

English Language Learners

Career & Post Secondary Information



By Julie Prudom, School Counselor

Dear Parents and Students:

There are over 1,650 English Language Learners in the Appleton Area School District. The purpose of this handbook is to provide you with a guide to help you navigate the complex process of high school curriculum and requirements, career exploration and post-secondary options available to you. This handbook is a reference to use throughout the years at North and in supporting your son or daughter as they transition into adulthood. I hope you find this information useful.

Sincerely,

*Julie Prudom, School Counselor
Appleton North High School*



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Career Exploration

The Appleton Area School District has a subscription to the *WISCareers* website. This career development website helps guide students through the process of making career and education decisions. Students can access their *WISCareers* personal account from any computer with Internet access.

Features of the *WISCareers* website:

Career Awareness – Who am I?

Career assessments to encourage self-discovery and awareness, individual eportfolio for each student to create and maintain their information.

Career Exploration – Where am I going?

- 1,100+ occupations for career exploration
- 3,400+ schools with links to school home pages and on-line applications
- 800+ programs of study with recommended course work

Career Preparation – How do I get there?

- Database of over 110,000+ Wisconsin employers for job exploration
- Resume and cover letter programs to build job-seeking skills
- Budget Builder program to help develop financial planning skills
- Direct links to job postings from individual occupations
- We encourage you to look at *WISCareers* with your student

Log on information:

<http://wiscareers.wisc.edu>

North Student Registration Code: anh-c405

These locations offer the internet at no charge:

Appleton Public Library

Harmony Café

What are Career Clusters?

A career cluster is a grouping of occupations and broad industries based on commonalities. By exploring careers within a cluster students can quickly and easily compare occupations that match their individual interests, skills, and education requirements. This means for students that there are 16 different ways to explore careers in high school!



Check Out AASD Career Cluster Videos http://web/ProgramsDept/Careers/career_videos.htm

AASD Graduation Requirements

Communication Arts	4.0
Mathematics	2.0
Physical Science	1.0
Life Science	1.0
Civics	1.0
Global Social Studies	1.0
US History	1.0
Fine Arts	1.0
Physical Education	1.5
Health	0.5
Personal Financial Management	0.5
Electives	8.5

TOTAL: 23.0



High School Curriculum

Standard Courses: These courses fulfill graduation requirements and cover learning benchmarks established by the State Of Wisconsin and Appleton Board of Education.

ELL Courses: ELL courses are structured for the student whose first language experience is one other than English. There are four ELL levels: Beginning, Basic, Intermediate, and Advanced.

Advanced Standing: These courses are available for students to receive credit not only from their high school, but also from Wisconsin Technical Colleges.

Rigorous: These are noted with an asterisk (*) in the course description guide and on transcripts. An asterisk indicates a higher level of difficulty driven by increased expectations in class participation, quality of work and exams.

AP Courses: These courses are college-level and are driven by the expectations established by colleges and universities. Students may take the corresponding AP test (fee involved) for college credit. Individual colleges award college credit at their discretion.

Prerequisites: A prerequisite in education, is a course or topic that must be completed before another course or topic can be started. This is sometimes referred to as a “**prereq.**” For example, Algebra is a prerequisite for Geometry a course that must be or can be taken concurrently with a given course. Advanced Algebra is a **co-requisite** for Chemistry.

Assistance/Credit Recovery: Even the best students run into difficulties during their time in school. Some students don't earn the grades they would like and some fail courses for a variety of reasons. At North High School, we have many services that are delivered by numerous professionals to help recover credits.

Personal/Social/Career Counseling: All guidance professionals in addition to our social worker and psychologist are available to students at various times during each day. If the person who you would like to speak with is not available, please talk to the guidance secretaries and they will direct you to someone who is available to help you.



Youth Options, Internships and Charter Schools

Youth Options

If a junior or senior is interested in enrolling in a course that is not offered at the high school level, the student may elect to enroll in that or a similar course at a local college or university. If the student follows the procedures listed below and successfully completes the course, the course will count for both college and high school credit and will be paid for by the Appleton Area School District. If a college level course is taken for college credit only, the student will be responsible for the cost of the course.

The following procedures must be completed in order for the student to enroll in a course, receive credit and be reimbursed for the cost of the credits:

1. The student must meet with the high school counselor to select the appropriate course(s) and to begin the application procedure.
2. The student must apply and be accepted by the institution of higher education for admission to the course(s).
3. The student must apply for approval to the Appleton Area School District Board of Education by **March 1** (for first semester), and **October 1** (for second semester) if the course(s) is/are taken for both college and high school credit. Application is made by completing the PI 8700A form.
4. The student must maintain contact with the high school counselor for assistance with applications to colleges and the school board, for class schedule adjustments and for transcript record keeping. In addition, the following applies to Youth Options students in the Appleton Area School District.
5. The number of college credits students may take at the district expense are limited to 18 credits over the two years the student is eligible for Youth Options.
6. If a student receives a failing grade in a Youth Options course or fails to complete a course for which the School Board has made payment, the student's parent or guardian is required to reimburse the school district the amount paid on the student's behalf. Failure to make reimbursement will result in future denial of Youth Options courses for the student.

7. The district will not pay for any courses that are comparable to those offered in the high schools. Any student seeking to take comparable courses must pay for the entire cost and seek permission for release time from the district.

Career and Technical Education Internship

To enroll in CTE Internship, students must be seniors and must interview with the instructor of the course. This class includes units on career decision making, selecting the appropriate post-secondary educational/training option, applying 21st century employment skills, problem solving on the job situations and tips on how to get the job you really want. Students must be employable and enrollment in **Career and Technical Education Internship Job (9664)** is required.

Charter Schools

Appleton Area School District has 15 charter schools. For a complete description of each charter school, see the district website under charter school information.



Appleton North Assistance

Northward Bound Program

This program is intended to assist students who are at risk of not graduating. Students can make up credits from failed courses via E2020 (computer-based) or PASS courses and can earn additional credits through work experiences. Student must be referred for this program. After the referral is made, the Northward Bound program coordinator meets with the student individually to determine the most prudent course of action for credit recovery.

Appleton eSchool

Appleton eSchool provides flexible 21st century learning opportunities for all students to blend online courses into their academic plans and schedules. Whether students are looking to get ahead, open up their schedule, or make up some credits, the Appleton eSchool can help you reach your goals! Students can learn more about this program by going to their website at www.appletonschool.org. Students will need to obtain their counselors approval to begin the program.

Summer School

Summer school is a program that is run in the summer for students who have failed a course. Course offerings typically are posted in April. Students are responsible for obtaining the registration materials from guidance and handing them back in to the guidance secretaries.

Parent Portal

The Parent Portal is a web-based tool where parents can monitor student assignments and grades. In addition, there are direct links to teacher email if needed. Parents may contact the business office to obtain their access code.



Post Secondary Requirements and Opportunities

University of Wisconsin System

Students must meet the following minimum requirements in order to be eligible for admission:

English - 4 credits Mathematics - 3 credits (minimum of Algebra 2)
Science - 3 credits Social Studies - 3 credits
FA/Electives/Language - 4 credits

Two years of a single foreign language are required for admission to UW-Eau Claire and UW-Madison, and recommended at other UW System campuses.

Nation's Top Universities

Students must meet the following minimum requirements in order to be *eligible* for admission:

English 4+ credits Mathematics 4+ credits
Science 4+ credits Social Studies 4+ credits
World Language 4 credits

Intensive work in writing, rigorous courses, including advanced placement when possible and SAT or ACT achievement tests administered by the College Board.

Wisconsin's Technical Colleges

The following are *recommended* high school credits for adequate, comprehensive preparation for success in technical college:

English 4 credits Mathematics 3 credits
Science 3 credits Social Studies 3 credits

Technical college programs have admission standards, and some programs have waiting lists. Apply early and seek your counselor's advice regarding your chosen program.

COLLEGE APPLICATION PROCESS

Appleton North Guidance Office

SENIOR PROCESSING FEE: There is a one-time fee of \$5.00 for seniors. This covers postage and copying costs for your college applications during your senior year. Please pay your \$5.00 to the Guidance Secretary (cash or check payable to Appleton North Guidance Office).

PROCESSING TIME: Due to the high volume of college applications processed in the North Guidance Office (1,200+ per year), please allow five business days for processing.

ACT/SAT SCORES: It is the student's responsibility to send ACT and SAT scores to the colleges he/she is applying to. Most colleges require an "official" ACT/SAT score. In order to submit an "official" ACT or SAT score to the college, please contact www.actstudent.org (for ACT) or www.collegeboard.com (for SAT scores).

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED

ALL REQUIRED ITEMS MUST BE COMPLETED AND TURNED IN TOGETHER.

WE WILL **NOT** "HOLD" APPLICATIONS THAT ARE MISSING ITEMS (LETTERS OF RECOMMENDATION, ESSAYS, ETC.)

PLEASE READ THE COLLEGE APPLICATION TO DETERMINE WHAT ITEMS ARE REQUIRED. THIS MAY INCLUDE:

- **Counselor/Secondary School Form** (UW Schools do not require this form)
- **Teacher Letters of Recommendation** (If needed – UW Schools do not require letters) If you do need a recommendations please allow two weeks for someone to write your letter and when they are finished make sure you thank them!!

- **Essay** – If required.
- **College Application Fee** – If not paid online already. Please make check payable to the college/university.

APPLICATIONS SHOULD BE TURNED IN TO GUIDANCE SECRETARY

It is important that you turn your application materials into the Guidance Secretary (*not your counselor*) as the secretary needs to attach an official transcript, a school profile, and log the date it was received. The Guidance Secretary will then give it to your counselor for completion if necessary.

MID-YEAR AND FINAL TRANSCRIPT REQUESTS – Mid-year and final transcripts are not automatically sent. Requests should be turned into the Guidance Office and include your name and college if needed.

HELPFUL WEBSITES

UW SYSTEM: To apply to any UW campus – <http://apply.wisconsin.edu>
General Info about UW System – <http://uwhelp.wisconsin.edu>

WISCONSIN PRIVATE COLLEGES: For information about Wisconsin's private colleges visit, www.goindependent.org and www.wisconsinmentor.org



	<i>COLLEGE NAME</i>	<i>COLLEGE NAME</i>	<i>COLLEGE NAME</i>	<i>COLLEGE NAME</i>
Application Form				
Essay Completed – online or hard copy (<i>if required</i>)				
Counselor Form (not needed for UW Schools)				
Teacher Recommendation Form Completed (<i>if required</i>)				
College Application Fee (<i>if not paid online</i>)				
Mid-year Transcript Request (<i>if required</i>)				
Final Transcript Request (<i>be sure to turn in to the Guidance Secretary – is not sent automatically</i>)				

School and Community Resources/Events

AASD Multicultural Support 122 E. College Ave., Suite 1A Appleton, WI 54911 (920) 832-6161

Services: English Language Learners support is incorporated into instructional approaches. The ELL program utilizes intensive, small-group classes where students focus on the development of English through content area instruction, including sheltered classroom environments. The school district provides bilingual staff to support students in order to enhance academic progress.

Hmong American Partnership 2198 S Memorial Dr., Appleton, WI 54914 (920) 739-3192

Services: Academic Tutoring, Homework Assistance, Culturally Sensitive Guidance, Hmong Summer Language, Community Service, Job Placement, Campus Tours

Fox Valley Technical College Multicultural Student Services 1825 North Bluemound Dr., Appleton, WI 54912 (920) 735-5600

Services: Offers a wide range of recruitment and retention services for minority students in order to meet the growing diversity needs of the community.

University of Wisconsin Oshkosh Multicultural Center 800 Algoma Blvd., Oshkosh, WI (920) 424-1234

Services: The MEC offers an environment that promotes the appreciation of cultural diversity as well as resources and information for students, staff, faculty and community members interested in increasing their knowledge of cultural differences.

UWO Center for Equity and Diversity 800 Algoma Blvd., Oshkosh, WI (920) 424-1234

Services: The division of academic support offers a number of services to help minorities, first-generation college students, low income and disabled students. The services available to eligible students are advising, tutoring, and tuition assistance.

Lawrence University Office of Multicultural Affairs 711 East Boldt Way,
Appleton, WI (920) 832-7000

Services: The primary focus is cultural awareness and celebration for the university departments, organizations, and the broader community.

Goodwill Industries 1800 Appleton Rd., Menasha, WI (920) 731-6605

Services: Provides human services where people can receive medical care, a variety of employment and training services, information and referrals, placement services.

Fox Cities Rotary Multicultural Center 128 North Oneida St., Appleton, WI 54911 (920)882-4056

Services: Multicultural Resource, Foods for All Nations, NEW World Cinema Foreign Films Series, Diversity Circles, Business Presentation, Classroom Presentations, After School Program, Diversity Conference, Meeting/Activity Space.

Hispanic Community Resource Center 610 S Broadway Ave., Green Bay, WI 54301 (920) 468-7564

United Hmong and Asian American Community Center 401 9th St., Green Bay, WI 54304 (920) 432-8900 / (920) 437-4550

Spanish/English Newspaper, covering Hispanic Culture and Diversity Issues
(920) 445-0030



Job Hunting Suggestions

Workforce Development

1802 Appleton Rd., Menasha, WI 54952

Hmong American Partnership

2198 South Memorial Dr., Appleton, WI 54914 (920) 739-3193

Post Crescent Classified Ads (Available to look at free at any public library)

Chamber of Commerce

125 North Superior St., Appleton, WI 54911

Career Connection

<http://www.career-connection.com/>

Mapping Your Future

<http://www.aboutus.org/Mapping-Your-Future.org>

Jobstar

<http://jobstar.org/tools/career/spec-car.php>

School to Careers

<http://careers.iptv.org/>

Career Builder

<http://www.wisinfo.com/classifiedcentral/appleton/careers.shtml>

Occupational Outlook Handbook

<http://www.bls.gov/OCO/>

Wisconsin Jobs

<http://www.wisconsin.jobopenings.net/>

United Way Fox Cities

www.unitedwayfoxcities.org

Employment Agencies

An **employment agency** is an organization which matches employers to employees. Listed below is a sampling of area employment agencies.

Aerotek

5471 Waterford Ln., Grand Chute, WI (920) 225-7640

Career Option Inc.

501 South Nicolet Rd., Appleton, WI (920) 832-4500

Landmark Staffing Resources

738 Ford St., Kimberely, WI (920) 731-3130

Flexstaff

800 Westhill Blvd., Appleton, WI (920) 731-8082

Kelly Services

4737 Michaels Dr., Appleton, WI (920) 733-0104

Manpower

5317 Grande Market Dr., Appleton, WI (920) 882-3033

Spherion

1619 West College Ave., Appleton, WI (920) 830-9909

Tegron Staffing

811 North Lynndale Dr., Appleton, WI (920) 734-9975

Wisconsin Job Center

1802 Appleton Rd., Menasha, WI (920) 997-3272

Cover Letter Format

Name
Address
City, State, Zip Code

(Your Information)

Date
Name
Title Company Address
City, State, Zip Code

(Employer Contact Information)

(Salutation):

Dear Mr./Ms. Last Name, (leave out if you do not have a contact)

(Body of Cover Letter):

The body of your cover letter lets the employer know for what position you are applying, why the employer should select you for an interview, and how you will follow-up.

(First Paragraph):

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact if you have one.

(Middle Paragraph):

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job for which you are applying.

(Final Paragraph):

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. Provide your phone number and email address.

(Complimentary Close):

Respectfully yours,

Handwritten Signature (student must sign in ink)

Typed Signature

Resume Sample

Christine Jones
24 Mansfield Avenue, Appleton, WI 73118
(405) 524-1234

PROFILE

A self-motivated and resourceful high school student is seeking a demanding sales role in a major company. Excellent communication, presentation and negotiation skills. Driven to succeed and attain targets.

EDUCATION

- North High School, Graduated with a GPA of 3.4.

EXPERIENCE

Intern, Chedlee Community Center, 2010

- Organized a local advertising drive that increased the number of elderly people coming to the center by 20%
- Organized games for people attending in the afternoons
- Escorted some of the elderly people to and from the center

INTERESTS

Interests at high school included organizing a charity quiz, which raised \$5000.

ACHIEVEMENTS

Academic Honor Roll 2009-2010

COMPUTER SKILLS

Proficient with Microsoft Word, Powerpoint, Excel

REFERENCES

Upon request

Interviewing Skills

Before the Interview

- Learn all you can about the company or organization so that your questions are sophisticated and knowledgeable during the interview
- Be prepared to answer and ask questions
- Role play a mock interview to practice
- Prepare your clothes for your interview, making sure they are business-like, clean, pressed and conservative. Make sure your hair and nails are trimmed and clean
- Prepare papers for your interview, including extra copies of your resume, job reference lists, reference letters, and a legal pad for taking notes

During the Interview

- Arrive 10-15 minutes early
- Treat all people you encounter with professionalism and kindness
- Do not let employers' casual approach cause you to drop your manners or professionalism
- Do not chew gum or smell like smoke. Do not take your cell phone
- Do not interrupt
- Be aware of your nonverbal behaviors. Sit straight, smile as often as you can, maintain eye contact but do not stare. Sit still in your seat and avoid fidgeting and slouching
- Do not be shy or self-critical
- Do not make negative comment about previous employers
- Listen carefully and give thoughtful, to-the-point and honest answers

After the Interview

- Make notes about the interview directly after the interview so you do not forget important details
- Send a thank you note

Extra Resources

Careers

- Career Connections <http://www.career-connection.com>
- Career Net (information or jobs and careers) <http://www.careers.org>
- Military Information and Work Interest Quiz <http://www.myfuture.com>
- Career Paths—10 Step Career Planning <http://careerpathsonline.com>
- Occupational Outlook Handbook (information about specific occupations) <http://www.bls.gov/oco>
- Your Search for Education and Training <http://www.courseadvisor.com>

College Test and Financing and Education

- College Board Online (SAT, college searches, AP) <http://www.collegeboard.org>
- American College Testing (ACT) <http://www.act.org>
- Financial Aid Information <http://www.finaid.org>
- Early Financial Aid Estimator (calculates estimated family contribution) <http://www.finaid.org/calculators.finaidestimate.phtml>; <http://www.collegeanswer.com>
- Web-Based Version of the FAFSA <http://www/fafsa/ed/gov>
- Scholarship Searches <http://www.finaid.org/scholarships>; <http://www.fastweb.com>

College Search

- Wisconsin Education Fairs (Learn about college requirements, academic programs, financial aid, housing and more) <http://www.wefs.org>
- Peterson's (College search, financial aid, test prep, online applications, study abroad programs, books and guides to purchase) <http://www.petersons.com>

Best Wishes In Your Career Exploration!