

# College and Career Success Skills

Grades:	9,10,11,12
Length:	Full Year
Environment:	Classroom-based
Honors:	None
Subject:	College-Preparatory Elective (G)
Discipline:	Interdisciplinary
Institution:	Norte Vista High School

## Course Overview

This course will provide students with knowledge about themselves so that they can continue to grow personally, and to provide students with practical and concrete skills for success in high school, college planning, attending college, and beyond. Students will learn about college and career planning, study skills including notetaking and writing a research paper, and life skills including working with their strengths, meditation, mindfulness, and visualization as well as goal setting and time management. The course will conclude with a service learning project, including designing and reflecting on the chosen project.

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## Your Skills and Strengths

In this unit, students will learn about their learning styles, values, and personality. Students will take quizzes and surveys as well as gather practical information about themselves that they can apply to their learning and career trajectory. They will also learn about improving their communication skills.

## Assignments

Students will create a "Positive Thinking" vision board or a series of photos and images using their favorite software or app. Include such things as where they want to live, where they want to travel, the career they want, etc. They will share their vision board with their teacher, then display it where they can see it every day.

## College Preparation

Students will learn about things they can be doing now in high school to prepare for college, including applying for financial aid — FAFSA, California Promise Grant, and Dream Act. Students will engage in our school's 4-year high school planner and learn the resources available to support them during high school in preparation for college and career.

## Assignments

Students will learn about what is expected of a college application essay, and write one for their teacher's review and comment.

## Time Management and Life Success Skills

Description: Students will learn about and test out techniques for time management, being more productive, what to do when overwhelmed, and visualization. They will also learn about time management, including prioritizing as well as time wasters, and will apply their knowledge to improve their study habits and quality of life.

## Assignments

Students will keep track of their time for a week and then use that information to identify and write about their priorities as well as things that are time wasters for them. Then they will prepare and give an oral presentation of their findings.

## Note Taking, Test Taking, Memorization

Students will learn AVID Strategies, as well as other options for notetaking. They will also learn about preparing for subjective, and objective tests including overcoming test anxiety and memorization techniques.

## Assignments

Students will choose two different notetaking methods and use them to take notes on a teacher presentation or on a Ted Talk for teens or MasterClass lecture (at least 20 minutes) to listen to and take notes on. They will submit their notes to their teacher.

## College Success

Students will learn about suggestions for handling the first 30 days of college, including such things as balancing their time and participating in college activities, as well as how to work effectively in groups, goal setting, and self-motivation.

## Assignments

Complete a goal planning worksheet, including objectives toward those goals and deadline dates for those steps. Students will follow up with journaling weekly about their progress toward their goal and completing each objective along the way, and will share their findings with their teacher.

## Coping Skills, and More Life Success Skills

Students will learn about and try out meditation, yoga, mindfulness, and affirmation techniques, as well as the importance of gratitude. Students will also learn about having a growth mindset and seeing mistakes as opportunities.

## Assignments

Students will make and keep a gratitude list for a week, and journal about how it affected their level of happiness. They will share their findings with their teacher.

## Reading Skills

Students will learn how to annotate and analyze complex texts, as well as how to incorporate effective textual evidence with proper citation when writing formal argument, synthesis, or analysis essays. They will also learn techniques to ensure success when reading independently or using audiobooks.

## Assignments

Students will use the techniques they learned about audiobooks to listen to at least 15 minutes of an audio book and take notes on it. From these notes they will create an electronic presentation (PowerPoint, Prezi, video, etc.) of a book summary and review, and submit it to their teacher

## Careers and Life After College

Using CCGI Career planner students will explore careers that match their interests and abilities. They will also complete a job skills worksheet that connects their current talents and strengths to careers that fit their abilities.

## Assignments

Students will make up 5-10 questions to ask someone who is working in the career of their choice and schedule a brief (20-30 minute) interview with that person. Then they will write up a Q&A about the questions they asked and the answers they received. Then students will answer the question: Is this still a career that you might want to pursue? They will turn this in to their teacher.

## Writing Skills

Students will learn about writing for different purposes and audiences, including the components of an argumentative essay. They will also learn about conducting research and writing a research report.

## Assignments

Given a rubric of expectations, students will follow the steps they learned about to write a research paper of 10-12 double spaced pages, and submit it to their teacher.

## Civic Engagement

Students will learn about what service learning is, and how it is different than volunteering. Basically, in volunteering you join an already existing project while in service learning you design

their own project. These projects can include anything from a fundraising drive to a public service announcement to thanking our first responders in an event. In addition, service learning includes reflection during and after the project. Students will gain the skills to do service learning now and in the future.

Assignments

Students will design and conduct a service learning project, completing a reflection while planning the project and a self-evaluation at the end. They will submit these assignments to their teacher.

Textbooks

Title

Deep Work: Rules for Focused Success in a Distracted World

Authors	Publisher	Edition	Website Is Primary
Cal Newport	Platkus Books	(January 1, 2016)	Yes