

COLLEGE

IS IN MY FUTURE

Self Awareness, Study Skills, College Success



College Awareness Curriculum



Creating college bound communities

Dear 8th Grade Student,

Next year, you will be starting high school. It is time to make sure you're on the path to the future you want for yourself. What do you already know about going to college? What else do you need to know to be sure you're on track? This book contains activities that will help you take the next steps on your pathway to college and your future dream career.

What are your dreams? Section one helps you understand the importance of college to your future dreams. Some of the famous people you know were determined to reach their dreams therefore planned their future, which included college. You'll get to hear more about their route to success. You'll also have an opportunity to practice ways to respond to people who might want to pull you or your friends off track from reaching your dreams.

How will you earn a living in the future? In the second section you'll learn more about a variety of careers, the salaries you might earn, the type of skills and education needed for different careers. After this section, you may want to change your future career dream!

To do well in school and college, you'll need to learn good study skills. Section three will teach you some useful memory tricks that will help you remember important information. You will also learn how to manage your time so you will get your important work done. In section four, you'll learn important note-taking skills that will help you all through high school and college. You'll be given some new tools that will help you organize information and write an essay. At the same time, you'll be gaining important information about staying on the college pathway.

Do you know what classes you have to take in high school if you want to go to college? In section five, you will gain the information you need about college preparation classes to help you create your high school plan.

The lessons in the *College is in My Future* workbook will give you the skills and knowledge you need to stay on your pathway to the college and career of your dreams!



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The Importance of College

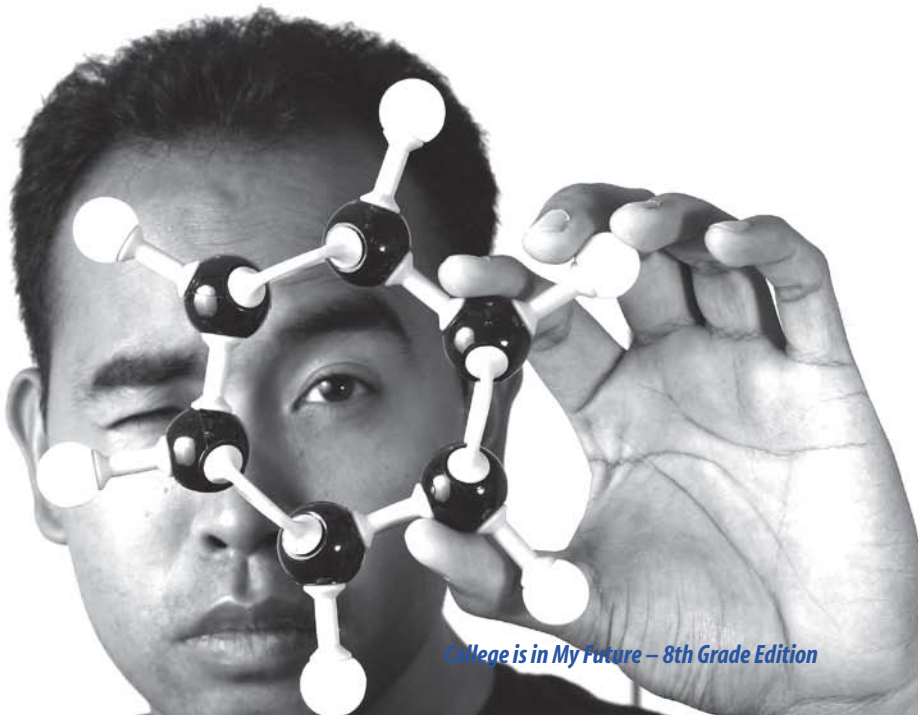
1) What would you like to become when you grow up?

Movie star, famous singer, athlete, chef, designer, business owner, lawyer, doctor, mechanic, beautician, etc...)

2) How will you accomplish this goal?

3) What college would you like to attend?

4) What would you like to study when you go to college?



Write down how you would respond/react to the following scenarios:

A) You are hanging around with your friends. All of a sudden, some individuals come and tell your friend to join their gang or else they will beat him/her up. What would you advise your friend to tell them that would be an appropriate way to say "No"?

B) You are at recess/break and people are making fun of your friend because he/she is too heavy or maybe too skinny. What would be an appropriate way for your friend to tell them to stop? In case they do not stop, who would be an appropriate person your friend can tell?

C) Your friend is turning in his/her homework to the teacher and a student makes fun of him/her for doing it and calls him/her a nerd. What can your friend tell that student who is making fun of him/her?

D) You are in your English class and another student does not let your friend pay attention to the teacher with his/her constant talking. What appropriate advice would you give your friend?



YOUR DREAM CAREER

Have you ever thought about what your dream job looks like? There are thousands of different careers to choose from and there is no one career that is perfect for all people. So how do you know which one is right for you?

A good way to start your search for the perfect career is to think about the things that interest you.

What activities do you enjoy? What is it about them that you like? List at least three activities. Include things you like to do both in and out of school.

I enjoy: _____

because: _____

I enjoy: _____

because: _____

I enjoy: _____

because: _____

List possible careers:

Study Skills

There are many things that you can do in order to improve your study skills. The better your study skills are, the more successful you will be as a student. You will do better on tests, studying will become easier for you and you will feel more confident.

This section will give you tips on how to prepare for tests, how to organize and manage your time and a few memory tricks to help you be successful in memorizing information.

Memory

Our brains are like computers. Both have the ability to save information that can be used at a later time. Just like a computer, we refer to the information that we store as memory. In school, you are required to memorize information regularly for tests. Whether the test is multiple choice, short answer, or essay, you will rely on your memory in order to do well on the test.

Three Steps to Memory Success

1. *Repeat* the information *out loud* in your own words. This will allow you to hear the information, rather than just seeing it in print.
2. *Repeat* the information *in your head* several times until you can remember it.
3. After you have repeated the information in your head several times, then *write* the information *on a piece of paper*. Do this as many times as necessary. After several times you should be able to write it down without looking.

Other Memory Tricks

Other tricks can be used to memorize things. Below are three tricks.

1. *Mnemonic Devices* (pronounced neh-MAHN-ick) work by helping you connect the information you are trying to learn with something simpler or with information that is familiar to you or an invented sentence in which the first letter of each word is a cue to an idea you need to remember. For example, to remember how to spell the word mnemonic, you could learn the following sentence:

My **n**ice **e**agle **m**oved **o**ver **n**ear **i**ts **c**up.

2. *Acronyms* are another trick used. An acronym is an invented combination of letters to help you remember a word or idea. Acronyms are a great way to remember items like the “Order of Operations” (the necessary steps involved to solve a mathematical problem) or remembering the order of the Presidents of the United States, or planets in the universe.

For example, the letters below, which spell “**TEAM**,” can help you remember the concept of team.

T Together
E Everyone
A Achieves
M More

3. Another way to remember is to make a *mental picture* of what you want to learn. You have probably heard the saying, “A picture is worth a thousand words.” Research shows that pictures are easier to remember than words alone. This is probably why you usually remember a person’s face but may forget his or her name.

For example, you are trying to memorize the definition of the Spanish word *cabina telefonica* which means phone booth. You can picture a cab trying to fit into a phone booth. Therefore, on the test when you see the word *cabina telefonica* you would remember the meaning “phone booth” because of the mental image of a cab trying to squeeze into the phone booth.

Study Skills Continued...

Group Exercise

Once your teacher has grouped everyone into small groups, as a group decide what memory trick – *mnemonic device*, *acronyms*, or a *mental picture* – you will use to memorize the A-G college admission requirements, the order of the planets in outer space and the most populous cities in Indiana. Be prepared to present the memory trick that you decided as a group to use for each concept to the whole class.

Exercise #1: College Admission Requirements

A-G Requirements:

Find a memory trick that you can use to remember the types of classes that you need to take while in high school to be eligible for college admissions.

Social Studies, English, Math, Lab Science, Language other than English, Visual and Performing Arts, College Electives

Exercise #2: Science

Order of the Planets in Outer Space:

Listed below are the names of the planets in order from nearest to farthest from the sun. Find a memory trick to help you remember the order of the planets.

Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto

Exercise #3: United States Geography

Find a memory trick to help you remember the most populous cities in Indiana. The cities are listed below in order from highest to lowest with regards to their population size.

Indianapolis, Fort Wayne, Evansville, South Bend, Gary

*Below are five tips to improve your test-taking skills.
Apply these strategies while you are taking a test.*

- ☐ Take a deep breath and relax before starting.
- ☐ Read all of the directions before you take the test.
- ☐ During the test, answer all of the easy questions first and then go back to the hard ones.
- ☐ If you don't know the answer, eliminate the choices you know are incorrect and choose from among the remaining answers.
- ☐ If you have time left over, go back and check your answers and correct them when possible.



Sample Test

Directions: Read all the questions carefully first before starting the test and choose the best answer. Underline the answer if you're using a pen and circle the answer if you're using a pencil. If you have a question quietly raise your hand and wait for the teacher to come to your desk.

1. How many years of English do you need to take in high school to meet the A-G requirements?

- a) one b) two c) three d) four

2. How many University of California campuses are there in the state?

- a) 10 b) 6 c) 23 d) 12

3. How many years of mathematics are recommended in high school to make you most competitive for college?

- a) one b) four c) three d) two

4. American history will meet which of the requirements for college?

- a) A b) D c) F d) G

5. Read the following and answer the questions:

It is important that your counselor know that you want to go to college. You need to tell your counselor you want to be taking A-G courses so that you will qualify for college. A-G requirements may differ from one high school to another. The high school has to send the courses in to the University of California to have them approved. Oceanography might be an approved A-G course at one high school and not at another. Before you sign up for a course, it is important to find out if it is on your high school's A-G approved list. An English course, for example that is an English as a Second Language class does not meet the requirement for A-G. Ask your counselor for a copy of the list and use the number on the course to check to see if the course is on an approved A-G course.

1. The best title for this paragraph would be:

- a) Why go to college?
b) Getting into A-G classes
c) Why take A-G classes?
d) English is A-G

2. Who approves courses to be on the A-G list?

- a) high school counselors
b) the University of California
c) the high school principal
d) you

6. Do not answer questions one and two.

| | UC | CSU | Community College System |
|---|----|-----|--------------------------|
| What are some facts about this system? | | | |
| What would I need to do to prepare for this system? | | | |
| Why would I choose this system? | | | |

Sample Outline

I. Introduction – What is the big topic?

- a.
- b.
- c.

II. Body – Choose three main ideas to cover. Under each main idea, give three supporting details.

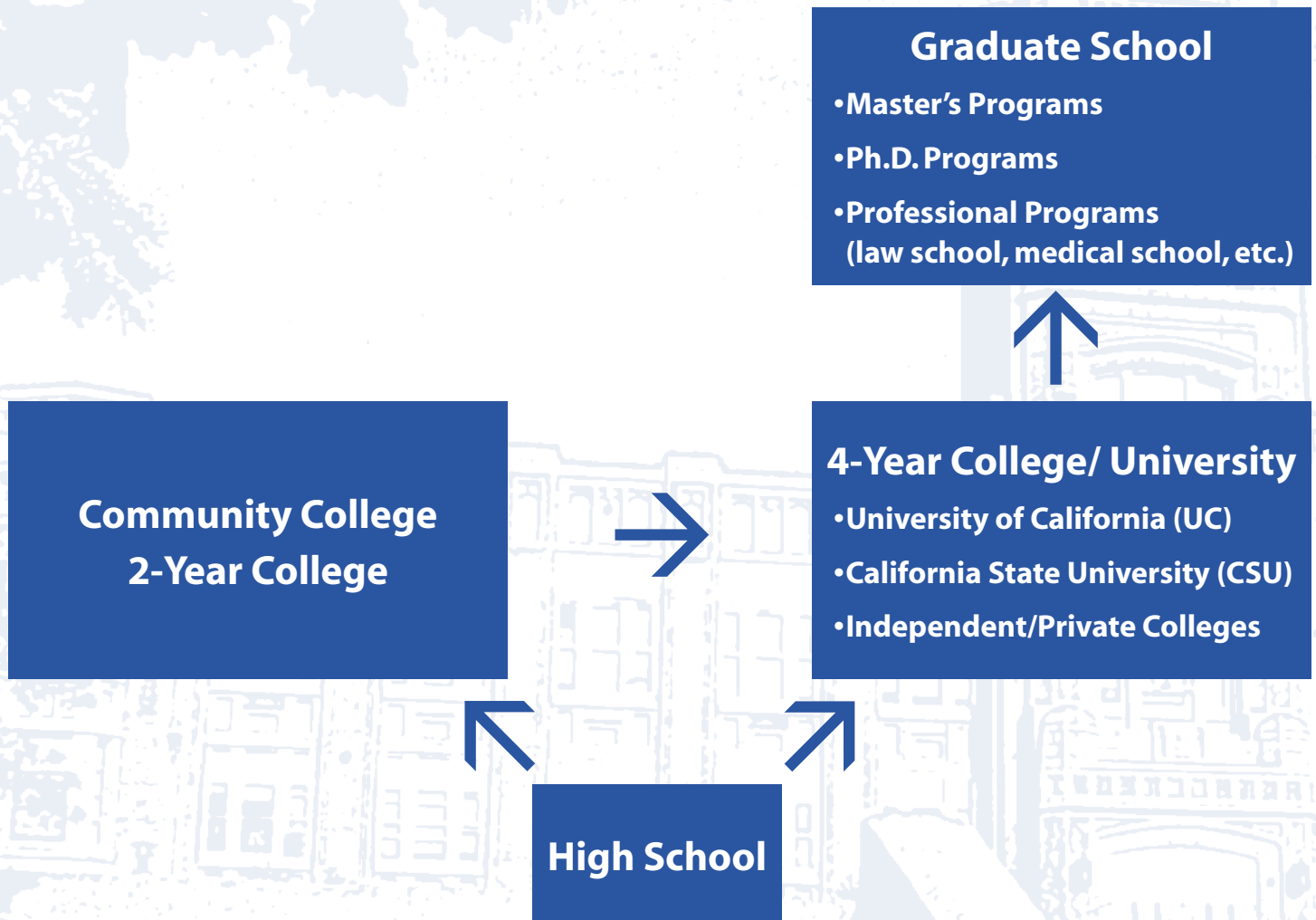
- a.
- b.
- c.

III. Conclusion

Provide a point that wraps up everything you said above and/or provides an inspiring or personalized ending to the essay.

Which College is Right for You?

Paths to College



Things to think about when choosing a college:

- › **Academics:** What majors are available? What is the academic reputation of the college?
- › **Academic Help:** Are there academic support programs that will provide tutoring if you need it?
- › **Size:** How many students attend the school? How big are the typical freshman courses?
- › **Location:** How far is the college from home? Is it in a rural, urban, suburban setting? What is the area surrounding the campus like?
- › **Living:** Do most students live on or off campus? Are there dorms available for all freshmen students to live in?
- › **People:** Who are the students and where do they come from?
- › **Social Opportunities:** What clubs are available? What sport teams?

The 10 UC Campuses

Degrees awarded:

Bachelor's degrees

Master's degrees

Ph.D.s

Professional degrees



To Attend a UC

- ✓ Fulfill the A-G requirement while in high school.
- ✓ Graduate from high school.
- ✓ Earn as many As and Bs as possible – to be eligible to apply, you will need a minimum GPA of 3.0.
- ✓ Take either or both the SAT or ACT test.
 - Take the PSAT during your **sophomore** year of high school to practice for the SAT.
 - Take the SAT or ACT test during your **junior** year – the lower your GPA, the higher SAT/ACT scores (the tests you take for college) you will need.
 - Take two SAT subject tests in your choice of subjects.
- ✓ Apply for financial aid to help you pay for your college education. The types of financial aid that are available are:
 - Grants are money that the government gives you for free.
 - Scholarships are money that private donors give to you to pay for college.
 - Work-study is money set aside for you to work for, and loans are money that you are given that you have to pay back (usually *after* you graduate from college).

The 23 CSU Campuses

Degrees awarded:
Bachelor's degrees
Master's degrees



To Attend a CSU

- ✓ Fulfill the A-G requirement while in high school.
- ✓ Graduate from high school.
- ✓ Earn as many As and Bs as possible – to be eligible to apply, you will need a minimum GPA of 2.0.
- ✓ Take either or both the SAT or ACT test.
 - Take the PSAT during your **sophomore** year of high school to practice for the SAT.
 - Take the SAT or ACT test during your **junior** year – the lower your GPA, the higher SAT / ACT scores (the tests you take for college) you will need.
- ✓ Apply for financial aid to help you pay for your college education.
The types of financial aid that are available are:
 - Grants are money that the government gives you for free.
 - Scholarships are money that private donors give to you to pay for college.
 - Work-study is money set aside for you to work for and loans are money that you are given that you have to pay back (usually *after* you graduate from college).

75 Independent College/University Campuses

Degrees awarded: Bachelor's degrees

Many also award: Master's degrees and professional degrees

To Attend an Independent College/University

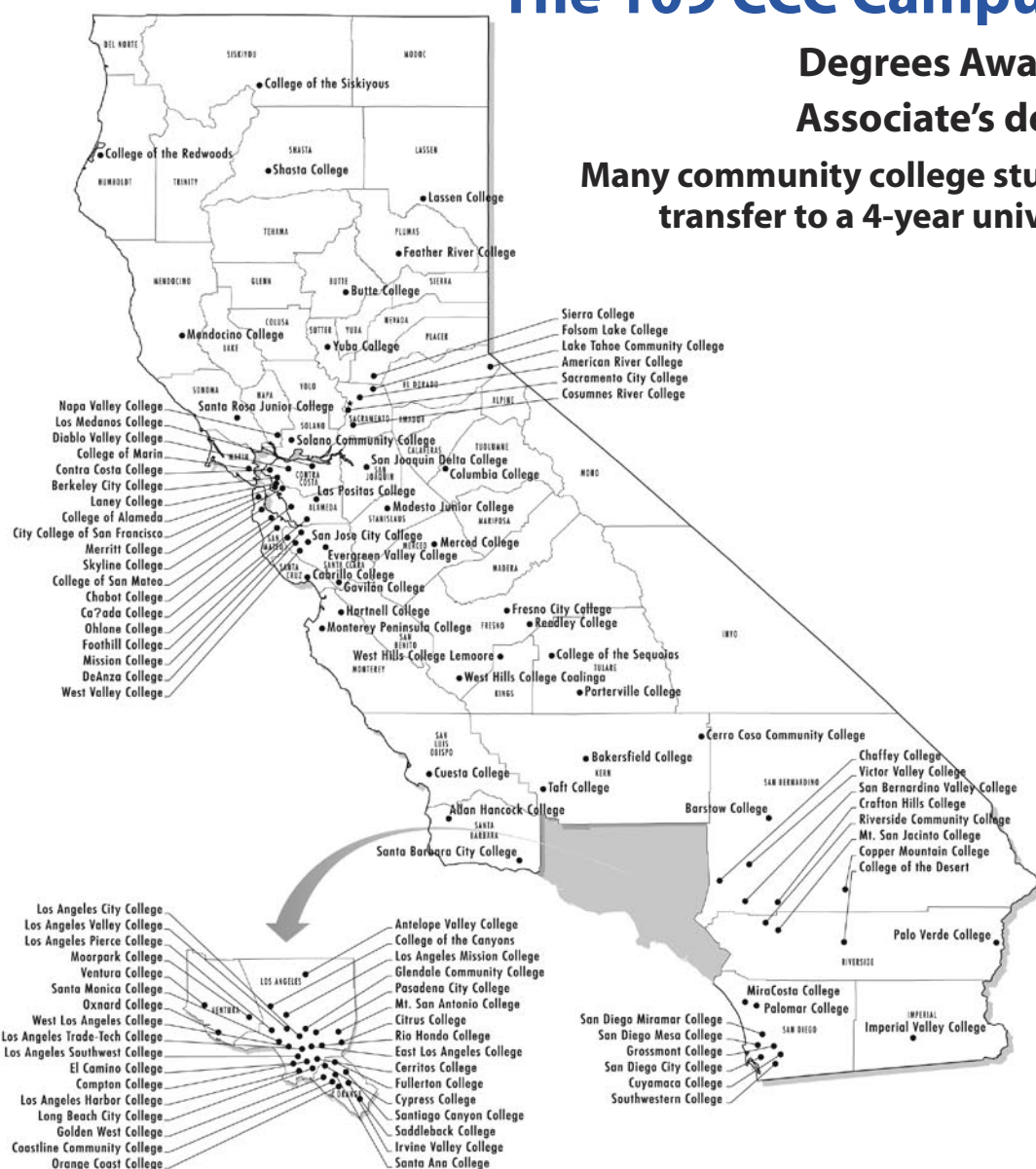
- ✓ Take college prep classes (the A-Gs) while in high school.
- ✓ Check with the college you want to attend to find out the classes and GPA you need. (Each university has its own requirements)
- ✓ Take either or both the SAT or ACT test, depending on the university requirements.
 - Take the PSAT during your **sophomore** year of high school to practice for the SAT
 - Take the SAT or ACT test during your **junior** year – the lower your GPA, the higher SAT/ACT scores (the tests you take for college) you will need.
- ✓ Graduate from high school.
- ✓ Apply for financial aid to help you pay for your college education. The types of financial aid that are available are:
 - Grants are money that the government gives you for free.
 - Scholarships are money that private donors give to you to pay for college.
 - Work-study is money set aside for you to work for and loans are money that you are given that you have to pay back (usually *after* you graduate from college).



The 109 CCC Campuses

Degrees Awarded:
Associate's degree

Many community college students transfer to a 4-year university



To Attend a Community College

- ✓ Take as many college prep classes as possible (the A-Gs) while in high school.
- ✓ Community colleges are open to all students who have graduated from high school, have a GED or are 18 years or older.
- ✓ ACT /SAT aren't required, but students take a placement exam before enrolling in classes.
- ✓ Apply for financial aid to help you pay for your college education. The types of financial aid that are available are:
 - Grants are money that the government gives you for free.
 - Scholarships are money that private donors give to you to pay for college.
 - Work-study is money set aside for you to work for and loans, and is money that you are given that you have to pay back (usually *after* you graduate from college).

| A | B | C | D | E | F | G |
|--|------------------------------------|---|---|--|--|---|
| HISTORY/ SOCIAL SCIENCE 2 years required | ENGLISH 4 years required | MATH 3 years required 4 years recommended | LABORATORY SCIENCE 2 years required 3 years recommended | LANGUAGE OTHER THAN ENGLISH 2 years required 3 years recommended | VISUAL AND PERFORMING ARTS 1 year required | COLLEGE PREP ELECTIVE 1 year required |



A-G

High School Courses Required for University Admission

8th Grade Getting Ready for College Checklist



Never give up!

What separates an “A” student from a “D” student? Are the “A” students naturally smarter? No! Students who earn A’s and B’s have figured out a little secret...*They never give up!* You can learn anything if you try hard enough. Some things may take a little more practice than others but if you keep at it, you will succeed.



Study smart

So you’ve decided to put forth the effort – great! Now it is time to learn the skills that will prepare you for success in middle school, high school, and college. A great place to start is by practicing the note-taking, study and test-taking skills in this book.



Get organized

Do you ever forget to study for a test? Have you ever left a book at school that you needed to complete an assignment? If so, you need to get organized! Review the tips in this book and say goodbye to disorganization!



Take the right classes

Make sure to take all of the A-G requirements in high school so that you’ll have the most choices of colleges after you graduate from high school. These courses are also the ones that will give you the knowledge and skills you’ll need to do well in school. Each year when you meet with your counselor, ask which of your classes are A-Gs and keep track of them in your Individual Academic Planner.



Explore your options!

Learn about the choices you have for higher education including:

The University of California

California State University

Independent/Private Colleges and Universities

Community Colleges

Each is different and one is right for you!

Ask your counselor for more information or visit these Web sites:

<http://www.californiacolleges.edu/>

This site is a great place to start. You can compare colleges from all of the systems based on what you want in a college. The site also includes college and career search questionnaires to help you start planning your future today.

<http://www.ucop.edu/pathways/>

Want to find out more about one of the University of California (UC) campuses? This Web site has links to all the UC campuses and explains the UC admission requirements.

<http://www.csumentor.edu/>

Interested in one of the California State University (CSU) campuses? This Web site is all about the CSUs. It includes campus information and admission requirements.

<http://www.aiccu.edu/>

This Web site has links to the private colleges/universities in California. Each private school has separate admissions requirements so follow the links to the college you are interested in to find out what you need to do to prepare.

<http://www.cccco.edu/>

Want to find out more about a community college? This Web site has links to all of them.

College is in My Future – GEAR UP/EAOP College Awareness Curriculum 8th Grade Curriculum Survey

Please complete the following survey. The information you give us will help us improve the curriculum.

School: _____ Teacher's Name: _____

Grade: _____ Gender: ☐ Female ☐ Male

1. Has anyone from your school ever spoken with you about college requirements (SAT or ACT tests) or the courses that you need to take in high school to prepare for college?

☐ a. Yes ☐ b. No

2. Has anyone from your school ever spoken with you about the financial aid available (money you can apply for) to help your family pay for college?

☐ a. Yes ☐ b. No

3. What is the highest level of education that you plan to get?

___ a. Less than high school

___ b. High school diploma only

___ c. Associate degree from 2-year community college (A.A.)

___ d. Bachelor's degree from 4-year college or university (B.A., B.S.)

___ e. Master's degree (M.A., M.S.)

___ f. Doctoral or professional degree (Ph.D., J.D., M.D.)

4. Do you think that you could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources (family wages or savings)?

___ a. Definitely

___ b. Probably

___ c. Not Sure

___ d. Probably Not

___ e. Definitely Not

5. What career or profession would you like to have when you finish school?

6. Do you know how much education you need for this career?

☐ a. Yes ☐ b. No

7. The A-G Requirements are classes you must take and pass in order to:

___ a. Graduate from high school

___ b. Graduate from college

___ c. Go to a 4-year college or university

___ d. Graduate from middle school

Survey continues on the following page

College is in My Future – GEAR UP/EAOP College Awareness Curriculum 8th Grade Curriculum Survey

8. To become a lawyer, you must earn this degree:

- ___ a. Master’s degree (M.A./M.S.)
- ___ b. Bachelor’s degree (B.A./B.S.)
- ___ c. Associate’s degree (A.A.)
- ___ d. Doctorate degree (Ph.D.)
- ___ e. Professional degree

9. Is it important to graduate from high school? Why or why not?

- ☐ a. Yes ☐ b. No

10. Do you think it is important for you to study Language Arts? Why or why not?

- ☐ a. Yes ☐ b. No

This is a test to assess your test-taking skills. Your results will show you how strong your skills are.

| | Always 1 | Sometimes 2 | Never 3 |
|---|-------------|----------------|-------------|
| 1. I have headaches or nausea before or during a test. | | | |
| 2. My heart beats faster and my body shakes before and during the test. | | | |
| 3. I am not able to sleep before the exam. | | | |
| 4. I have difficulty remembering the answers and concentrating. | | | |
| 5. I have difficulty making a choice or deciding on an answer. | | | |
| 6. I have a problem with thinking clearly or reasoning out the answer, and my thinking is slow. | | | |
| 7. I make mistakes on easy questions, and put the answers on the wrong places. | | | |
| 8. I don't think I have the knowledge I need to pass this test. | | | |
| 9. I feel nervous about the test because I didn't study as much as I should have and feel that I need more time to prepare for the test. | | | |
| 10. I did badly on my last test and I am worried that I may fail again. | | | |
| Total | | | |
| | Never 1 | Sometimes 2 | Always 3 |
| 11. As soon as I learn that we are going to have a test, I begin preparing for the test. | | | |
| 12. I ask the teacher about the types of questions that will be on the test and I study accordingly. | | | |
| 13. I feel that I spend enough time studying the materials that I will need to know in order to do well on the test. | | | |
| 14. Before beginning the test, I read the directions first and ask my teacher if I have any questions. | | | |
| 15. During the test, I answer all of the easy questions first and then come back to the ones that are more difficult. | | | |
| 16. For the questions that I do not know the answer, I eliminate the options that I know are <u>not correct</u> and then make an educated guess on the ones that are remaining. | | | |
| 17. If I have time left over, I review my answers to make sure that I didn't make any mistakes and that I answered as many correct as possible. | | | |
| Total | | | |
| Grand Total | | | |

Supplemental Activity: Test-Taking Skills Assessment

Let's see how you did! If you scored

35-51 points Great Job: You are going into every test well prepared and feeling good. Keep up the good work! Take a look at the next page to learn other tips that you can use to do even better on your tests.

18-34 points Okay: You're doing alright, but can be doing a little more to better prepare yourself for a test so that you are not as nervous while taking a test. Take a look at the tips on the next page so that you can learn other ways to better prepare yourself for a test.

1-17 points Need Improvement: You may get very nervous when taking tests and may not be taking the time to prepare as much as you can in order to do well on tests. Study the tips on the next page carefully so that you can learn how you can better prepare yourself for a test.

Supplemental Activity: Test-Taking Tips

You may not realize that doing well on a test requires more than just knowledge of the tested materials. Learning the subject matter is the most important step in preparing for a test, but you may know the material and still be unprepared, because you really don't know how to take an exam. Test-taking skills include your attitude and how to approach taking a test. Knowing these skills will help you receive higher test scores and be a great help when you are taking important tests in middle school, high school, and college.

Below are some tips that will help you be better prepared for taking a test.

Before the test:

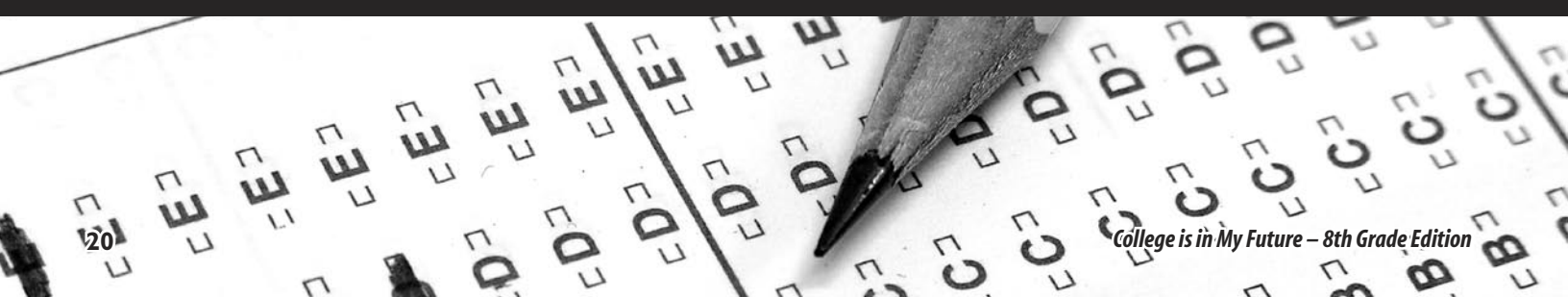
- When the teacher gives you a test, read the directions first and make sure that you understand and follow them. If you have questions, ask your teacher.
- Use your study skills to better learn the material that will be covered on the test.
- Be positive when you study. Think about you doing well and that you will not fail.
- Think of the test as a chance to show how much you have learned.
- Ask your teacher about the types of questions that will be on the test and study accordingly. The most common types of questions are: multiple choice, true-false, short answer, fill-in-the blank, matching, and essay questions.
- Make sure you have a good night's sleep the night before the test and eat a good breakfast on the day of the test.

During the test:

- Stay relaxed during the test. Taking slow, deep breaths can help. Focus on positive self-statements such as "I can do this."
- Don't panic even if you find the test difficult. Stay with your plan!
- During the test answer easy questions first and then come back to the ones you need more time to think about.
- When you do not know an answer on a multiple-choice test, eliminate the options that you know cannot be correct and take an educated guess on the remaining options.
- Don't worry about other students finishing the test before you do. Take the time you need to do your best.

After the test:

- If you have time remaining after you've finished the test, go over your answers to make sure you didn't make any mistakes. If you skipped questions, spend the remaining time trying to figure out the answers to those questions.
- Once you hand in the test, forget about it for the moment. There is nothing more you can do until the graded test is returned to you. Turn your attention and effort to new assignments and tests.
- When the graded test is returned to you, examine it to see how you could have done better. Learn from your mistakes and from what you did well. Apply this knowledge when you take the next test.
- You have to know the material to do well on a test. You have to control your test anxiety to show what you know.



Directions:

List some of the tactics that you will use to study and better prepare yourself for a test. If you prepare yourself well for tests and tend to do well on them, then list some useful tactics that you can share with your friends or siblings so that they can also be successful when they take tests.



How well are you managing your time?

Worksheet

Now, we are going to see how well you manage your time. Please answer the following questions:

Yes = 3

Sometimes = 2

No = 1

1. I have a place to study _____
2. I have regular time for studying each day _____
3. I write my homework assignments and tests in my planning organizer or monthly calendar _____
4. My study place contains all of the materials I need in order to study or to do my homework _____
5. I start working on my essays/research papers, planning and researching, as soon as they are assigned rather than waiting until the last minute _____
6. I bring my textbooks and homework materials home to be able to successfully complete my homework _____
7. I have a binder with dividers so that I can organize the materials for each of my classes. _____

Next, total your score:

(____ Yes x 3) = _____

(____ Sometimes x 2) = _____

(____ No x 1) = _____

Total Points _____

Let's see how you did!

If you scored

- 15-21** Great: You have awesome study skills. Keep up the good work. Review the tips on the next page so you can learn other tips.
- 8-14** Okay: You have some good habits, but you can use a little improvement. Keep hitting those books, and pay attention to the study tips on the next page.
- 7** Need Improvement: You can use some help with your study habits. Use some of the tips on the next page to get you on the path to success.

Supplemental Activity: Study Tips

Here are some study tips to help you study better and develop good study habits. Check off the tips you are already using.

When & where to study

- ☐ **A good study place:** One of the most important tips for effective studying is to have a productive place to study. Your study space should be available whenever you need it, free from interruptions and distractions and large enough to lay out your book, notebook and other study materials. Make sure your study space also has a comfortable chair, enough light to see well and is a comfortable temperature.
- ☐ **Best time of day to study:** Pay attention to when you are the most alert. Do you learn better in the afternoon, evening or night? Decide if you do better studying directly after school or later at night and then make that your regular study time.
- ☐ **Stick to a routine:** Make a study schedule for yourself. For example, “Monday-Thursday I will study from 7:00 p.m.-10:00 p.m. and on Sunday’s I will study from 7:00 p.m.-9:00 p.m. because I concentrate better at night when my little brothers are asleep.”

How to get organized

- ☐ **Organize your school notes, work and assignments using a binder.** Have a divider for each class that you have. You should also have a notebook for each of your classes that you should use to take your notes.
- ☐ **Write your tests, homework assignments in a daily planner or calendar.** Write when your homework assignments are due as well as when you’ll have tests. This will help you keep track of when your homework is due so that you turn it in on time. It will also help you remember when your tests are so that you plan your study time accordingly rather than studying at the last minute.

Tips of effective studying

- ☐ **Take breaks from studying:** You do not have to study for three hours straight, give yourself a 3-7 minute break every hour. This will help you refocus if your mind starts wondering.
- ☐ **Vary your study activity:** During your study time try alternating learning strategies so that you stay focused. For example, if you are reading silently, try reading out loud and taking notes.
- ☐ **Put the information in YOUR words:** Test your understanding by explaining the subject to one of your friends using your own words.
- ☐ **Store information in different ways:** Information is stored in the brain through sight, sound, and touch. When you study, store information with as many senses as possible. Don’t just read about it. Say it out loud. Hear it. Write it down. Draw it. Act it out. When you need the information (during the test, for example) you can retrieve it in many ways.
- ☐ **Learn by teaching:** You can learn a lot by explaining the material to someone else. Chances are that’s why students who study in pairs or groups get better test grades. Ask your friends to test you and explain what you don’t understand.
- ☐ **Look for solutions:** If you tried studying on your own and with a friend and you still do not understand the material you are learning, try something else; ask your teacher for help, look for a tutor, start a study group. The point is to look for a solution, don’t just give up!
- ☐ **Reward yourself!** Give yourself a reward when you have successfully completed a task or have done well on a test such as calling a friend, eating a treat, talking a walk, etc.

Supplemental Activity: Study Plan Worksheet

Student's Name: _____

Directions: Complete the study plan worksheet below indicating what you are going to do to better organize yourself and your time. Once you have completed the plan, share it with your mom or dad and have them sign at the bottom of the worksheet indicating that they will support you in carrying out your plan.

My study place at home will be: _____

If I don't have my study place set up, I will have it set up by (indicate date):

The best time of day for me to study is: _____

My study routine will be:

On Monday I will study from _____ to _____

On Tuesday I will study from _____ to _____

On Wednesday I will study from _____ to _____

On Thursday I will study from _____ to _____

On Friday I will study from _____ to _____

I will begin implementing my study routine on: _____

I will vary my study activity by: _____

I will try to remember information by doing the following:

I will learn by teaching my study material to:

If I don't understand a problem, I will ask _____ for help.

When I finish, I will reward myself by: _____

If I don't have all of the school supplies I need to be successful in school (i.e. backpack, binder, daily organizer or calendar) I will purchase them on:

My son/daughter has reviewed his/her study plan with me. I will support him/her in carrying out his/her plan so that he/she is successful in school.

Parent Signature: _____ **Date:** _____

Additional Career Match Cards include:

- Housekeeper
- Department Salesperson
- Fast Food Worker
- Child Care Provider
- Receptionist

Section 2 Addendum: Career Match Cards

Housekeeper

Average Pay: \$18,700 per year

Education: High School Diploma preferred but not required

Job Description:

These workers perform any combination of light cleaning duties to keep private households or commercial establishments, such as office buildings, hotels, restaurants, hospitals, and nursing homes, clean and orderly. In hotels, aside from cleaning and maintaining the premises, they may deliver ironing boards, cribs, and rollaway beds to guests' rooms. In hospitals, they also may wash bed frames, make beds, and disinfect and sanitize equipment and supplies with germicides.

Skills:

Employers usually look for dependable, hard-working individuals who are in good health, follow directions well, and get along with other people. Workers should be able to perform simple arithmetic and follow instructions. Beginners usually work with an experienced cleaner, doing routine cleaning. As they gain more experience, they are assigned more complicated tasks. Those who come in contact with the public should have good communication skills.

Life on the Job:

Because most office buildings are cleaned while they are empty, many work evening hours. Some, such as those who work in hotels and hospitals, work in the daytime and often must work weekends. These workers spend most of their time on their feet, sometimes lifting or pushing heavy furniture or equipment. Many tasks, such as dusting or sweeping, require constant bending, stooping, and stretching. Lifting can cause back injuries and sprains.

Most work indoors, but some work outdoors part of the time, sweeping walkways, mowing lawns, or shoveling snow. Working with machines can be noisy, and some tasks, such as cleaning bathrooms and trash rooms, can be dirty and unpleasant. Improved building materials, chemical cleaners, and power equipment have made many tasks easier and less time consuming. However, many workers leave these jobs because they provide low pay and few benefits, limited opportunities for training or advancement, and often only part-time or temporary work.



Department Salesperson

Average Pay: \$15,960

Education: High School Diploma

Job Description:

Assist customers in finding what they are looking for and try to interest them in buying the merchandise. Most are able to describe a product's features, demonstrate its use, or show various models and colors. In addition, most also act as clerks. They may receive cash, checks, debit and charge payments; bag or package purchases; and give change and receipts. They also may handle returns and exchanges of merchandise, wrap gifts, and keep their work areas neat. In addition, they may help stock shelves or racks, arrange for mailing or delivery of purchases, mark price tags, take inventory, and prepare displays.

Skills:

The training for these positions is received on the job. Employers look for people who enjoy working with others and who have the tact and patience to deal with difficult customers. Among desirable characteristics are an interest in sales work, a neat appearance, and the ability to communicate clearly and effectively. The ability to speak more than one language may be helpful for employment in communities where people from various cultures live and shop. Before hiring, some employers may conduct a background check, especially for a job selling high-priced items.



Life on the Job: These employees work in clean, comfortable, well-lit stores. However, they often stand for long periods and may need supervisory approval to leave the sales floor. Often a large part of their earnings is based on commission, which is a percentage of the sales they make. Most work evenings and weekends, particularly during sales and other peak retail periods. The end-of-year holiday season is the busiest time for most retailers. As a result, many employers do not allow employees to take time off during holiday periods. Many stores employ only part-time workers and therefore do not offer benefits such as health insurance or paid vacation.



Fast Food Worker

Average Pay: \$7.77 per hour

Education: High School Diploma preferred but not required

Job Description:

At various times during a work shift, duties may include taking and inputting customer's food orders; preparing the food and placing it in disposable containers; collecting payment for the food ordered and cleaning the kitchen and dining areas.

Skills:

Employees should have a neat appearance and maintain a professional and pleasant manner. Professional hospitality is required from the moment guests enter the restaurant until the time they leave. On-the-job training, typically under the close supervision of an experienced employee or manager, often lasts a few weeks or less. Some large chain operations require formal training sessions for new employees, many using on-line or video training programs. This type of corporate training generally covers the restaurant's history, menu, organizational philosophy, and daily operational standards.

Life on the Job:

Workers spend most of their time on their feet—preparing meals, taking orders, or transporting dishes and supplies throughout the establishment. Work during peak dining hours can be very hectic and stressful. Much of the work involves dealing with customers and sustaining a professional and pleasant manner during busy times or over the course of a long shift may be difficult.

Typical establishments have well-designed kitchens with state-of-the-art cooking and refrigeration equipment and proper electrical, lighting, and ventilation systems to keep everything functioning. However, kitchens usually are noisy. Dining areas also may be well-designed, but can become crowded and noisy when busy.

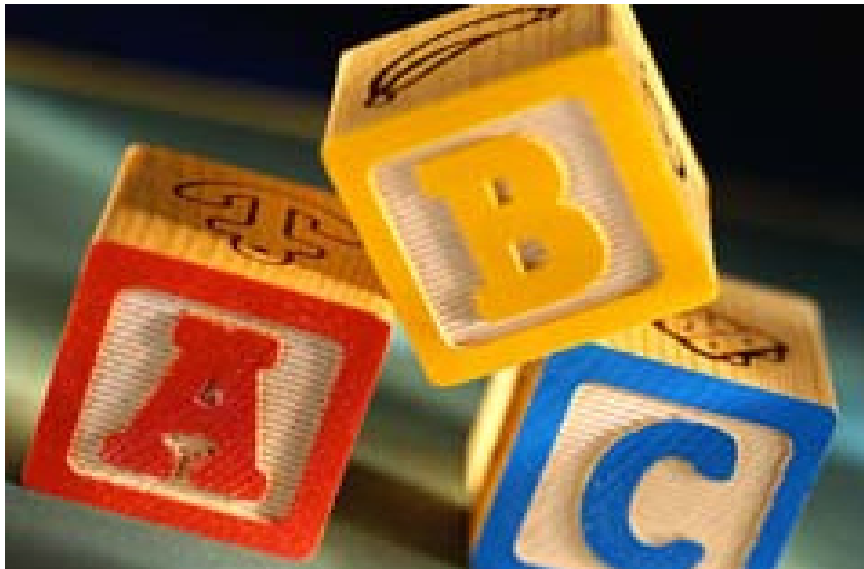
Many establishments in this industry are open long hours. Staff typically is needed to work during evening, weekend, and holiday hours. Work is often only available part-time which may also limit available benefits such as vacation and sick pay, medical insurance, etc. A number of employers provide free or discounted meals and uniforms to their employees.

Child Care Provider

Average Pay: \$16,320 per year

Education: High School Diploma

Some states require a national Child Development Associate (CDA) credential, community college courses or an Associate's degree in child development or early childhood education.



Job Description:

Nurture and care for young people who have not yet entered school and also supervise older children before and after school.

Skills:

This work requires patience; creativity; an ability to nurture, motivate, teach, and influence children; and leadership, organizational, and administrative skills. Workers must anticipate and prevent problems, deal with disruptive children, provide fair but firm discipline, and be enthusiastic and constantly alert. They must communicate effectively with the children and their parents, as well as with teachers and other child care workers. Workers should be mature, patient, understanding, and articulate and have energy and physical stamina.

Life on the Job:

The work is sometimes routine but new activities and challenges mark each day. The job can be physically and emotionally taxing, as workers constantly stand, walk, bend, stoop, and lift to attend to each child's interests and problems. The work hours vary widely. The centers usually are open year round, with long hours so that parents can drop off and pick up their children before and after work. Some workers are unable to take regular breaks during the day due to limited staffing. Without additional education, there is generally little opportunity for advancement.



Receptionist

Average Pay: \$11.01 per hour

Education: High School Diploma

Job Description:

These workers are charged with a responsibility that may affect the success of an organization: making a good first impression. They answer telephones, route and screen calls, greet visitors, respond to inquiries from the public, and provide information about the organization.

Skills:

Good interpersonal and customer service skills—being courteous, professional, and helpful—are critical for this job. Being an active listener is a key quality that requires the ability to listen patiently to the points being made, to wait to speak until others have finished, and to ask appropriate questions when necessary. In addition, the ability to relay information accurately to others is important. Employers often look for applicants who already possess certain skills, such as prior computer experience or experience answering multi-line telephones. Some employers also may prefer some formal office education or training.

Life on the Job:

These workers usually work in areas that are highly visible and designed and furnished to make a good impression to customers. Most work stations are clean, well lighted, and relatively quiet. The work performed by some of these employees may be tiring, repetitious, and stressful as they may spend all day answering continuously ringing telephones and sometimes encounter difficult or irate callers. The work environment, however, may be very friendly and motivating for individuals who enjoy greeting customers face to face and making them feel comfortable.

They generally use multi-line telephone systems, personal computers, and fax machines. When they are not busy with callers, most workers are expected to perform a variety of office duties, including opening and sorting mail, collecting and distributing parcels, and transmitting and delivering facsimiles. Other duties include updating appointment calendars, preparing travel vouchers, and performing basic bookkeeping, word processing, and filing.

Credits

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Credits

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Creating college bound communities

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