguez

456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION

Centennial Middle School, Boulder Valley School District 2013-2015

Cumulative GPA: 3.4

Advanced and Unique Courses:

- Advanced Math, Language Arts, and U.S. History
- Education Opens Doors College Prep Class

WORK AND ACADEMIC EXPERIENCES

- Played as catcher on baseball team 2013-2015
- Engineering Camp at Boulder Community College Summer 2014
- Served 2 terms as president of the Spanish Club 2014-2015
- Competed in the Knowledge Bowl Competition 2014
- Participated on the Math Team for 1 competition 2015

COMMUNITY INVOLVEMENT

- Tutored elementary students in After School Club program 2014-2015
- Volunteered at the annual Thanksgiving Canned Food Drive 2014
- Read to toddlers at Sunshine Day Care 2015

AWARDS AND HONORS

- Most Valuable Player, baseball team 2013
- Most improved Math Student Award 2013
- Junior Zoo Keeper Certificate, Dallas Zoo 2014
- 3rd Place in Knowledge Bowl Competition 2014

SKILLS

- Bilingual, fluent in speaking, reading, and writing English and Spanish

REFERENCES

Kristen Watkins

English Teacher and Knowledge Bowl Teacher Sponsor

Phone: 123.456.7891

E-mail: Kristen.watkins@education.eod

Andy Lovley

Baseball Coach and Math Teacher

Phone: 123.456.7892

E-mail: andy.lovley@education.eod

*Please Note: Image is not to scale. Real résumé files are printed on an 8.5" x 11" sheet of paper.

Building A Résumé

The purpose of a **résumé** is to highlight your education and experiences in a concise way. Résumés change over time as you gain more experience. Throughout this section, notice the changes in Alma's résumé as the résumé transitions from middle school to high school and into a professional version.

Ordering Your Information

When listing your activities, do so in reverse chronological order. More recent events should come first.

What is included in a résumé?

- Name and Contact Information
- Education
- Work and Academic Experience
- Community Involvement
- Awards and Honors
- Skills
- References

Name and Contact Information

When someone first looks at your résumé, make it easy for them to find your name and contact information. Place this information at the top of your résumé and make your name the largest font (don't go larger than 16-point font). Use a permanent mailing address, phone number, and professional email address. A professional email address typically includes your first and last name.

Education

This section follows your personal contact information. Here is where you put the name of the high school you are graduating from. Always include your GPA if it is above a 3.0. (to find your GPA, check your high school transcript or talk to your counselor). Including "advanced and unique coursework" is optional. Consider including this if you have taken courses that are related to what you are applying for. For example, if you took AP US History and are applying to a history program, you would definitely want to mention it.

Work and Academic Experience

If you have had any previous experience that was paid or non-paid, this is where to include those responsibilities and accomplishments. One way to organize this information is to include the exact title of your position, the name of the company/organization, and how long you held this position on one line. Under this information, bullet point your responsibilities and accomplishments to help recruiters understand what you did in this role. If you reference more than one experience, list it in reverse chronological order, most recent first.

Review!

Revisit Unit 2 to refresh on internships, jobs, community service, and extracurricular activities for examples.

References

A reference is someone who can comment positively on your personal character and work ethic.

Community Involvement

Community can be defined many ways. Think about how you have been involved in any communities you are a part of. If you are involved in both extracurricular activities and community service organizations, it is okay to have separate sections for each. If you held leadership positions in these activities, don't forget to include them here too. This can be an optional section if you included this information in the experience section.

Awards and Honors

If you did not include your awards and honors in the experience section, make sure to list them here. It is always helpful to include a short description of the award/honor and when you received it.

Skills

If you are fluent in speaking, reading, and/or writing a language other than English, include it here. This is the place for you to list specific skills that are relevant to what you are applying for. For example, if you are applying for computer jobs, include the programs you are proficient (skilled) in (such as MS Word, Excel, and PowerPoint, Adobe Illustrator and Photoshop). This can be an optional section.

References

Create a **reference** list of three to five people who know you in a professional setting and would be willing to talk about you. A reference may be contacted before or after an interview. This can be on a separate page from your résumé. Title the page, "References for _____". If you have had a job before, use your supervisor or boss as a reference. Other references could include teachers, coaches, or extracurricular sponsors who know you. Do not include family members or friends. When you list your references, include their full name, title, work address, phone number, and email address. Ask your references for permission before you list them, and let them know what you are interviewing for. After the interview, send them a thank you card for being a reference.

High School Résumé

Alma Rodriguez

456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION

Sunrise High School, Boulder Valley School District 2016-2020
Cumulative GPA: 3.83 Rank: 15/367
SAT Score: 1340 ACT Score: 31

WORK AND ACADEMIC EXPERIENCES

Student Council 2017-2020

Community Liaison

- Served as communication between school and local organizations
- Raised over \$10,000 for the school in the form of donations from the community
- Created a list of local organizations hiring teens for students to locate internships

Sunrise High School Volleyball Team, Defense 2016-2020

Varsity Co-Captain 2019-2020

JV Most Valuable Player 2016

COMMUNITY INVOLVEMENT

Children's Medical Center, Pediatric Oncology Department Summer 2017

Child Life Intern

- Assisted in planning and facilitation of 2 activities in the hospital playroom per week
- Delivered joy to patients with flowers and gifts

The Birthday Party Project Summer 2016

Public Relations Intern

- Assisted PR Coordinator in creating a 6-month social media content schedule
- Collected and organized media release for all images and quotes from families

AWARDS AND HONORS

Who's Who at Sunrise High School 2020

- Recognized as one of 30 seniors for outstanding service and leadership

Most Likely to Change the World 2019

- Awarded as the student most likely to make a difference in the community

"A" Honor Roll 2019

- Earned straight A's during junior year

SKILLS

- Fluent in Spanish (reading, writing, and speaking)
- Adept in graphic editing using Photoshop and Illustrator

REFERENCES

Dr. Meghan Coates

Science Teacher and Student Council Advisor

Phone: 123.456.7890

E-mail: meghan.coates@education.eod

Chelsea Johnson

Public Relations Coordinator at The Birthday Party Project

Phone: 123.456.7891

E-mail: Chelsea.johnson@tbp.eod

*Please Note: Image is not to scale. Real résumé files are printed on an 8.5" x 11" sheet of paper.

Formatting a Résumé

Research states that most employers will initially spend about 10 seconds looking at a résumé. Below are tips for résumé formatting to ensure it is easy to read quickly and highlights the most important elements.

Find the Format

DIRECTIONS: Read the formatting tips in the list below and point to where you see the tips being utilized in Alma's résumé.

TIPS

- It is okay to have white space on your résumé as long as the page is balanced
- Align dates on the right side of the page
- Leave 1-inch margins
- Print your resume on white or off-white paper, size 8.5 x 11
- Only include pictures if requested to do so
- Use reverse chronological order
- Avoid using the pronoun "I"
- Begin each description with an action verb
- Always type your résumé rather than hand writing

BIG IDEA

Résumés have very specific structure and formatting, including being 1-2 pages, listing experiences in reverse chronological order, and avoiding the pronoun "I".

Alma Rodriguez
456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION

Sunrise High School, Boulder Valley School District	2016-2020
Cumulative GPA: 3.83	Rank: 15/367
SAT Score: 1340	ACT Score: 31

WORK AND ACADEMIC EXPERIENCES

Student Council 2017-2020
Community Liaison

- Served as communication between school and local organizations
- Raised over \$10,000 for the school in the form of donations from the community
- Created a list of local organizations hiring teens for students to locate internships

Sunrise High School Volleyball Team, Defense 2016-2020
Varsity Co-Captain 2019-2020
JV Most Valuable Player 2016

COMMUNITY INVOLVEMENT

Children's Medical Center, Pediatric Oncology Department Summer 2017
Child Life Intern

- Assisted in planning and facilitation of 2 activities in the hospital playroom per week
- Delivered joy to patients with flowers and gifts

The Birthday Party Project Summer 2016
Public Relations Intern

- Assisted PR Coordinator in creating a 6-month social media content schedule
- Collected and organized media release for all images and quotes from families

AWARDS AND HONORS

Who's Who at Sunrise High School 2020

- Recognized as one of 30 seniors for outstanding service and leadership

Most Likely to Change the World 2019

- Awarded as the student most likely to make a difference in the community

"A" Honor Roll 2019

- Earned straight A's during junior year

SKILLS

- Fluent in Spanish (reading, writing, and speaking)
- Adept in graphic editing using Photoshop and Illustrator

Extending My Learning: Building a Résumé

DIRECTIONS: Create a draft of a résumé using an online template to practice formatting.

STEP 1: Search “résumé template” online to locate a template you can edit on a computer.

STEP 2: Begin to input information into the template using the brainstorming page and the résumé formatting page.

STEP 3: Analyze the formatting of the document to establish if it is utilizing correct résumé formatting or not.

STEP 4: Send your draft to a friend or adult to ask for feedback.

Spacing

Pay careful attention to the spacing of your résumé and make sure it appears clean and consistent.

Formatting

Dates should be right aligned throughout your entire résumé.

NOTES:

UNIT 5

UNDERSTANDING MY FINANCES AFTER HIGH SCHOOL

What is financial aid and how do I apply for it?

Financial Aid: The FAFSA
page 234

Comparing Financial Aid Packages
page 240

Financial Literacy
page 245

Establishing Financial Goals
page 246

How to Build a Budget
page 248

Making Your Money Work for You
page 251

Unit 5 Summary
page 258

Understanding Financial Aid
page 219

How does the FAFSA work?

When do I have to pay back student loans?

Calculating the Cost of Continuing My Education
page 212

Unit 5 Vocabulary
page 210

DIRECTIONS: Read the topics of this unit. Draw a picture of your emotions about this content.

How expensive is college?



Understanding Financial Aid

What questions or concerns do you have about paying for continuing your education?

BIG IDEA

Financial aid is money that federal, state, college, and private sources offer students to help pay for college.

For many students, paying for college is a concern. Fortunately, there are four types of financial aid, given based upon financial need, merit, or both. To determine if a school is a good financial fit for you and your family, contact their Financial Aid Office and ask how much financial aid current students receive.

Search “Federal Student Aid” online to find detailed information and resources. Specifically look for websites ending in **.gov** to ensure the information is coming from the federal government rather than a private company.

Needs-Based Financial Aid	Merit-Based Financial Aid	Needs and Merit Based Financial Aid
Eligibility is based only on funds available by the student’s family. Academics/athletics/talents/interests are not considered.	Eligibility is based only on the academics/athletics/talents/interests of the student. Family finances are not considered.	Eligibility takes into consideration both the academics/athletics/talents/interests as well as funds available by the student’s family.
Special Notes		
ALL Federal financial aid is needs-based, including the Pell Grant. They also require completion of the FAFSA.	University and private scholarships/grants can be merit-based.	University and private scholarships/grants can be needs based initially, and merit based for future semesters.

Financial Aid

Money students use to cover college expenses. Aid comes in the form of grants, scholarships, loans, and work-study.

Work Study

Work study is a paid campus job you can be awarded by filling out a federal form called the FAFSA.

FAFSA

The FAFSA is an application for financial aid, including loans, grants, college work study, and other federal and state funding. It is often required before a student can be considered for scholarships.

Four Types of Financial Aid

Grants

Grants are financial aid that do not need to be paid back! Federal grants are based upon your FAFSA. Grants can also be dispersed from the school or state, local, or federal government. They can be either merit based or needs based.

Work Study

Work study dollars do not need to be paid back, and are dispersed through the federal government after completing the FAFSA. **Work study** allows students to have a paying job on campus, and the payment received for the work can go directly towards school costs or be used to cover personal expenses.

BIG IDEA

Scholarships and grants do not need to be paid back, while loans DO need to be paid back (typically with interest).

Use Free Searches

You should never have to pay to find scholarships that you can easily find yourself!

Scholarships

Scholarships are financial aid that does not need to be paid back! Scholarships can be given from the school or from a private company/organization. They can be either merit based or needs based. A benefit of private scholarships is that you can use them at the school of your choice. Thousands of private scholarships are available and range in the amount of money they disperse. Ask local companies, religious institutions, and community organizations about scholarship opportunities.

Loans

Loans are financial aid that does need to be paid back after you graduate. Loans come from the government (based on FAFSA), or from a private company like a bank. All student loans have an interest rate associated with them; some are very high (above 10%) and some are very low (0%). Be aware of the interest rate on the loan as well as the terms of repayment. The higher the interest rate, the larger the sum of money you will repay in total. Terms of repayment include: length of time after graduation before payments start, whether or not interest is collecting while you're still in school, and if there is a grace period available if you choose to join the Peace Corps or another service organization.

Compare Types of Financial Aid

DIRECTIONS: Fill out the chart below. At the bottom, be sure to list pros and cons about each type of financial aid.

	Loan	Grant	Scholarship	Work Study
Where does the money come from?				
Does the money have to be paid back?				
Does interest for fees accumulate on the money you receive? (Meaning you have to pay back more than you received)				
Does a student need to fill out the FAFSA to get this award?				
PROS (+)				
CONS (-)				

Paying for College Activity

DIRECTIONS: Complete the worksheet to determine Michael's left over need and read about ways it can be covered.

Michael's Sample Financial Statement

Tuition Cost	\$9,000
Room and Board Cost	\$10,000
Books Cost	\$1,200
Other Fees	\$3,900
Total Cost of Attendance	\$_____

Financial Aid	\$15,000
Michael's Contribution	\$1,800
Parent Contribution	\$1,800
Total Aid and Family Contribution	\$_____



	-		=	
Total cost of attendance (including room and board)		Total aid and family contributions		Left over need

Ways to cover left over need:

- Locate a summer job and start saving!
- Apply for scholarships not offered by the University (YMCA, private donors, large stores, etc.). Ask your guidance counselor at school about options.
- Talk to family members about starting a family savings plan for your college. There are savings accounts that will accumulate interest as your money sits in the bank account. Talk to a local bank or credit union about your options.
- Consider student loans for the amount of unmet need.

Can you think of other ways to cover left over need?

It's also possible to reduce your costs in college. Look back at the "Cost Cutters" lists for some tips on ways to do so.

Apply Early

College funding and financial aid are usually distributed on a first come, first serve basis.

Be Cautious

Be cautious when accepting loans and ONLY accept what you absolutely need.