

Getting Ready for College

A Student and Parent Guide



The Guidance and Counseling Program
Ministry of Education • Republic of Palau

Student Name

Message from the Minister of Education




We are living in an exciting age of change in technology, information exchange, and communications. We continue to see and experience changes in the way we work, the products we use, and the impact of technology in our daily lives. These changes have resulted in today's workforce needing increasingly advanced levels of knowledge. Thirty years ago it may have been possible to find a good-paying job with only a high school education, but now it's important to have some education past high school that results in a certificate, degree, or industry credential. A solid educational foundation can be your key to a successful future. Workers with basic skills in reading, writing, and math, along with skills to work in teams, make decisions, solve problems, analyze and interpret data, and effectively communicate are highly sought after by today's employers.

What are you going to do to prepare for this workplace? Figures vary from different islands or states, but estimates are that some 75% of new jobs being created will require education and/or training beyond high school. Even existing jobs are being restructured and new jobs being created that rely on new technologies. With some postsecondary credential or college degree, you will have more jobs from which to choose. Getting a college education requires a lot of time, effort, and careful planning, but it provides knowledge and skills you will use for the rest of your life to help you succeed in whatever you undertake.

Make your educational experience a successful one. Entrance requirements for colleges have increased, so it is important not only to earn a high school diploma but to take challenging coursework that will ensure you are college-ready. Be sure to explore not only universities but community colleges and technical centers. Entrance requirements may vary among all postsecondary institutions.

Learn about your interests and abilities. You can match your interests to occupations and begin to make some career and education decisions. Start planning early so that you will meet all requirements for high school graduation and entry into college.

This guide will help you learn more about your interests for making career decisions, college requirements, financial aid, and the application process. What direction will you take with your life? Let college be one of your goals. Start planning now so that you will be college-ready when you graduate from high school.

A handwritten signature in dark ink, which appears to read "Memesioch".

Masa-Aki N. Emesioch
Minister of Education

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*If you don't know where
you're going, you'll likely
end up somewhere else.
Plan your future today!*

Tips for Making Decisions About Your Future

Don't Give Up. High-school dropouts have a harder time getting and keeping jobs. Almost every job requires the basic communication and math skills you're learning in school today.

Don't stop with high school. More career options will be available to you with more education. This doesn't mean a 4-year degree is the only ticket to a high-wage/high-skill job. Occupational certificates and community college degrees can be just as important as a bachelor's degree when it comes to finding excellent job prospects.

Find out what careers are out there. The ideal job for you may be something you've never heard or thought about. Think about the skills and education you'll need in addition to job availability and salary potential.

Take challenging courses. Build a strong foundation of high-level classes, starting with algebra I and geometry by 8th and 9th grades. Continuing to take rigorous courses in high school will better prepare you for college admissions tests and college course work.

Develop basic computer skills. Technology continues to change the workplace and more jobs in the future will require the use of a computer. Take every advantage in courses and personal use to learn how to use computers and their programs.

Ask about financial aid. Don't let lack of funds keep you from planning additional education past high school. Explore with your counselor the many options available to help you finance your way to a vocational center, community college, or university.

Plan your career. Once you know what career area you're headed for, think about the steps you'll take to get there. Have a plan in mind. Set some goals and document your progress toward reaching those goals. Keep records of career-related activities, jobs, and accomplishments.

Gain valuable work experience. Learning by doing is a great way to research careers and gain some work experience. Career and technical programs, internships, part-time jobs, job shadowing, youth apprenticeship, and volunteer work are examples of ways to get hands-on experience while still in school. Employers will value this experience.

Keep learning. Lifelong learning—that's what it's all about. Take every opportunity to learn new skills. Technology continues to change jobs and the workplace, so part of your being successful will depend on how adaptable you are to change.



Planning Your Future after High School

Start with Making Career Decisions

The first step in making decisions about your future is to decide what kinds of things you like to do. Your likes and dislikes are very important in your career planning. They will supply you with ideas of the types of work that will suit you best. The next two pages will help you think about job-related tasks and if you think you might enjoy doing them. At the end of this activity, you can use your results to explore occupations.



An extra activity may be to follow your interests to career clusters. What occupations are you most interested in, and in what career clusters do they appear? Remember, the workplace is changing rapidly. A specific occupation that you are considering now may no longer exist when you enter the workforce, but by looking at career clusters, you can see other occupations similar to the ones that interest you.

Even though your interests may change, you will save time and money if you are more focused on the kind of work you want to do when you start making plans for college. You'll be more satisfied with your life if your work involves something in which you are interested.

This is not a test! There is no right or wrong answer to any of the statements. The goal is for you to learn more about your personal work-related interests.

Your likes and dislikes are very important in your career planning. The statements on the following **interest activity** will help you to answer the question, "What do I like best?" Each page will have a column of statements, followed by **L** (like), **?** (don't know), and **D** (dislike). Circle the answer that best fits you. Start at the top of each column as you circle your answers. Once you have answered all the statements, follow the instructions to get your scores.

Dr. John L. Holland (1919-2008), former Prof. Emeritus of Sociology at Johns Hopkins University and best known as creator of the career development model, the Holland Occupational Themes (Holland Code), theorizes that people and work environments can be loosely classified into six different groups. Most people are some combination of two or three of the Holland interest areas. Once you complete the activity, you will pick your two highest scores among the six groups that will guide you toward your interest areas. Each group is coded with an iconic symbol representing interest categories to help you determine the types of jobs that may be best for you.

Adapted from *O*Net Interest Profiler*, U.S. Department of Labor

Discover Your Interests

START HERE ▼

 Build kitchen cabinets L ? D	 Repair household appliances L ? D	 Install flooring in houses L ? D	 Enforce fish and game laws L ? D
 Lay brick or tile L ? D	 Drive a taxi cab L ? D	 Raise fish in a fish hatchery L ? D	 Do cleaning or maintenance work L ? D
 Make a map of the bottom of an ocean L ? D	 Study ways to reduce water pollution L ? D	 Conduct chemical experiments L ? D	 Investigate crimes L ? D
 Plan a research study L ? D	 Diagnose and treat sick animals L ? D	 Study whales and other types of marine animals L ? D	 Examine blood samples using a microscope L ? D
 Write books or plays L ? D	 Create dance routines for a show L ? D	 Write reviews of books or plays L ? D	 Draw pictures L ? D
 Write stories or articles for magazines L ? D	 Perform comedy routines in front of an audience L ? D	 Act in a movie L ? D	 Create special effects for movies L ? D
 Perform nursing duties in a hospital L ? D	 Teach children how to read L ? D	 Help people with family-related problems L ? D	 Help improve daily living skills of the disabled L ? D
 Give CPR to someone who has stopped breathing L ? D	 Give career guidance to people L ? D	 Teach children how to play sports L ? D	 Teach work and living skills to disabled people L ? D
 Manage a retail store L ? D	 Give a presentation on a product you are selling L ? D	 Manage the operations of a hotel L ? D	 Manage a supermarket L ? D
 Sell telephone and other communication equipment L ? D	 Sell compact discs and tapes at a music store L ? D	 Sell houses L ? D	 Market a new line of clothing L ? D
 Develop spreadsheets using computer software L ? D	 Keep accounts payable for an office L ? D	 Edit and format documents using a word processor L ? D	 Keep shipping and receiving records L ? D
 Schedule conferences for an organization L ? D	 Perform office filing tasks L ? D	 Generate monthly payroll checks for an office L ? D	 Calculate employee wages L ? D









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Discover Your Interests

START HERE ▼			▼	▼	SCORE ▼	
	Catch fish as a member of a fishing crew	L ? D		Fix a broken faucet	L ? D	
	Spray trees to prevent spread of harmful insects	L ? D		Test the quality of parts before shipment	L ? D	
	Investigate the cause of a fire	L ? D		Develop a way to better predict the weather	L ? D	
	Develop psychological profiles of criminals	L ? D		Do research on plants or animals	L ? D	
	Conduct a musical choir	L ? D		Write a song	L ? D	
	Announce a radio show	L ? D		Direct a movie	L ? D	
	Help people with their drugs or alcohol problems	L ? D		Provide massage therapy to people	L ? D	
	Assist doctors in treating patients	L ? D		Work with juveniles on probation	L ? D	
	Start your own business	L ? D		Represent a client in a lawsuit	L ? D	
	Sell merchandise at a department store	L ? D		Manage a clothing store	L ? D	
	Type labels for envelopes and packages	L ? D		Record info from customers applying for charge accounts	L ? D	
	Develop an office filing system	L ? D		Enter information into the database	L ? D	

Continue top of next column ↑ Continue top of next column ↑

SCORE: Moving across the page, count the **L** answers in each icon group. Circle 2 largest scores. Based on your answers, these areas match your interests. Next page shows what each symbol represents.

Matching Interests to Occupations



Realistic: “Doers”

You like to...

- put a model together
- fix electrical things
- operate machinery
- solve mechanical problems
- plant a garden
- read a blueprint

You may want to consider these occupations...

- carpenter
- dental assistant
- electrician
- agricultural sprayer
- veterinary technician
- office machine repairer
- plumber
- vocational education teacher



Artistic: “Creators”

You like to...

- express yourself creatively
- attend concerts, theater
- view art exhibits
- work on crafts
- take photographs
- deal with vague ideas
- work with materials to create things

You may want to consider these occupations...

- musician
- landscape architect
- broadcast technician
- entertainer
- photographer
- newscaster
- producer/director
- interior design
- graphic designer
- editor



Investigative: “Thinkers”

You like to...

- explore a variety of ideas
- work independently
- use computers
- perform lab experiments
- do research
- solve math problems
- understand theories
- read technical journals

You may want to consider these occupations...

- meteorologist
- database administrator
- cardiology technologist
- actuary
- computer systems analyst
- computer engineer
- anesthesiologist
- chemist
- optometrist
- biological technician



Social: “Helpers”

You like to...

- help people with health or social problems
- work in groups
- work with young children
- do volunteer work
- mediate disputes
- plan and supervise activities
- help sick people

You may want to consider these occupations...

- social worker
- registered nurse
- principal
- teacher
- emergency medical technician
- dental hygienist
- medical assistant
- police patrol officer
- childcare worker
- school counselor



Enterprising: “Persuaders”

You like to...

- sell things or promote ideas
- initiate projects
- give talks or speeches
- lead a group
- convince people to do things your way

You may want to consider these occupations...

- hotel manager
- private investigator
- flight attendant
- financial manager
- travel agent
- property manager
- public relations specialist
- retail sales person
- ship captain



Conventional: “Organizers”

You like to...

- explore a variety of ideas
- work independently
- use computers
- perform lab experiments
- do research
- solve math problems
- understand theories
- read technical journals

You may want to consider these occupations...

- meteorologist
- database administrator
- cardiology technologist
- actuary
- computer systems analyst
- computer engineer
- anesthesiologist
- chemist
- optometrist
- biological technician

Your Values Can Determine the Type of Work You Choose

Earlier, you recorded the types of work that interest you. Your values also can influence the way you feel about a job. Carefully consider each work value in the following list. Check **VI** if it is **Very Important** to you, **SI** if it is **Somewhat Important**, or **NI** if it is **Not Important**.

VALUE	IT'S IMPORTANT TO ME TO:	VI	SI	NI
Wealth	Make a lot of money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adventure	Take risks in my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	Use my artistic talents at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority	Be in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work outside	Work outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work inside	Work indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excitement	Deal with changes and challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help others	Make a difference in others' lives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	Set my own hours and have little supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prestige	Be recognized for the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	Have few changes in my job or income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	Have a chance to travel on my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	Work as a member of a group or team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability	Keep a routine with few surprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	Be responsible for the work others do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family	Have plenty of time for my family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information	Work with facts and abstract ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People	Work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Things	Do work that is hands-on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical challenge	Put my strength and stamina to use on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work under pressure	Work where there is pressure to get things done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page

Your Values Can Determine the Type of Work You Choose *Continued from previous page*

VALUE	IT'S IMPORTANT TO ME TO:	VI	SI	NI
Spiritual beliefs	Work in a job that fits my spiritual beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure time	Spend time on hobbies and interests outside work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety	Experience change and a variety of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passion	Love the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships	Have good relationships with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills	Learn and develop different skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	Make rules and policies as part of my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community	Make my community a better place to live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go over the values you marked as **Very Important (VI)** and/or **Somewhat (SI)** and decide which six values are most important to you at this time in your life. You may also want to record this information on the last page of this Guide to begin to develop **Your Personal Profile**.

My Work Values

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Skills Inventory: Do You Have What It Takes?

Use this activity to identify your strengths as well as those skills you need to work on. You can list the three areas you need to improve on your personal profile on Page 12.

CAN DO	NEEDS WORK		CAN DO	NEEDS WORK	
Communications Skills			Interpersonal Skills		
<input type="checkbox"/>	<input type="checkbox"/>	I speak clearly.	<input type="checkbox"/>	<input type="checkbox"/>	I get along with people.
<input type="checkbox"/>	<input type="checkbox"/>	I know how to explain my ideas to others.	<input type="checkbox"/>	<input type="checkbox"/>	I'm cooperative.
<input type="checkbox"/>	<input type="checkbox"/>	I ask appropriate questions.	<input type="checkbox"/>	<input type="checkbox"/>	I care about the feelings of others.
<input type="checkbox"/>	<input type="checkbox"/>	I know how to seek help when I need it.	<input type="checkbox"/>	<input type="checkbox"/>	I know how to be tactful.
<input type="checkbox"/>	<input type="checkbox"/>	I write letters and reports well.	<input type="checkbox"/>	<input type="checkbox"/>	I respect the ideas of others.
<input type="checkbox"/>	<input type="checkbox"/>	I'm a good listener.	<input type="checkbox"/>	<input type="checkbox"/>	I support other people's decisions.
<input type="checkbox"/>	<input type="checkbox"/>	I'm able to interpret written instructions well.	<input type="checkbox"/>	<input type="checkbox"/>	I help others with their problems.
Thinking Skills			<input type="checkbox"/>	<input type="checkbox"/>	I accept authority and supervision.
<input type="checkbox"/>	<input type="checkbox"/>	I think about issues clearly.	<input type="checkbox"/>	<input type="checkbox"/>	I know how to work on a team.
<input type="checkbox"/>	<input type="checkbox"/>	I evaluate situations logically.	<input type="checkbox"/>	<input type="checkbox"/>	I respect other people's differences.
<input type="checkbox"/>	<input type="checkbox"/>	I reason well and make objective judgments.	Learning Skills		
<input type="checkbox"/>	<input type="checkbox"/>	I know how to make informed decisions.	<input type="checkbox"/>	<input type="checkbox"/>	I enjoy learning.
<input type="checkbox"/>	<input type="checkbox"/>	I know how to evaluate risk.	<input type="checkbox"/>	<input type="checkbox"/>	I'm curious about people and events.
<input type="checkbox"/>	<input type="checkbox"/>	I understand and solve problems using basic mathematics	<input type="checkbox"/>	<input type="checkbox"/>	I'm interested in learning more about my areas of career interest.
Organization Skills			<input type="checkbox"/>	<input type="checkbox"/>	I know how to read and find information I need.
<input type="checkbox"/>	<input type="checkbox"/>	I'm able to set goals in my work and personal life.	<input type="checkbox"/>	<input type="checkbox"/>	I want to continue learning throughout my life.
<input type="checkbox"/>	<input type="checkbox"/>	I complete work on time.	Personal Skills		
<input type="checkbox"/>	<input type="checkbox"/>	I work neatly and accurately.	<input type="checkbox"/>	<input type="checkbox"/>	I'm honest.
<input type="checkbox"/>	<input type="checkbox"/>	I take care of tools/materials/equipment.	<input type="checkbox"/>	<input type="checkbox"/>	I'm motivated/enthusiastic about what I do.
<input type="checkbox"/>	<input type="checkbox"/>	I follow directions.	<input type="checkbox"/>	<input type="checkbox"/>	I'm reliable. You can depend on me.
<input type="checkbox"/>	<input type="checkbox"/>	I plan/organize activities to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	I'm prompt. I don't miss appointments.
<input type="checkbox"/>	<input type="checkbox"/>	I handle interruptions and changes and still meet goals.	<input type="checkbox"/>	<input type="checkbox"/>	I take pride in my appearance.
<input type="checkbox"/>	<input type="checkbox"/>	I plan and manage my time.	<input type="checkbox"/>	<input type="checkbox"/>	I can handle criticism well.
Adaptability Skills			<input type="checkbox"/>	<input type="checkbox"/>	I'm courteous and respectful.
<input type="checkbox"/>	<input type="checkbox"/>	I have a positive attitude toward change.	<input type="checkbox"/>	<input type="checkbox"/>	I'm creative and like to think up new ideas.
<input type="checkbox"/>	<input type="checkbox"/>	I recognize and respect differences in other people.	<input type="checkbox"/>	<input type="checkbox"/>	I'm confident about what I can do.
<input type="checkbox"/>	<input type="checkbox"/>	I think of new ways to get the job done.	<input type="checkbox"/>	<input type="checkbox"/>	I enjoy challenges that make me think.
<input type="checkbox"/>	<input type="checkbox"/>	I handle changes easily.	<input type="checkbox"/>	<input type="checkbox"/>	I'm sociable and enjoy being around people.
<input type="checkbox"/>	<input type="checkbox"/>	I see my mistakes as learning experiences.	<input type="checkbox"/>	<input type="checkbox"/>	I'm a self starter. I don't need to be told.
			<input type="checkbox"/>	<input type="checkbox"/>	I'm proud when I've done something well.

What's Your Learning Style?

Some of us learn best by thinking quietly alone; others like to talk things out. Some of you may like to study with loud music while others prefer a quiet place to do their homework. Research shows that we work better when we use our unique learning needs and strengths. Take a minute to explore your personal styles. Read the following items on the Learning Styles Checklist. Circle **Y** (Yes) if it applies to you; **N** (No) if it doesn't. Add your **Y** responses and record your top three personal learning styles below.

Verbal/Linguistic

- Y N** I learn best from reading books.
- Y N** I learn a lot from listening to teachers.
- Y N** I enjoy explaining, teaching, and learning.
- Y N** I find it easy and fun to learn a new language.
- Y N** I easily remember the things I've learned.

Total yes answers _____

Logical/Mathematical

- Y N** I'm good at solving problems with symbols.
- Y N** I enjoy working with numbers and making calculations.
- Y N** I find it easy to find answers based on information at hand.
- Y N** I remember information best when it's numbered and in logical order.
- Y N** I can easily apply new information to old formulas.

Total yes answers _____

Visual/Spatial

- Y N** Diagrams and drawings help me understand new ideas.
- Y N** Give me a map and I can find my way anywhere.
- Y N** I'd rather watch an expert first, then try a new skill.
- Y N** It's easier for me to learn something new if it is plotted on a graph or chart.
- Y N** I prefer to explain my ideas by drawing pictures.

Total yes answers _____

Kinesthetic

- Y N** I learn by doing.
- Y N** I like activities that require me to move around.
- Y N** I often learn well by imitating others.
- Y N** I prefer to explain my ideas by acting them out in role plays.
- Y N** I enjoy physical challenges.

Total yes answers _____

Musical

- Y N** I learn information easily when I put it to music.
- Y N** I can't concentrate unless there is background music.
- Y N** I find it easy to pick out rhythms in sounds I hear.
- Y N** I always remember songs I hear on the radio.
- Y N** I can easily repeat sounds and music I hear.

Total yes answers _____

Interpersonal

- Y N** I learn a lot from discussions.
- Y N** I work better when I'm in a group.
- Y N** I pick up on what other people think and want.
- Y N** I learn about others by looking at their points of view.
- Y N** I'd rather get information from people than books.

Total yes answers _____

Continued on next page

What's Your Learning Style *Continued from previous page*

Intrapersonal

- Y N** I learn best by thinking quietly.
- Y N** I remember things easily when I can relate it to my own experience.
- Y N** I succeed most often when I relay on my intuition.
- Y N** I'd rather talk about feelings than abstract ideas.
- Y N** I enjoy thinking about different ideas when I'm alone.

Total yes answers _____

My Top 3 Preferred Learning Styles

1. _____
2. _____
3. _____

People learn constantly throughout their lives. Learning takes place in the workplace, too. Technology continues to create new kinds of work in addition to changing jobs that already exist. It's important to know how you learn best so you can continue to learn new ways of doing things in the workplace. Your learning style can also help you to explore careers that may be most suitable for you.

The Many Ways We Learn

Verbal/Linguistic	Spoken and written communication comes easily to people with this strength. They excel as writers, public speakers, or comedians.
Logical/Mathematical	People with this strength are able to solve problems easily using numbers or abstract ideas.
Visual/Spatial	This strength allows people to form pictures in their minds, which helps them with painting, sculpture, architecture, and navigation.
Kinesthetic	People with this strength like to move their bodies. They do this to express emotion, play games, or create.
Musical	Recognizing rhythms and harmonies is easy for those with this strength. They are also sensitive to the effects of sound.
Interpersonal	Getting along with other people by understanding their moods and feelings is something people with this strength are able to do. They excel as counselors, teachers, and politicians.
Intrapersonal	Psychiatrists and philosophers often have this strength, which helps them understand other people

My Personal Profile

You have engaged in several activities that will help you to learn more about your interests and skills. Use this page to write down the results from those activities.

Now that you understand more about your likes and dislikes in job-related tasks, you may want to explore occupations to decide which ones best match your interests. You can visit <http://www.bls.gov/oco/> to learn more about occupations. Ask your teacher what career resources are available in the classroom or library.

You may want to think about the following:

- Does the occupation/career match your interests and abilities?
- Are you willing to put in the time for the required training or education?

List five occupations that you want to learn more about.

Occupations	Education Needed
1.	
2.	
3.	
4.	
5.	

Interests My Top 2 Interest Areas (Pg 4–5)	Values My Top 6 Work Values (Pg 7–8)	Skills 3 Skills I Need to Improve (Pg 9)	Learning Styles My Top 3 Learning Styles (Pg 10-11)
1.	1.	1.	1.
	2.		
2.	3.	2.	2.
	4.		
	5.	3.	3.
	6.		

The Difference Between a Dream and a Goal is Its Plan

Start your plan by setting some goals for the future. Think about this school year.

List three school goals for this year.

1.
2.
3.

List three long-term goals for the next five years. What do you want to accomplish?

1.
2.
3.



*Young Palauans just
graduated from Palau
Community College—
Let this be your future
goal!*

Welcome to Career Pathways

A pathway is a method of searching for a career that fits your interests and lifestyle and then allows you to build academic courses around it. The pathway recommends individual high school courses—both academic and career-related—to concentrate on, which are specifically geared toward the career you’ve chosen. You can begin by looking at **career clusters** that consists of occupations grouped according to common knowledge and skills. While you may want to learn more about specific occupations, it is also a good idea to identify clusters in which you are most interested.



	<p>The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources (Forester, Biological/Agricultural Technician, Landscape Gardener, Veterinarian, Zoologist or Animal Scientist).</p>
	<p>Careers in designing, planning, managing, building and maintaining the built environment (Carpenter, Electrician, Plumber, Construction Manager, Architect).</p>
	<p>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services (Actor, Broadcast Technician, Photographer, Graphic Designer).</p>
	<p>Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy (Accountant, Administrative Services Manager, Medical Secretary, Human Resources Manager, Management Analyst).</p>
	<p>Planning, managing and providing education and training services, and related learning support services (Fitness Trainer, Teacher, School Counselor, Principal, Special Education Teacher).</p>
	<p>Planning, services for financial and investment planning, banking, insurance, and business financial management (Bank Teller, Financial Analyst, Insurance Claim Examiner, Loan Officer, Actuary).</p>
	<p>Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state, and federal levels (Municipal Clerk, Social Services Manager, Government Service Executive, Legislator, Urban and Regional Planner).</p>

 Health Science	<p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development (Dental Hygienist, Emergency Medical Technician, Nurse, Physician, Pharmacist).</p>
 Hospitality & Tourism	<p>Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services (Food Services Manager, Travel Agent, Meetings and Convention Planner, Chef, Tour Guide).</p>
 Human Services	<p>Preparing individuals for employment in career pathways that relate to families and human needs (Social Services Technician, Clergy, Clinical Psychologist, Social Worker, Probation Officer).</p>
 Information Technology	<p>Building Linkages in IT Occupations Framework: For Entry Level, Technical, and Professional Careers Related to the Design, Development, Support and Management of Hardware, Software, Multimedia, and Systems Integration Services (Computer and Information Systems Manager, Computer Equipment Technician, Computer Programmer, Database Administrator, Analyst).</p>
 Law, Public Safety, Corrections & Security	<p>Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services (Correctional Officer, Court Reporter, Fire Fighter, Forensic Science Technician, Lawyer).</p>
 Manufacturing	<p>Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities, such as production planning and control, maintenance and manufacturing/process engineering (Civil Engineering Technician, Machinist, Electronic Engineering Technician, Industrial Machinery Mechanic, Welder).</p>
 Marketing	<p>Planning, managing, and performing marketing activities to reach organizational objectives (Advertising Sales Agent, Interior Designer, Marketing Manager, Real Estate Sales Agent, Wholesale and Retail Buyer).</p>
 Science, Technology, Engineering & Mathematics	<p>Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services (Aeronautical Engineer, Chemist, Civil Engineer, Geophysicist, Meteorologist).</p>
 Transportation, Distribution & Logistics	<p>Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water; and, related professional and technical support services, such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance (Postal Mail Carrier, Air Traffic Controller, Auto Mechanic, Flight Attendant, Heavy Truck Driver).</p>

What Will You Do After High School?

Your first step to success is graduation from high school. Most occupations that pay a living wage will require some type of postsecondary education or training. This may include a career and technical certificate, a degree, or an industry credential. After you decide on a career pathway, you will want to research it to find out how much education is needed.



Apprenticeship

This is a combination of supervised on-the-job experience and related classroom studies. Most often the classroom training is offered through career and technical centers or community colleges. It allows you to get trained and get a paycheck at the same time.

Career and Technical Centers

You can begin to learn some job skills (electives) while still in high school and continue your training at a career and technical center. Programs vary in length and you could earn a certificate, depending upon the program, in three to 12 months. You can learn a trade in areas such as plumbing, construction, electronics, and cosmetology.

Community College

Community colleges have a wide variety of classes and programs. These programs can be completed in two years or less. They offer programs that you can earn a certificate or associate's degree. Check to see if your local community college supports a dual enrollment program with your high school. You can go to high school and earn college credit at the same time. After completing these programs, you can go directly to work or continue your education. Many people start out at a community college and then transfer their credits to a college or university.

University

Most universities offer four-year (Bachelor's Degree) programs of study while many offer advanced degrees such as a Master's Degree or a Doctoral Degree. Most professional careers require you to have at least a four-year college degree.

Workforce

You can acquire basic skills in high school that will allow you to go directly to work. Getting a job right after high school is an option, but 75% of all new jobs will require some amount of postsecondary education or training. Most jobs that require at least a high school diploma don't pay a salary that will support an individual or family in today's economy.

Continued on next page

Military

Serving in the military can provide you with many training and education opportunities. There are five branches in the military: Army, Navy, Air Force, Marines, and Coast Guard.

There are many positive reasons for joining the military. If you're interested in pursuing college sometime in the future, the service gives you the chance to earn money toward tuition while also gaining valuable work experience. If college isn't your game, and you're looking for a solid work experience directly out of high school, the military provides training in a number of fields.



The Army or Air National Guard provides up-to-date training, qualifying you for many highly skilled jobs. If you are 17 years or older, you can participate in National Guard activities while also going to high school, college, or working full-time. If you choose to continue your education, they also offer a wide variety of hands-on assistance programs. Contact the nearest National Guard branch office or your counselor for more information.

Currently the military is one of the largest employers in the United States, employing 1.8 million men and women. Each year over 300,000 young people enlist. When thinking about a stint in the service, keep in mind, “Do you want to be an officer or an enlisted member?” This is important because the qualifications for each are different. If you want to enlist, you must have a high school diploma. If you're interested in becoming an officer, you must have a four-year college degree. But, should you choose the enlisted route, you could eventually become an officer by meeting certain qualifications.

If the military interests you, the Armed Services Vocational Aptitude Battery (ASVAB) is an interests/ability evaluation that helps you figure out what career fields that might interest you. Once you complete the evaluation, you're given a workbook that matches your interests with various career fields. Practice tests for the ASVAB can be taken online at <http://www.military.com/ASVAB>.

If you're not quite sure about serving full time in the Armed Services, but still want to experience life in the military, you might want to try the Reserves. Reservists normally enlist for eight years. As a reservist, you would serve on active duty for the first couple of months of your enlistment and then return to civilian life where you'd be required to work one or two days a month, usually on the weekends. The balance of your duty is made up of training sessions and work related to your job specialty. Reserve training is offered in the Army, Navy, Air Force, Marines, Coast Guard, and Army and Air National Guard. For more information about the Armed Services, contact the recruiting office nearest you.

There are Many Benefits for Going to College



After you've explored some career options, you should have a better idea of how much education you will need to meet your career goals. You've probably discovered that most occupations that pay good salaries will require some postsecondary education. Consider all the reasons that you can benefit from going to college. The main reason is that you can get a better job, one that pays a living wage. On average, those who earn a Bachelor's degree earn double that of people with just a high school education. You will

open more doors to interesting careers, too! By the time you are in middle school, you and your family should start talking about going to college. You and your family can start planning how to get there. Everyone knows that high school courses and grades count for admission to college, but many people don't realize that a college education also builds on the knowledge and skills acquired in earlier years. You should plan a high school course schedule so that you'll be sure to take the courses that will help to prepare you for college.

While increased earnings and more job opportunities in the workplace play a big role in deciding to go to college, there are other reasons to consider as well.

Today, 9 out of 10 people change jobs at least twice in a career, often switching to fields that are brand new. Technology advances so rapidly, it is difficult to predict what kinds of new opportunities will be available once you finish your education. But a college education will provide the critical thinking and reasoning skills to succeed in an ever-changing world.

Going to college also helps to create a more rounded person in general. Attending higher education often gives the student a better outlook on life. It will allow you time to decide what you want to do with your life, while easing you into your adult life. It is often considered a transition period, and those with only a high school education never have the benefit of this time. As you grow and learn, you are also able to make more mature decisions.

Do you have a passion for science or helping people? Who knows, you may be the next person to make a discovery that will cure a disease for which there is no known cure. With hard work, you may be able to contribute in your chosen field and toward a better society overall. Think about your dreams. What do you want to accomplish in your life?

Get on Target With Your Future

You may already be thinking of the obstacles that are in your way of going to college. You might think that the cost of college is too high for you, especially if you don't come from a wealthy background. The good news is that many sources of financial help are available to those who can't afford to go to college. You can find more information about scholarships, grants, and loans that may be available to you as you read through this guide.



Still not convinced? Let's do an exercise. Make a list of why you should go to college. Next make a list of barriers you feel will keep you from going to college. As you work through this guide, you will begin to develop an educational plan that will help you to achieve your career goals.

Reasons to Go to College	Barriers to Overcome
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

What Types of Jobs Can You Get With a College Education?

Even if you decide that going to a four-year college or university is not for you, there are still options at community colleges or technical schools that help you to get the skills and knowledge needed to compete in today's job market. Students interested in technical programs will want to take some occupational or technical courses in high school, but they also need to take the “core” courses in English, math, science, history, and geography.

Decide what kind of work interests you, and find out more about the kind of education that specific jobs require. For instance, some jobs require graduate degrees beyond the traditional four-year degree, such as a medical degree or a law degree. As you mature and have more life experiences, as well as learn about different opportunities, you may change your mind several times about the type of job you want. Changing your mind is nothing to worry about, but not planning ahead is. For more information on the educational requirements of specific jobs, contact a guidance counselor or check the *Occupational Outlook Handbook* in your library.

Examples of Jobs Requiring Postsecondary Education/College

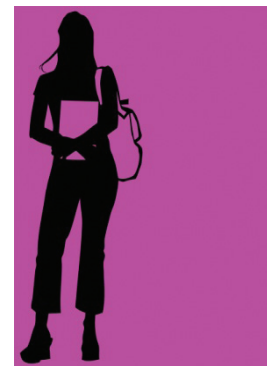
Two-Year or Technical College (Associate Degree or Certificate)	Four-Year College (Bachelor's Degree)	More Than Four Years (Various Graduate Degrees)
Computer Technician Surveyor* Registered Nurse Dental Hygienist Medical Laboratory Technician Commercial Artist Hotel/Restaurant Manager Engineering Technician Automotive Mechanic* Administrative Assistant Water and Wastewater Treatment Plant Operator Nurse Aide/Orderly* Plumber* Carpenter* Electrician* Chef*	Teacher Accountant Journalist Insurance Agent Pharmacist Computer Systems Analyst Dietitian Civil Engineer Investment Banker Graphic Designer Social Worker Public Relations Specialist Criminologists Probation Officer FBI Agent Chemist Meteorologist	Lawyer Doctor Architect Scientist University Professor Economist Psychologist Dentist Veterinarian Public Policy Analyst Geologist Zoologist Management Consultant Physical Therapists Geoscientist Microbiologist Public Defender

*Certificate could take 3–12 months or longer, depending upon the program.

Source: U.S. Department of Education

Take Challenging Courses to Prepare for College

Just as employers want workers who have certain skills, most colleges want students who have taken certain courses. Many of these courses can be taken only after you have passed other, more basic courses. The most important thing you can do to prepare for college is to sign up for the right courses and work hard to pass them. Research shows that students who take **algebra** and **geometry** early (by the end of the eighth and ninth grades) are much more likely to go on to college than students who do not.



These are typical courses that you should take in high school if you are “college bound.” To graduate from Palau High School, you must earn 25 credits. College entrance requirements may vary, so it’s important to plan early and explore colleges so that you will know what is expected.

Algebra I and Geometry or other challenging math courses. Algebra and geometry form the foundation for the advanced math and science courses that students need to take in high school to prepare for college. These courses will help you to develop the skills needed to succeed on college entrance exams, in college math classes, and in future careers.

English, Science, and History or Geography. Together with math, these courses make up the core or basic academic classes. You should take English *every* year in middle school and in high school. You should also take as much science and history (including geography) classes as possible, because they are all good preparation for college.

Foreign Language. Many colleges require their students to study a foreign language for at least two years, and some prefer three or four years of one language. Taking a foreign language shows colleges that a student is serious and willing to learn the basics plus more, and shows employers that he or she is prepared to compete in the global economy.

Computer Science. Basic computer skills are now essential, and increasingly more jobs require at least a basic knowledge of computers. Make sure you take advantage of any opportunities the school offers to learn to use computers/programs.

The Arts. Many colleges view participation in the arts and music as a valuable experience that broadens students’ understanding and appreciation of the world around them. It is also well known and widely recognized that the arts contribute significantly to intellectual development.

High School Courses Recommended for College

Taking Advanced Placement courses in any of these subjects can give you added skills for college. Check with your school counselor to see which subjects are offered at your high school and those that are equivalent to the ones listed below. Remember that not all community colleges, technical centers, or universities have the same entrance requirements. Different programs may have different requirements. That is why it's important to research any career and education decisions that you make.

English: 4 years	Mathematics: 4 years
Composition American literature English literature World literature	Algebra I Geometry Algebra II Trigonometry Pre-Calculus Calculus
History and Geography: 2–3 years	Laboratory Science: 3–4 years
Geography U.S. History U.S. Government World History World Cultures Civics	Biology Earth Science Chemistry Physics
Visual and Performing Arts: 1–2 years	Challenging Electives: 1–3 years
Art Dance Drama Music	Economics Psychology Computer Science Statistics Communications
Foreign Language: 2 years (3–4 years required for some colleges)	

Source: U.S. Department of Education

What is Financial Aid?

Financial aid is money to help you meet your college costs. It comes from federal and state governments, banks, the colleges themselves, and private donors.

You must apply for financial aid in order to receive it. (You apply for aid separately from admission to the college.) The amount and kind of aid you get are based on your financial need, your academic record, and on the kinds of aid available at the college you attend.



Every year millions of students apply for and receive financial aid, and almost half of all students who go to college receive some kind of financial aid. If you want to go to college and are willing to work hard, you shouldn't be prevented by financial need. Here's what to do:

Start Saving Early. Saving money is the best way to prepare for meeting the costs of college. Set aside money each month, starting now, to build a college fund. Think about where your child might attend college, how much that type of college might cost, and how much you can afford to save. The earlier you and your child begin saving, the smaller the amount you will have to set aside each month.

Apply for Financial Aid. All needy students can apply for federal, state and other student financial aid to help them pay for college. The two major types of aid are grants or scholarships. Most students who receive aid get a combination of grants, loans, and work-study funds. These sources of financial aid are put together in a "financial aid package" by the financial aid office at the college you have chosen. Financial aid applications are available from most high school counseling offices and college financial aid offices. There are several types of financial aid:

Grants: Grants do not require repayment. (Example: Federal Pell grants are usually awarded to undergraduate students only who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other sources might be added. The amount you get will depend not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less. There are other federal grants that you can learn about at <http://fafsa.ed.gov/#>.)

Loans: Typically repaid after you leave school at much lower interests rates than regular bank loans. (Example: Palau Student Loan.)

Continued on next page

What is Financial Aid *Continued from previous page*

Work Study—Money you earn: Jobs are usually on campus and sometimes related to career goals or fields of study (example: working in a computer lab).

Private Aid Programs: Aid offered by private organizations or by individuals (example: National Merit Scholarship Program).

Special Aid: Aid for special groups of students (example: National Federation for the Blind scholarships).



NOTE: The following types of financial aid are federally funded and available to qualified students at Palau Community College: **Federal Pell Grant** (FPG), **Federal Supplemental Educational Opportunity Grant** (FSEOG), **Federal Work-Study** (FWS), and **Student Incentive Grant** (SSIG).

The **PCC Grant-In-Aid**, which does not derive from federal funds, is also available to qualified students. In addition, there is a **College Work Opportunity** (CWO), a part-time employment that is available for those students who are not eligible to receive federal funds.

Usually, students do not have to start repaying their loans until after they finish college, and interest rates are typically lower than for other kinds of loans. Many students are hesitant to take out loans, but **remember:** college graduates generally make a good deal more money than people who do not have a college education—so repaying a loan after graduation will be easier than it might seem. Nevertheless, it is important that both students and parents understand the terms of the loan before agreeing to them and know when repayment will begin and how much their payments will be. There are many different education loans, so be sure to find out what the exact conditions of the loan are before taking out any loan.

More Information on Federal Aid

For the most up-to-date information on student aid supplied by the U.S. Department of Education, you can request the guide to federal financial aid for students, called *The Student Guide*, that provides an extensive and annually updated discussion of all federal student aid programs. You can obtain a copy of *The Student Guide* by writing to the following address:

Federal Student Aid Information Center
P.O. Box 84
Washington, DC 20044

You can also access <http://federalstudentaid.ed.gov/> for more information on federal aid for students.

Follow the Steps for Applying for Financial Aid

The **FALL** before you will enter college:

1. Select colleges that will fulfill your educational and occupational goals.
2. Write or call the admissions office at each school you are interested in. Ask about financial aid possibilities and application procedures.
3. Obtain the correct financial aid applications you will need. Forms are available from your high school counselor or from a college financial aid office.
4. Estimate the cost of attending each of the schools you have chosen.
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable income, and information on assets.



Soon after **JANUARY 1**:

7. Send the financial aid need analysis form for processing. (Your application will not be accepted before January 1, so do not send it before this date.) Don't wait until you get into college to apply for financial aid.

In the **SPRING**:

8. Some schools may request additional information. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you whether they will give you financial aid. They also will explain how much grant, loan, or work-study money they can offer you.
10. Tell each school your plans in writing whether you accept their financial aid packages or not.

Those who choose to attend the **SUMMER** term:

11. Aid awarded for the academic year must be used during that period. However, aid may be available during the summer term. Ask your aid officer well in advance of summer enrollment if summer aid is available at your school. Some schools may have a separate summer application process, so be sure to check with your financial aid office.

Each **JANUARY**, if you are planning to be in school the next year:

12. Apply for financial aid again. You **MUST** reapply each year.

Determining Financial Aid

Many families may feel that college is just too expensive. Many people share this misperception. While college costs are rising, one survey found people overestimated tuition at public colleges by two to three times. Not only are colleges less expensive than most believe, there is more than \$168 billion in financial aid available. Almost two-thirds of full-time students received grant aid in 2007-08, and since most financial aid is need-based, the more help you need, the more you're likely to get. You will need to look beyond the "sticker price" schools advertise and explore the aid options to determine what you will actually pay. You will likely earn more with a college degree so you can consider this money an investment in your future.

How much a college costs usually depends on whether it is a public or private school. A majority of students attend state or public colleges, which receive a portion of their budgets from state or local governments and can charge lower tuition to students who live in that state. Students from other states pay higher tuition. Private institutions tend to be more expensive than public colleges and charge the same tuition for in-state and out-of-state students.

Financial need is the difference between what your family is expected to pay (Expected Family Contribution or EFC) and what it costs to go to your college of choice (Cost of Attendance). Most colleges will try to meet 100 percent of your financial need, but your need may vary from school to school. For instance:

Cost of Attendance - (minus) Expected Family Contribution = (equals) Determined Financial Need

Regardless of the school you choose to attend, your expected family contribution, or the amount of money your family is expected to pay, won't change very much. There are many ways to meet your family contribution. You or your parents could use savings, apply for a loan, or make monthly payments to the university. Each college will use the same information to decide how much your family should contribute. Just because a school costs more, it doesn't mean you and your family will have to pay more.

Example 1	Example 2																
College A costs \$10,000 per year. After filling out the FAFSA, you learn that your expected family contribution is still \$2,000.	College B costs \$18,000 per year but your expected family contribution is \$2,000.																
<div> <div>\$10,000</div> <div>Total Cost of Attendance</div> </div> <div> <div>- \$ 2,000</div> <div>Expected Family Contribution</div> </div> <div> <div>= \$ 8,000</div> <div>Your Financial Need</div> </div>	<div> <div>\$18,000</div> <div>Total Cost of Attendance</div> </div> <div> <div>- \$ 2,000</div> <div>Expected Family Contribution</div> </div> <div> <div>= \$16,000</div> <div>Your Financial Need</div> </div>																
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Applying for College



The college application generally consists of several items:

- An application
- An essay
- The high school transcript
- Financial aid data
- Teacher recommendations
- Preparatory test results (such as the SAT, ACT)
- The application fee

Most college applications should be completed in the fall of senior year. (There are colleges with rolling admissions that will consider applications in the spring of senior year. Colleges with open admission policies will accept students until the summer after senior year. Colleges that offer early decisions may require the packet in junior year.)

Check deadlines and strictly follow them. Allow enough time for the application package to arrive before the deadline. (Some financial aid is based on an “as available” basis. If they have \$100,000 and award \$5,000 to each of the first 20 students who are accepted and contract for admission, you may be left out, even if you meet the requirements.) Moral of the story: try to get the applications in well ahead of the deadline.

Résumé

This has everything you’ve done outside of academics—volunteer experiences, work experiences, extra-curricular activities, awards, etc. Send this to the colleges to which you apply.

Letters of Recommendation

Have two to three from adults who will say wonderful and personal things about you. Be sure to give a copy of your résumé to the people you ask for a letter.

Extracurricular Activities

These aren’t just “extra” anymore in getting accepted to the college of your choice. Today, college admissions officers read thousands of college application essays from prospective students. Years ago, good grades, solid SAT scores and a quality writing sample were often enough to gain admission to many colleges and universities, even the most prestigious institutions. But now competition has stiffened, and a student’s initiative and leadership ability can set them apart from other applicants. One of the best ways to demonstrate this is by highlighting your participation in extracurricular activities.

Sports

If college sports are in your future, speak to your coach and register with the NCAA at www.ncaaclearinghouse.net.

Continued on next page

Then, There's the Essay...

Many college admissions' counselors will tell you that this part of the application package can make or break the acceptance decision.

- Adhere to the deadlines.
- Make sure the essay is grammatically correct.
- Spell check the essay.
- Spell check the essay again.
- Have several people proofread the essay.
- Format the essay in an easy-to-read, acceptable font and type size.
- Double-space.
- Make sure the student's name and identifying numbers are on each page, or as requested.
- Let the essay reflect your child's values, dreams, accomplishments, and personality.
- Make sure the essay answers the question(s) asked.



The High School Transcript

Before you graduate, order this to be sent to the schools of your choice. When you get accepted to a college, it is a conditional acceptance based on your final transcript.

Application Nuts & Bolts

If possible, use a word processor. If not, print neatly. Some colleges allow applications to be submitted online.

- Spell check. Spell check and grammar check AGAIN.
- Use complete sentences.
- Be honest.
- Do not leave blanks. If not applicable, state it (N/A is acceptable).
- Do not turn simple answers into another essay.
- Give the information requested and not a personal history.
- Keep copies of all paperwork sent.

If the entire application packet is not going to be sent in its entirety, enclose a written explanation, detailing what is missing and when it will arrive and from where (e.g., “The teacher recommendations will arrive under separate cover directly from NAME of teacher at NAME of high school”).

Continued on next page

Teacher Recommendations

This is another area that can make or break an application. If a school is undecided about your eligibility, a superior teacher recommendation can carry a lot of weight. Here are some dos and don'ts:

- Select teachers who know you well and really care about you.
- Ask them as early as possible to write your recommendation. (All students need teacher recommendations. If the popular teachers get 100 requests, the first ones in have a better chance.)
- If the school requests 3 recommendations, send 3. Do not go overboard with 5 or 6, and NEVER have less than the amount requested.
- Give the teacher all the materials necessary once they agree to write a recommendation for you.
- If there is a form, fill out your personal information and hand it to them.



Preparatory Test Results (such as the SAT)

SAT and **ACT**. These are two different tests, and most schools take whichever one you score higher. Go to www.collegeboard.com to sign up for the SAT and www.act.org to sign up for the ACT. Study before you take them. If you think it will help, get an SAT/ACT book or CD, or take a class. For the ACT, bubble in everything. You are only given points for what you get right, with no points deducted for guessing incorrectly. However, for the SAT, approximately one-fourth of a point is taken off for each wrong answer.

March 2 Success is an on-line test preparation course that will provide help with taking standardized tests, and improve math and English skills. *March 2 Success* is free. The program was developed by the Army and will help prepare students for: assessment examinations, college entrance examinations, trade school entrance tests, military entrance test, and applying for a job. To see a demonstration and to register for the course, go to www.March2Success.com.

The Application Fee

- Be aware that most schools require an application fee, which may range from \$25 to \$100.
- Make sure whatever form of payment you use includes your name, correct address, and social security number if required. Keep copies of all paperwork sent.

My High School Plan

It's not necessary for you to decide on a specific career when you are in the eighth grade. Your interests may change and further develop during the coming years. That doesn't mean you can't begin to think about your interests and how they match up to careers and career clusters so that you can plan your "career pathway." Decide on how much education you are willing to get and start your plan. If your plan calls for a career (don't forget clusters) that requires a postsecondary certificate, associate's degree, or a bachelor's degree, you will need to take high school courses that will be required later on to continue your education. Talk to your school counselor or teacher and ask for information that can help you to develop a high school course plan. This will be a work in progress. You can change it as you make more decisions about your future. Required courses are necessary for graduation. Elective courses may include career and technical courses, band, chorus, etc. You will need a copy of your high school course descriptions. It will help you to decide which courses to take.

9TH GRADE Required Courses	Elective Courses	10TH GRADE Required Courses	Elective Courses

11TH GRADE Required Courses	Elective Courses	12TH GRADE Required Courses	Elective Courses

Test-Taking Strategies



The following test-taking strategies should work for you in high school and college. Preparation for your first test should begin after the first day of class; this includes studying, completing homework assignments and reviewing study materials on a regular basis.

Test Preparation

- Budget your time, making sure you have sufficient time to study so you are well prepared for the test.
- Go to review sessions, pay attention to hints the instructor may give about the test.
- Take notes and ask questions about items that may be confusing to you.
- Ask the instructor to specify the areas that will be emphasized on the test.
- Make sure you go to class right before the test; it's another prime time for the instructor to give out more hints or the format of the test.
- Eat before a test. Having food in your stomach will give you energy and help you focus, but avoid heavy foods that can make you groggy.
- Don't try to pull an all-nighter. Get at least 3 hours of sleep before the test. Normally 8 hours of sleep a night is recommended, but if you are short on time, get at least 3 hours so you'll be well rested enough to focus during the test.
- Put the main ideas/information/formulas onto a sheet that can be quickly reviewed many times. This makes it easier to retain the key concepts that will be on the test.
- Try to show up at least five minutes before the test is scheduled to begin.
- Set your alarm, and have a backup alarm set as well.
- Go to the bathroom before walking into the exam room. You don't want to waste time worrying about your bodily needs during the test.

Tips on Answering Multiple-Choice Questions

- Read the question before you look at the answer.
- Come up with the answer in your head before looking at the possible answers. This way the choices given on the test won't throw you off or trick you.
- Eliminate answers you know aren't right.
- Read all the choices before choosing your answer.
- If there is no guessing penalty, always take an educated guess and select an answer.
- Don't keep changing your answer. Usually your first choice is the right one, unless you misread the question.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true, don't choose "None of the above," or if one of the statements is false, don't choose "All of the above."
- In a question with an "All of the above" choice, if you see that at least two correct statements, then "All of the above" is probably the answer.
- A positive choice is more likely to be true than a negative one.
- Usually the correct answer is the choice with the most information.

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Essay Test Tips

- Read the directions carefully. Pay close attention to whether you are supposed to answer all the essays or only a specified amount (i.e., “Answer 2 out of the 3 questions”).
- Make sure you understand what the question is asking you. If you’re not sure, ask your instructor.
- Make sure you write down everything that is asked of you and more. The more details and facts you write down, the higher your grade is going to be.
- Budget your time. Don’t spend the entire test time on one essay.
- If the question asks for facts, don’t give your personal opinion on the topic.
- When writing your essay, try to be as neat as possible. Neater papers usually receive higher marks.
- Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.
- Don’t write long introductions and conclusions. The bulk of your time should be spent on answering the question(s) in the test.
- Focus on one main idea per paragraph.
- If you have time left at the end, proofread your work and correct any errors.
- Budget your time. If you have an hour to write 3 essays, spend no more than 20 minutes on each essay. Then, if you have time left over at the end, go back and finish any incomplete essays.
- If you make a mistake, simply draw a line through it, it is much neater and quicker than erasing it.

True-False Test Tips

- Usually there are more true answers than false on most tests.
- If there is no guessing penalty, then guess if you aren’t sure of the answer. You have a 50% chance of getting the right answer.
- Read through each statement carefully, and pay attention to the qualifiers and keywords.
- Qualifiers like “never, always, and every” mean the statement must be true all of the time. Usually these types of qualifiers lead to false answers.
- Qualifiers like “usually, sometimes, and generally” mean if the statement can be considered true or false depending on the circumstances. Usually these type of qualifiers lead to an answer of true.
- If any part of the question is false, then the entire statement is false, but just because part of a statement is true doesn’t necessarily make the entire statement true.

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Short-Answer Test Tips

- Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- Try not to leave an answer blank. Show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- Read the question carefully and make sure you answer everything it asks for. Some short answer questions have multiple parts.

Open-Book Test-Taking Tips

- Spend an equal or greater amount of time preparing as you would for a normal test. The open book test will most likely be harder than if it were a closed book exam.
- Familiarize yourself with the book and relevant materials.
- If it's allowed, write down all the important formulas and key information on a separate sheet so you don't have to search through your book for it.
- Focus on learning the main ideas and get a feel for where they are located in the book, learn the details later if there's still time.
- Highlight important points, use post-it notes, bookmarks, and make notes in your book, if it's allowed.
- Bring all the resources your professor or teacher allows.
- Answer the easy questions you know off the top of your head first; then, go back and answer questions where you need to reference your book.
- Use quotations from the book to support your view, but don't over-quote. Be sure to give your own

After reviewing tips, list the areas you feel you need to work on the most to improve your test-taking skills.

Note-Taking Strategies

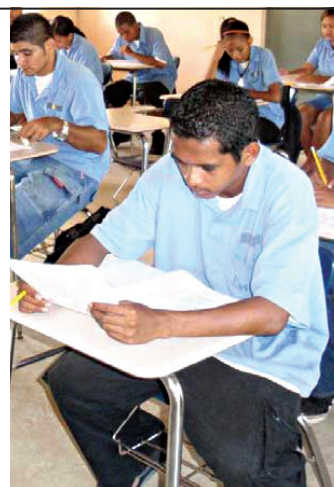
Below are tips and strategies that will help you become a good note taker.

- If the instructor writes something on the chalkboard/overhead or repeats an idea, it is usually a key point and you should write it down.
- Try to use a three-ring binder. It allows for more flexibility in rearranging your notes and any handouts you may receive.
- Try to sit towards the front and center of the class, where you will be less distracted and can easily hear the professor, as well as have a good angle on any visual aids that may be shown.
- Don't rely on someone else's notes; you may not understand everything they write down. You'll learn best by taking your own notes.
- If your instructor talks fast, with permission, it may help to bring an audio recorder and record the lecture while taking notes. After the lecture is over, you can replay the recording and fill in any parts of the lecture you missed in your notes.
- Do reading assignments or homework questions before class. It is easier to take notes when you know what the instructor is talking about.
- Date your notes. Add titles and subtitles when you move onto a new topic for easy referencing.
- Write down any terminology, along with the definition that the instructor may present.
- Make sure you write legibly. If you can't read your notes later, they'll be useless. If you have sloppy handwriting, it may be wise to type your notes so they are easier to read.
- If you missed what the instructor said, ask her/him to repeat it, or go to the instructor after class and ask for clarification. If you are in a rush, ask the instructor at the beginning of the next class, or try to find the answer from a friend or from the text.

Study Tips and Study Skills

Students with better study methods and strategies score higher on their exams. Everyone is different, and different methods work for different people. The following are suggestions only to improve upon your current studying techniques.

- Don't try to do all of your studying the night before a test. Instead, space out your studying. Review class materials at least several times a week, focusing on one topic at a time.
- Find a comfortable and quiet place to study, with good lighting and and little distractions (try to avoid your own bed; it is too easy to fall asleep).



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Study Tips and Study Skills *Continued from previous page*

- Start out by studying the most important information.
- Take notes and write a summary of the important ideas as you read through your study material.
- Take short breaks frequently. Your memory retains the information that you study at the beginning and the end better than what you study in the middle.
- If you choose to study in a group, only study with others who are serious about the test.
- Test yourself, or have someone test you, on the material to find out what your weak and strong areas are. You can use the review questions at the end of each chapter or practice tests the teacher may give out as well as other materials.
- Listening to relaxing music, such as classical or jazz on low volume, can relieve some of the boredom of studying.
- Don't study later than the time you usually go to bed. You may fall asleep or be tempted to go to sleep. Instead, try studying in the afternoon or early evening. If you are a morning person, try studying in the morning.



In addition to your academics, there are many life skills you can develop to help you be more successful and self-sufficient.

Website for Further Research

Private Student Loans from the Student Loan Network

Students attending Palau Community College are eligible to apply for a private student loan from the Student Loan Network to cover the true cost of education. Tuition costs at Palau Community College were estimated at \$3,915 for the 2009–2010 school year.

<http://privatestudentloans.com/colleges/palau/palau-community-college.php>

Palau Community College—<http://www.palau.edu/index.htm>

Palau National Scholarship Board: administers government assistance for Palauan students seeking post-secondary education and seeks additional sources of scholarship opportunities to help fill high-priority jobs in the Republic—<http://palaumoe.net/pnsb/genCatalog.html>

FAFSA: Free Application for Federal Student Aid—<http://fafsa.ed.gov/>

U.S. Department of Education: Financial Aid—<http://www2.ed.gov/finaid/landing.jhtml>

U.S. Department of Education: Direct Loan—
<http://www2.ed.gov/offices/OSFAP/directloan/index.html>

KnowHow2Go: The Four Steps to College: Check out this brochure that suggests some actions you can take as you start thinking about education beyond high school. An online version of this brochure is at www.knowhow2go.org.

“College Q&A Question of the Week”: Read for answers to common questions about college, at www.college.gov.

“Financial Literacy”: Learn to manage your money in the Financial Literacy section of www.FederalStudentAid.ed.gov/preparing.

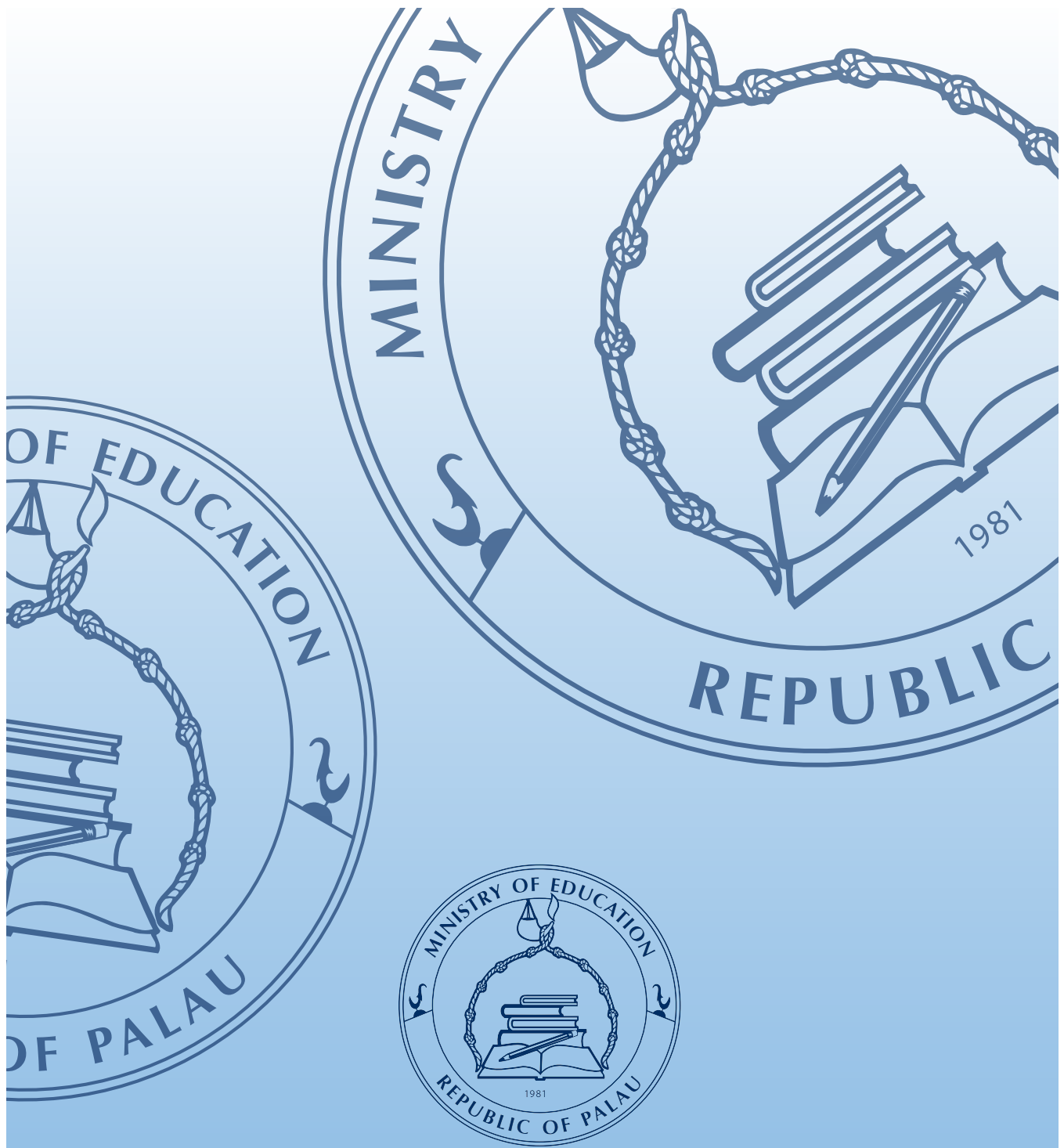
March2Success: Free test preparation for college—www.March2Success.com.

Notes

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Notes

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Masa-Aki N. Emesiochl
Minister

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