



A Program of Center for
Companies That Care

Internship & College Prep Workbook

This workbook belongs to _____

If found, please email _____

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Welcome!

WELCOME to your AIM High Internship. We have many activities planned for you over the next three weeks and we are excited to get started. Please look over this workbook to get a sense of the various types of items we will be covering. **Be sure to bring this workbook to your workplace each day and to our seminar on Friday each week.**

Goals of Your AIM High Internship

Our goals for you fall under three categories (Work Readiness, College Preparedness and Independent Character Building). Details for what we hope to accomplish together are below.

- Work Readiness**
- Have an interesting work experience you can write about, reflect on and grow from.
 - Learn what it means to be held accountable for performance.
 - Experience the pleasure and fulfillment a good job can provide.
 - Be inspired to do what it takes to reach college success.

- College Preparedness**
- Develop a list of safety, target and reach schools to which you are planning to apply.
 - Complete the Common Application.
 - Gather materials for supplemental college applications.
 - Develop a greater familiarity with the financial aid process.

- Character Building**
- Have an opportunity to impress people.
 - Feel pride in doing a job well.
 - Solve problems.
 - Learn how to access resources.
 - Build a closer relationship with your mentors.

Components of Your AIM High Internship

The Internship Workbook

This workbook contains resources, worksheets and projects to be used throughout your internship experience and into your Senior year. The resources are meant to compliment the worksheets so they are easier to complete. Each week we will go over certain items and worksheets that are to be completed by specific deadlines. **See the "What you should be working on this week" sheets and the Internship Calendar for more details. You will have time allocated at your mentors' workplace to work on this important college prep material (ideally, at least an hour each day).** We will go over the worksheets at our weekly Friday seminar.

The different types of documents in this workbook include:

- **Resources:** Materials that will help you complete worksheets.
- **Worksheets:** Activities that you will complete on your own throughout the internship experience.
- **Projects:** Activities that will require you to engage your mentors to complete. Be sure to plan accordingly, as you will need to reach out to your mentors and work around their schedules to complete these assignments.

Your Work Week

Monday through Thursday, 9AM-5PM

Your mentors are working hard to get you quickly acclimated to their company and create meaningful work experiences for you. You will work out specific hours for your internship that may vary slightly from those posted above. Your aim for this work experience, in addition to doing a great job should include to act professional and engaged throughout your time at your mentor's workplace. We will go over a more detailed list of expectations we hold for you and what you can expect from this experience at the Internship Orientation.

The Weekly Seminar

Fridays, 9AM-5PM

As you know, you will be working at your mentors' companies Monday through Thursday. On Fridays we will host a seminar, bringing together all the AIM High Interns, to:

- Process your work experience as a group
- Go over resources and worksheets from the Internship Workbook
- Hear from guest speakers from real college admissions departments to offer advice on completing applications, finding the right fitting schools and navigating the application and financial aid process.

Weekly

In the first week of the program you will design your weekly performance

**Performance
Evaluation**

evaluation. At the end of each week you will meet with your “internship supervisor” to discuss how work was the past week, what you enjoyed, did not enjoy, what you did well, where you could improve, etc.

Special Event
August 9th

As part of this experience, we have some activities planned outside of the workday. These will take places on August 19th. Details are as follows:

- Thursday, August 8th

5:30-7:30PM

Financial Aid Workshop

Location: 954 W Washington #430

Please invite your parents/guardians to join us.

This event includes dinner.

Expectations and Responsibilities

Below are Company That Care's expectations for you to uphold during your internship experience.

Act Professionally

- Be on time
- Work a full day (Monday – Thursday)
- Dress appropriately
- Do your highest quality work

Convey a positive attitude

- Positively contribute to the work environment and organization
- Be open to all types of work
- Smile

Be a Learner

- Explore the organization, the different roles and functions people play
- Begin to think about what types of work you enjoy, discover your strengths and weaknesses, where you can improve

Provide your own lunch

Except the first day, unless discussed otherwise with your mentors. Companies That Care will provide lunch on Fridays.

Manage your own transportation.

You do not have to pay for your transportation but you do have to manage it. If you work in the city, you will take the CTA or Metra. If you work in the suburbs, other arrangements will be made and you will be contacted individually. Google Maps (www.maps.google.com) is a great way to plan your route and to see how long it should take you to get to work.

Performance Expectations for Friday Practicum

- Arrive on time (9:00am)
- Bring completed assignments with you
- Participate in group discussions
- Do your work
- Stay focused
- Ask questions! Make sure you let people know when you do not understand what is going on

Internship Calendar

Week 1

(Aug 5th- 9th)

Week 2

(Aug 12th-16th)

Week 3

(Aug 19^h-23rd)

Monday

9AM- Student Orientation at Companies That Care (954 W Washington)

12:30PM-

For City Students- mentors will pick up students at Companies That Care

For Suburbs Students- students will stay with Companies That Care for afternoon for transportation orientation. Suburb students will start at mentor sites on Tuesday.

Tuesday

First day at work sites for **Suburban students**.

Deadlines:

Common App (Worksheet 9)

- Rough Draft Disciplinary History
- Rough Draft Additional Info

Wednesday

Deadlines:

Common App

- Final Draft Short Answer
- Outline Essay

Deadlines:

- Rough Draft of Thank you Notes to Mentors

Thursday

Deadlines:

Internship Activities

- Complete Project 1: Design Your Weekly Performance Evaluation (with your mentors)
- **5:30PM** *College Financial Aid Workshop*
Location: 954 W Washington.

Parents/guardians and mentors invited.

Friday

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Speaker: To Be determined

Deadlines:

Internship Activities

- Complete Worksheet 1: Sign up for What's Next Illinois
- Create professional email address if you do not have one
- Complete Project 2: Why Work?

Common App

- Completing the Common App (Worksheet 8)
- Complete Data Section (Worksheet 9)
- Rough Draft Short Answer (Worksheet 10)
- Choose Essay Topic (Worksheet 10)

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Fill in College Search Criteria on Worksheet 5: Resources for Researching schools and finding a good fit
- Complete Worksheet 4: Facts About Me

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Speaker: To Be determined

Deadlines:

Internship Activities

- Complete Worksheet 2: Matching Your Interest with Potential Careers
- Complete Worksheet: Researching Careers
- Complete Project 3: Understanding an Org Chart
- Complete Project 4: Interviewing a Colleague

Common App

- Rough Draft Essay

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Explore website from Worksheet 7 and add info to Worksheet 6: College Tracker

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Deadlines:

Internship Activities

- Complete Worksheet 3: Evaluating Your Company as a Company That Cares
- Send Thank you emails to Mentors

Common App

- Final Draft Personal Essay
- Final Draft Disciplinary History
- Final Draft Additional Info
- Identify Recommenders (Worksheet 11)

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Choose at least one safety school, two target schools and one reach school to which you will apply.
- Complete Project 5: Your Additional Letter of Recommendation (from Mentor)
- Complete Project 6: Writing Your Own Letter of Recommendation

Meeting Deadlines for Completing the Common Application

You will be completing the Common App during the internship. Below is a set of deadlines for various parts of the application. These are also on the Calendar. Please review the deadlines below while viewing the paper copy of the Common Application (located in the Appendix section) so you have a better sense of how much time completing the application will take.

Data Sections

1. Applicant
2. Future Plans
3. Demographics
4. Family
5. Academics
6. Extracurricular Activities and Work Experience

Deadline for Sections 1-6 is Friday, August 9th.

Allow time to retrieve the necessary information from your school and parents/guardians.

Writing Section

- **Short Answer** **Draft Deadline- Aug 9th** (send to mentors for feedback)
Final Deadline- Aug 14th
Your chance to go a little more in depth on one particular activity or program.
- **Personal Essay** **Topic Deadline- Aug 9th**
Outline Deadline- Aug 14th
Draft- Aug 16th (send to mentors for feedback)
Final- Aug 23rd
Your chance to really show the college your organized thought process and dynamic personality, etc.
- **Disciplinary History** **Draft- Aug 20th** (send to mentors for feedback)
Final- Aug 23rd
You will need to explain any suspensions, expulsions or criminal violations you have received.
- **Additional Information** **Draft- Aug 20th** (send to mentors for feedback)
Final- Aug 23rd
This section is your chance to explain anything that might inhibit your acceptance. Tell a story about challenges you have faced on the road to college and how you have overcome them. Highlight upward trends, explain downward trends, etc.

Recommendations

Choose and Get in Contact with Recommenders- **Aug 23rd**

What You Should Be Working on This Week

Week 1 (Aug 5th – 9th)

| <u>Assignment</u> | <u>Page in Workbook</u> | <u>Completed?</u> |
|--|-------------------------|--------------------------|
| Internship Activities | | |
| Sign up for What's Next Illinois (Worksheet 1) | 24 | <input type="checkbox"/> |
| -Create professional email address if you do not have one | 24 | <input type="checkbox"/> |
| Complete Project 1: Design Your Weekly Performance Evaluation (with your mentors) (<u>due Thursday, Aug. 8th</u>) | 13 | <input type="checkbox"/> |
| Complete Project 2: Why Work? | 25 | <input type="checkbox"/> |
| Go over Performance Evaluation (Week 1) with your mentor or internship supervisor | 14 | <input type="checkbox"/> |
| Completing Common App | | |
| Register with www.commonapp.org (Worksheet 8) | 54 | <input type="checkbox"/> |
| Complete Data Section online (Worksheet 9) | 55 | <input type="checkbox"/> |
| Write Rough Draft of Short Answer (Worksheet 10) | 56 | <input type="checkbox"/> |
| Choose topic for Personal Essay (Worksheet 10) | 56 | <input type="checkbox"/> |
| Additional College Prep Activities | | |
| Facts About Me for My College Prep Process (Worksheet 4) | 39 | <input type="checkbox"/> |
| Research potential colleges to apply to and fill in College Search Criteria on Worksheet 5: Resources for Researching schools and finding a good fit | 42 | <input type="checkbox"/> |
| Add at least 5 colleges of interest to Worksheet 6: College Tracker. Fill in corresponding information for those colleges | 45 | <input type="checkbox"/> |

Due Date: Friday, August 9th at 9:00AM (unless otherwise noted)

What You Should Be Working on This Week Week 2 (August 12th-16th)

| <u>Assignment</u> | <u>Page in Workbook</u> | <u>Completed?</u> |
|---|--------------------------------|--------------------------|
| Internship Activities | | |
| Matching Your Interests with Potential Careers (Worksheet 2) | 29 | <input type="checkbox"/> |
| Understanding an Org Chart (Project 3) | 32 | <input type="checkbox"/> |
| Interviewing a Colleague (Project 4) | 34 | <input type="checkbox"/> |
| Go over Performance Evaluation (Week 2) with your mentor or internship supervisor | 15 | <input type="checkbox"/> |
| Completing Common App | | |
| Write Final Draft for Short Answer (due Wednesday, Aug 14 th) | 56 | <input type="checkbox"/> |
| Outline Personal Essay (due Wednesday, Aug. 14 th) | 56 | <input type="checkbox"/> |
| Write Draft of Personal Essay (due Monday, Aug. 12 th) | 56 | <input type="checkbox"/> |
| Additional College Prep Activities | | |
| Research potential colleges to apply to (Worksheet 5) | 42 | <input type="checkbox"/> |
| Add at least 5 colleges of interest to Worksheet 6: College Tracker. Fill in corresponding information for those colleges | 45 | <input type="checkbox"/> |
| Explore website from Worksheet 7: What Other Students Say and add info to your College Tracker | | |

Due Date: Friday, August 16th at 9:00AM (unless otherwise noted)
Submit ALL drafts to: danielleriley@companies-that-care.org

What You Should Be Working on This Week Week 3 (August 19th-23rd)

| <u>Assignment</u> | <u>Page in Workbook</u> | <u>Completed?</u> |
|--|-----------------------------|--------------------------|
| Internship Activities | | |
| Evaluating Your Company as a Company That Cares (Worksheet 3) | 35 | <input type="checkbox"/> |
| Go over Performance Evaluation (Week 3) with your mentor or internship supervisor | 16 | <input type="checkbox"/> |
| Completing Common App | | |
| Write Final Draft of Personal Essay | 56 | <input type="checkbox"/> |
| Write Rough Draft of Disciplinary History (<u>due Tuesday, Aug. 20th</u>) | 56 | <input type="checkbox"/> |
| Write Rough Draft of Additional Information (<u>due Tuesday, Aug. 20th</u>) | 56 | <input type="checkbox"/> |
| Write Final Draft of Disciplinary History | 56 | <input type="checkbox"/> |
| Write Final Draft of Additional Information | 56 | <input type="checkbox"/> |
| Who Will Recommend Me? (Worksheet 11) | 59 | <input type="checkbox"/> |
| Additional College Prep Activities | | |
| Research potential colleges to apply to (Worksheet 5: Resources for Researching Schools) | 42 | <input type="checkbox"/> |
| Add at least 5 colleges of interest to Worksheet 6: College Tracker. Fill in corresponding information for those colleges. | 45 | <input type="checkbox"/> |
| Choose at least <u>one</u> safety school, <u>two</u> target schools and <u>one</u> reach school to which you will apply and email your choices to danielleriley@companies-that-care.org . (Remember, AIM High recommends applying to at least two safety schools, four target schools and two reach schools.) | | <input type="checkbox"/> |
| Your Additional Letter of Recommendation (Project 5) | 60 | <input type="checkbox"/> |
| Writing Your Own Letter of Recommendation (Project 6) | 63 | <input type="checkbox"/> |

Due Date: Friday, August 23rd at 9:00AM (unless otherwise noted)
Submit ALL drafts/final copies to: danielleriley@companies-that-care.org

Designing Your Weekly Performance Evaluation

Please involve your mentors in this project.

An important part of any job is evaluation. Typically, an employee is given a performance evaluation annually. However, some companies may conduct evaluations quarterly or semi-annually. A performance evaluation is a great chance to hear how the company thinks you are doing. It can also be a great time to sit down with your supervisor and discuss how work is going from your perspective as well as any changes you might see in the future of your employment at that company (salaries changes, changes in responsibilities, professional development opportunities, etc.)

Many employers have several performance categories (called “competencies” in some places) that are applied to every employee, regardless of their actual job.

Your task is to find out how your employer evaluates performance and then design your performance evaluation rubric with your mentor or internship supervisor. Below is a template to get you started. Please add/modify “expectations” as you see appropriate. Try and tailor your evaluation to your work experience. Once you and your mentor have agreed on the expectations for your performance, please list them on the subsequent Weekly Performance Evaluation sheets.

Professionalism

- Works with minimal supervision
- Performs tasks efficiently
- Dresses appropriately with good hygiene
- Arrives on time

Communication

- Begins working on his/her own
- Communicates effectively with co-workers
- Communicates effectively with supervisor

Engagement

- Has a positive attitude
- Recognizes mistakes
- Takes initiative
- Asks appropriate questions

Quality Work Product

- Puts forth his/her best effort
- Produces high quality work
- Finishes work by the deadline
- Follows directions
- Accepts constructive criticism

Other

Performance Evaluation: Week 1

Please evaluate the student's performance on each of the work expectations you have agreed to.

| Performance Expectation | Excels | Doing Fine | Needs Improvement |
|-------------------------|--------|------------|-------------------|
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Student's Strengths:

Areas of Focus for Next Week:

Name of Reviewer: _____

Signature: _____

Please Bring Signed Performance Evaluation to Practicum on Friday

Performance Evaluation: Week 2

Please evaluate the student's performance on each of the work expectations you have agreed to.

| Performance Expectation | Excels | Doing Fine | Needs Improvement |
|-------------------------|--------|------------|-------------------|
| | | | |
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Student's Strengths:

Areas of Focus for Next Week:

Name of Reviewer: _____

Signature: _____

Please Bring Signed Performance Evaluation to Practicum on Friday

Performance Evaluation: Week 3

Please evaluate the student's performance on each of the work expectations you have agreed to.

| Performance Expectation | Excels | Doing Fine | Needs Improvement |
|-------------------------|--------|------------|-------------------|
| | | | |
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Student's Strengths:

Areas of Focus for Next Week:

Name of Reviewer: _____

Signature: _____

Please Bring Signed Performance Evaluation to Practicum on Friday

Processing Your Workweek: Week 1

Your Work

List your major work tasks this week.

- 1.
- 2.
- 3.
- 4.
- 5.

What did you enjoy about these tasks?

What did you not enjoy about these tasks?

What challenges did you face this week?

How well did you meet your Performance Expectations this week?

Excels?
Doing Fine?
Needs Improvement?

Your Company

Describe something you learned about your company or department this week.

Yourself

What is one new thing you learned about yourself this week?

Describe a situation where you felt like a professional this week.

Looking Ahead

List your goals for next week.

- 1.
- 2.
- 3.

What do you hope to improve upon or learn about?

- 1.
- 2.
- 3.

Processing Your Workweek: Week 2

Your Work

List your major work tasks this week.

- 1.
- 2.
- 3.
- 4.
- 5.

What did you enjoy about these tasks?

What did you not enjoy about these tasks?

What challenges did you face this week?

How well did you meet your Performance Expectations this week?

Excels?
Doing Fine?
Needs Improvement?

Your Company

Describe something you learned about your company or department this week.

Yourself

What is one new thing you learned about yourself this week?

Describe a situation where you felt like a professional this week.

Looking Ahead

List your goals for next week.

- 1.
- 2.
- 3.

What do you hope to improve upon or learn about?

- 1.
- 2.
- 3.

Processing Your Workweek: Week 3

Your Work

List your major work tasks this week.

- 1.
- 2.
- 3.
- 4.
- 5.

What did you enjoy about these tasks?

What did you not enjoy about these tasks?

What challenges did you face this week?

How well did you meet your Performance Expectations this week?

Excels?
Doing Fine?
Needs Improvement?

Your Company

Describe something you learned about your company or department this week.

Yourself

What is one new thing you learned about yourself this week?

Describe a situation where you felt like a professional this week.

Looking Ahead

What were the highlights and lowlights of your internship? Key learnings from these?

Draft a thank you note to your mentors and internship supervisor.

Getting Ready to Work

Projects and Worksheets

In this part of the workbook, you will be completing worksheets and projects that will help you:

- Explore your academic and personal interests
- Research careers that match your interests
- Process your work experience
- Better understand your mentoring organization

Sign Up for What's Next Illinois

What's Next Illinois (www.whatsnextillinois.org) is an online resource offered by the Illinois Student Assistance Commission (www.isac.org) and College Zone (www.collegezone.com) to help students navigate the College Prep process. It has some great information on the application and financial aid process as well as interactive tools to help you figure out what careers and college majors might suit you best. But you need to set up a free account to take advantage of many of the resources.

Creating a Professional Email Address

1. When you begin you will have to provide an email address. If you do not already have a professional email address now is the time to create one. A professional email should be some variation of your first and last name with minimal numbers. For example:
 - o firstname.lastname@gmail.com
 - o first.middleinitial.last@yahoo.com
 - o last.first3@email.com
2. **Send an email** from your new email address to your mentors and to Companies That Care (danielleriley@companies-that-care.org).

My new email address is: _____

My new password for this email is: _____

How to Sign Up for What's Next Illinois

1. Go to www.whatsnextillinois.org.
2. Click "Create an Account" in the top right corner.
3. Enter your basic information as requested. Record your username and password in a safe place that you will remember. A good trick for not losing this information is to email it to yourself.

My Username is: _____

My Password is: _____

Why Work?

Please involve your mentors in this project.

Directions: As you begin to get exposure to the professional world you will find that people go into work everyday for different reasons. What motivates you to want to work? Check all that apply.

Survey

- The challenge of completing new tasks and projects
- The means to care for a family
- The means to live a lifestyle I enjoy
- I like learning new things
- I like interacting with people
- The responsibility that comes with having my own job
- Desire to be part of something bigger than myself
- Working give me a sense of self worth
- Working provides meaning in my life. It gives me a sense of purpose.
- Work is fun.
- I get a sense of satisfaction from work.
- I like being creative.
- Other (*please describe*) _____

During the week, learn about your mentors' motivations to work and understand how that has guided their career choices.

Mentor's Name: _____

- What motivates my mentors to work?**
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

How has this changed over the years?

How did my mentor's motivations translate into a specific career choice?

Mentor's Name: _____

- What motivates my mentors to work?**
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

**How has this
changed
over the
years?**

**How did my
mentor's
motivations
translate into
a specific
career
choice?**

Mentor's Name: _____

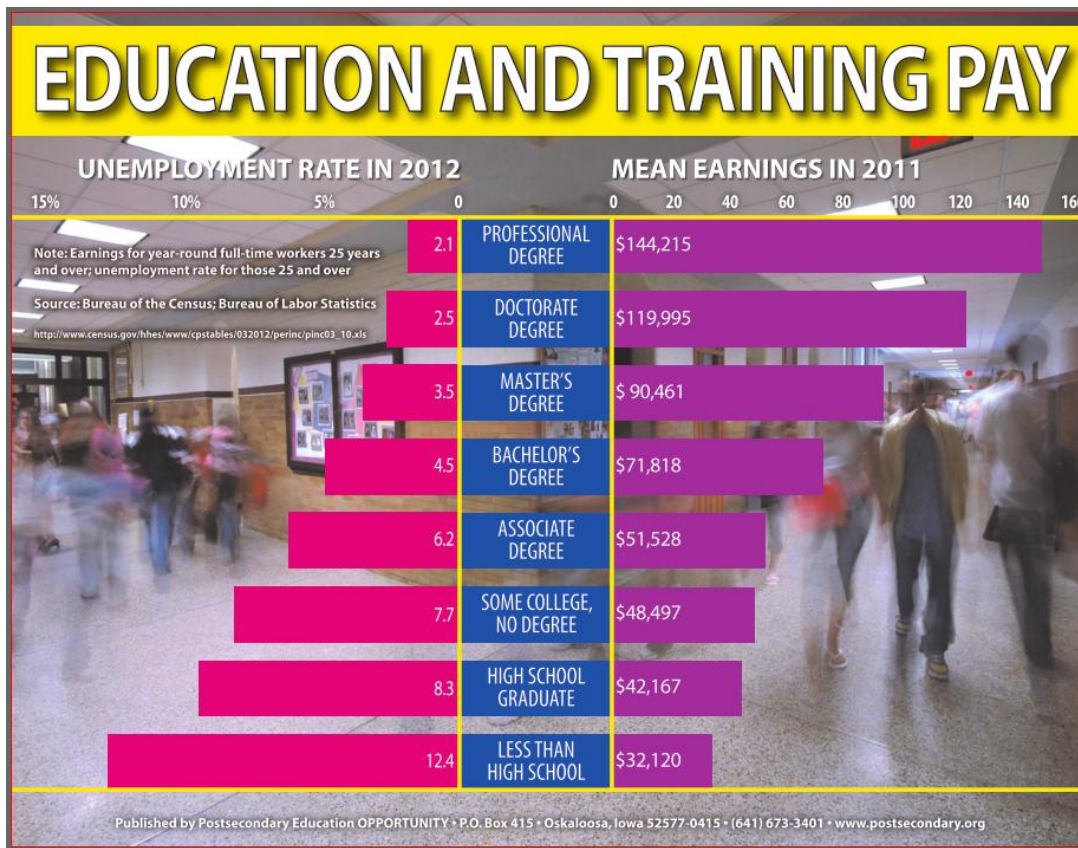
- What
motivates my
mentors to
work?**
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

**How has this
changed
over the
years?**

**How did my
mentor's
motivations
translate into
a specific
career
choice?**

Why College Pays

Did you know that you can make over \$1 Million more dollars in a lifetime with a college degree over a high school degree? That's right, a \$40,000 investment (what the average person pays for college over 4 years) can turn into \$1,000,000. See the chart below to see how education can affect your lifetime earnings.



from www.postsecondary.org

Matching Your Interests with Potential Careers

Complete the worksheets below to get a better understanding of your own interests and to explore various careers that might best suit your interests.

- Completing "The Career Key"
1. Go to www.whatsnextillinois.org
 2. Click "Log on" and enter your username and password. (Look on Worksheet: Sign up for What's Next Illinois if you don't remember your username and password)
 3. On the top row, click "Career Planning"
 4. Then click "Learn About Yourself"
 5. Scroll down and click "The Career Key"

Follow the instructions.

- Researching Your Careers of Interest
6. When you come to the last page, scroll to the bottom of the page and select "Use these results to find careers that match my interests." You are now viewing a list of careers that the computer thinks best matches your interests. Read about some of your search results.
 7. Research two careers of interest and answer the questions on the next page. You can conduct internet research, talk to professionals and use some of the additional resources in the next few pages to help you.

Additional Resources

Popular Websites for Researching Careers

www.wetfeet.com

<http://www.princetonreview.com/careers-after-college.aspx>

Occupational Outlook Handbook (provides salary expectations)

<http://www.bls.gov/oco/home.htm>

Economic Research Institute- Salary Expectations

<http://www.eri.com/index.cfm?FuseAction=careerplanning.salarypotential>

Top 10 Most Popular Majors and What They Pay

<http://www.cnn.com/2008/LIVING/worklife/10/27/cb.what.major.pays/index.html>

Career of Interest 1: _____

Briefly describe the work you will do in the career you chose.

Why is this career interesting to you?

What education or training is required for this career? (i.e., high school, college, advanced degree, specialty training, etc.)

What is the average annual salary for that job today? (Note the source of the information.)

Career of Interest 2: _____

Briefly describe the work you will do in the career you chose.

**Why is this
career
interesting to
you?**

**What education
or training is
required for this
career?** (i.e.,
high school,
college,
advanced
degree,
specialty
training, etc.)

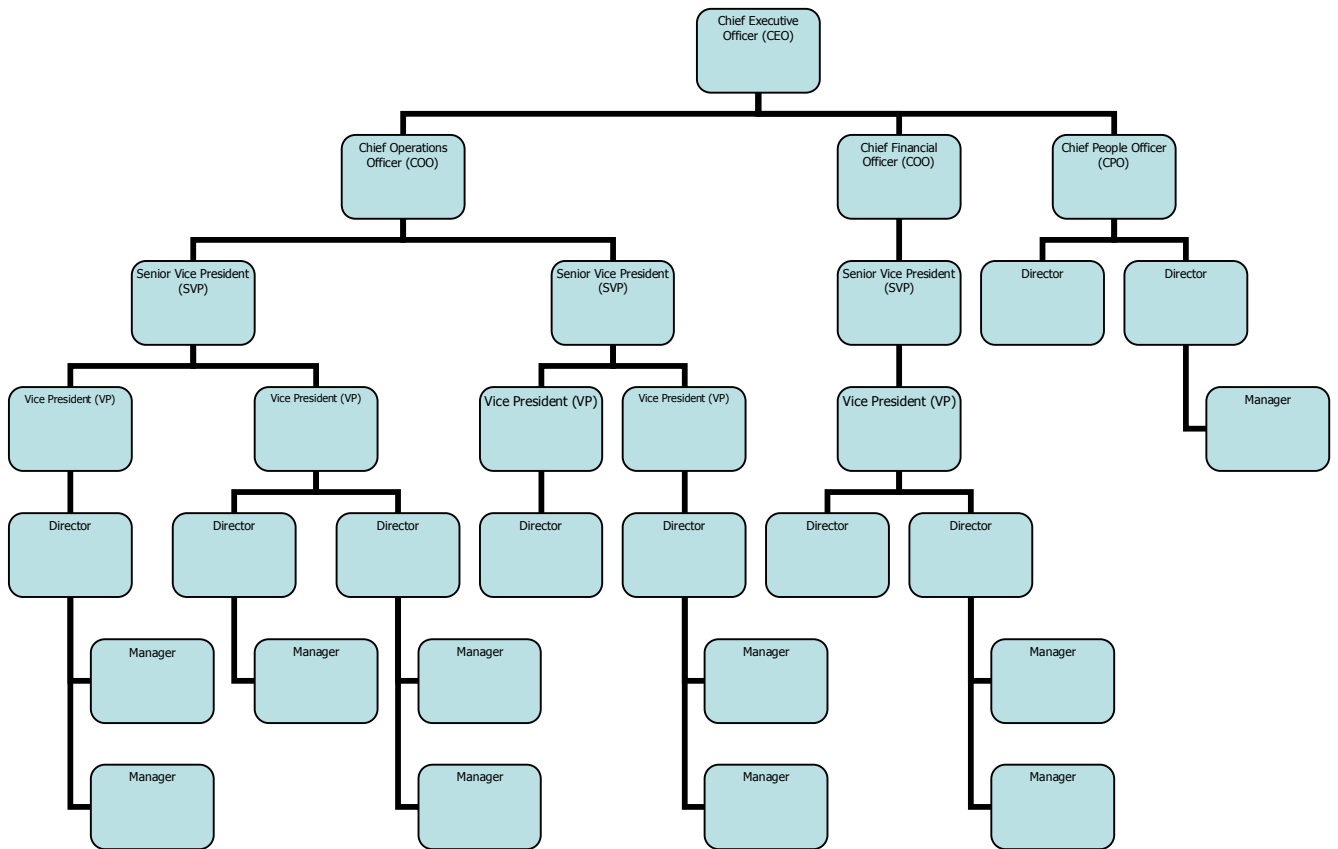
**What is the
average annual
salary for that
job today?**
(Note the
source of the
information.)

adapted from 6to16 (University of Chicago)

Understanding an Organization Chart

Please involve your mentors in this project.

Directions: An organization chart (or *org chart*) maps how responsibilities within a company are accounted for. An org chart in a law firm or nonprofit may look very different. Org charts can be helpful to understand how different departments and people within an organization relate to each other. In other words, who is “the boss of” whom. An example of an org chart is below. Your assignment is to obtain an organization chart of your company and figure out where your mentors fall in the org chart.



Include your org chart here

1. Obtain an org chart of your company or ask someone to draw one for you. Paste or insert the org chart here.

Add your mentors to the org chart

2. Figure out where each of your mentors falls within the chart. Write it on the chart (above) along with their job title. Circle your mentors' boxes on the org chart
3. Answer the following questions:

4. **Who is the most senior person in the office? What is his/her name and title?** _____
5. **Who is your mentor's boss?** _____
6. **Who is another person who is at the same level as your mentor? What is their name and job?** _____
7. **How many years will it likely be before your mentor is at his/her boss' level?** _____

Interviewing a Colleague

Please involve your mentors in this project.

Directions: One of the great ways to find out more information about careers in which you have interest is to talk to people in that field. This is also a great way to find out what types of jobs exist and how one typically steps in to these types of roles. Complete the interview assignment below to learn more about a job at your company.

- | | |
|----------------------------|--|
| Identify a Job of Interest | 1. Talk with your mentor about what jobs interest you in the company and have them help you identify someone to interview who does holds one of those jobs. |
| Set up an interview | 2. If you have your potential interviewee's contact info feel free to contact them yourself and tell them about your assignment. This is a great chance to practice your professional email writing skills. You can also ask your mentor to help you setup up the interview. You do not need to ask for more than 30 minutes of your interviewee's time. |
| Conduct the Interview | 3. Be sure to cover the following four topics in your interview and take plenty of notes (you will need notes to write a summary) <ul style="list-style-type: none">▪ Personal Background/History- Ask your interviewee to tell you his/her story, where they grew up, what they were interested in high school, where they went to college, what they studied, and all the jobs leading up to their current role. Also ask them about their expectations, as a child, for college and a job. If their reality is different than their expectations, ask them what caused the change.▪ Job Description- Inquire about what exactly they do. What is their role in the company? Try to get a picture of their average day and major responsibilities.▪ Organization- Ask about the company itself and their department. Do they like the company, the people they work, etc?▪ Advice- As a young person interested in what they do, ask for advice s/he might have for someone like yourself. |
| Write a one-page Summary | 4. When you're done, THANK the person for giving you their valuable time for the interview. |
| | 5. Draft a one-page summary of what you learned from this person. Be sure to summarize what they shared with you from each of the four categories. Reflect on how your interview impacted your perspective on this particular type of work. |

Evaluating Your Company as a Company That Cares

A Company That Cares is one that makes outstanding commitments to their employees, workplaces and communities as defined by the 10 Characteristics of a Company That Cares. Please review the characteristics below and state whether your organization exemplifies the characteristic based upon what you have learned so far about your organization. Check one box for each Characteristic.

Characteristic

- | | | |
|----------|---|--|
| 1 | Sustain a work environment founded on dignity and respect for all employees. | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |
| 2 | Make employees feel their jobs are important | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |
| 3 | Cultivate the full potential of all employees | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |
| 4 | Encourage individual pursuit of work/life balance | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |
| 5 | Enable the well-being of individuals and their families through compensation, benefits, policies and practices | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |
| 6 | Develop great leaders, at all levels, who excel at managing people as well as results | <input type="checkbox"/> Exemplifies <input type="checkbox"/> Does Not Exemplify <input type="checkbox"/> Don't Know |

Characteristic

- 7** Appreciate and recognize the contributions of people who work there
- Exemplifies
 Does Not Exemplify
 Don't Know
- 8** Establish and communicate standards for ethical behavior and integrity
- Exemplifies
 Does Not Exemplify
 Don't Know
- 9** Get involved in community endeavors and/or public policy
- Exemplifies
 Does Not Exemplify
 Don't Know
- 10** Consider the human toll when making business decisions
- Exemplifies
 Does Not Exemplify
 Don't Know

Now choose 1 Characteristic your company exemplifies and 1 Characteristic it does not exemplify and explain what makes you think this. Was there a particular incident or something you read or saw or heard that made you believe they adhere or do not adhere to the Characteristic?

| Characteristic | Explanation |
|---------------------------|--------------------|
| Exemplifies | |
| Does Not Exemplify | |

Getting Ready for College

Projects and Worksheets

In this part of the workbook, you will be completing worksheets and projects that will help you:

- Identify colleges that are a good fit
- Keep track of colleges that interest you
- Better understand the college admissions process
- Complete the Common Application
- Keep track of important steps and deadlines in the college application process

Facts About Me for the College Prep Process (Week 1)

Directions: When beginning to identify colleges that might be a good fit for you, it is really important to know some things about your own academic standing as well as what you want out of your college experience. Fill out the worksheet below as a reference to see how well you match up to your colleges of interest.

Class Standing

- My Cumulative GPA is _____.
- My Class Rank is # _____ of a total of _____ students.
- Converted to a percentage, this is _____%. (i.e. $25/125 = .2$, which means you are in the top 20%)
- So I am in the top
 - _____ 10%
 - _____ 25%
 - _____ 50%
 - _____ none of the above of my class.

Extracurriculars

My highest ACT Score is _____.
I want to make sure my college has the following extracurricular offerings (basketball team, jazz band, newspaper, radio station, etc):

- 1.
- 2.
- 3.

Careers

When I grow up I think I might want to be:

- 1.
- 2.
- 3.

College Majors

Some possible college majors I am thinking about include:

- 1.
- 2.
- 3.

Name: _____

Give copy of this sheet to Danielle

My College Priorities

| Consideration | Important to You? | | | Top 5 Priorities | |
|--|-------------------|----------|------------|------------------|--------------|
| Accessibility of professors (office hours, hang out with students, invite students to their home, etc.) | Yes | No | Don't Know | | |
| Advisors to help with academics, class selection, etc. | Yes | No | Don't Know | | |
| AP credit | Yes | No | Don't Know | | |
| Association of Black Students | Yes | No | Don't Know | | |
| Beautiful campus | Yes | No | Don't Know | | |
| Classes taught by people who are working in their field (not solely being a college instructor) | Yes | No | Don't Know | | |
| Classes taught by professors (vs graduate students or non PhD professionals) | Yes | No | Don't Know | | |
| Co-op programs | Yes | No | Don't Know | | |
| Distribution Requirements (General Education requirements, Core Curriculum) | Yes | No | Don't Know | | |
| Diverse student population (race, religion, international students, etc.) | Yes | No | Don't Know | | |
| Dual degree program (BA/MBA) | Yes | No | Don't Know | | |
| Environmentally conscious | Yes | No | Don't Know | | |
| Extra-curricular activities (community service, theatre, student government, model UN, competitive dancing, marching band, athletics, etc.) | Yes | No | Don't Know | | |
| Financial Aid available -- lots | Yes | No | Don't Know | | |
| Fraternities and Sororities | Yes | No | Don't Know | | |
| Graduation Rate (% of students who graduate from the college) | Yes | No | Don't Know | | |
| Internships | Yes | No | Don't Know | | |
| Location | Rural | Suburban | Urban | In State | Out of State |
| Rank of college | Yes | No | Don't Know | | |
| Research opportunities as an undergraduate | Yes | No | Don't Know | | |
| Scholarships available (athletic, academic, merit, etc.) | Yes | No | Don't Know | | |
| School spirit | Yes | No | Don't Know | | |
| Selectivity | Yes | No | Don't Know | | |
| Services for students with learning disabilities | Yes | No | Don't Know | | |
| Size of campus | Yes | No | Don't Know | | |
| Size of classes | Yes | No | Don't Know | | |
| Size of student body | Yes | No | Don't Know | | |
| Specific major – what? | Yes | No | Don't Know | | |
| Sports – to play | Yes | No | Don't Know | | |
| Sports – to watch(Division 1,2, or 3) | Yes | No | Don't Know | | |
| Study abroad opportunities | Yes | No | Don't Know | | |
| Summer program for pre-freshmen | Yes | No | Don't Know | | |
| Summer programs for high school students | Yes | No | Don't Know | | |
| Support services/free tutoring | Yes | No | Don't Know | | |
| Type of Students (who like to party, who want to study and learn, etc.) | Yes | No | Don't Know | | |

Safety vs. Target vs. Reach Schools

One of the most important steps in the college prep process is creating a list of colleges that you would like to apply to that will also meet your necessary criteria to ensure you will be happy and succeed. This criteria can include the schools size, graduation rates, percentage of students that live on campus, location, academic programs, extracurricular activities, demographic makeup, etc.

AIM High suggests you apply to at least 8 colleges of varying selectivity- 2 safety schools, 4 target schools and 2 reach schools. Each school on your list should be an institution you would be happy to attend that meets your educational needs. Below is a chart to help you figure out which category to assign to your schools of interest.

- | | |
|---------------|--|
| Safety | <ul style="list-style-type: none">▪ Your GPA, test scores and class rank make it almost certain that you should be admitted.▪ You believe you will get a good education and be happy there. |
| Target | <ul style="list-style-type: none">▪ Your GPA, test scores and class rank fall in the middle 50th percentile of admitted students for most categories.▪ You have a good chance of being admitted to these colleges, but there is also the possibility of denial.▪ You would be very happy to attend one of these realistic choices. |
| Reach | <ul style="list-style-type: none">▪ The majority of students admitted have higher GPAs, test scores and class rankings than you.▪ You have a small chance of being accepted but perhaps you possess some outstanding quality or skill they seek (i.e. trombone player, debater) or you have a previous relationship with the college (i.e. attended summer program, family member attended). |

Resources for Researching Schools and Finding a Good Fit (Weeks 1, 2, 3)

Below are some resources you can use to help find good fitting schools. Each of these sites is unique so be sure to try them all.

U.S. News and World Report College Rankings Online

If you already know of a college that you would like to get more information about, below is a link to a site that will provide some quick facts.

1. Go to: <http://colleges.usnews.rankingsandreviews.com/college>
2. On the right hand side of the home screen find the "College Search" field
3. Enter the name of the school and click "Go"
4. Scroll down to find General Information about that college. Be sure to navigate through the different tabs (Applying, Academic Life, Student Life, etc.)

Northwestern University


COLLEGE GRAD SCHOOL RANKINGS FRIENDS (0) JOBS AND INTERNSHIPS

Overview
Photos
Map

U.S. News Rankings
Student Reviews
Applying
Academic Life
Student Life
Campus Info & Services
Paying for School

Follow Northwestern University on...
f t

+ Save this school



#12 National Universities

Summary
Northwestern University is a private institution that was founded in 1851. It has a total undergraduate enrollment of 8,475, its setting is suburban, and the campus size is 231 acres. It utilizes a quarter-based academic calendar. Northwestern University's ranking in the 2013 edition of Best Colleges is National Universities, 12. Its tuition and fees are \$43,779 (2012-13).

Quick Stats
633 Clark Street
Evanston, IL 60208
[map]
Phone: (847) 491-3741
2012-2013 Tuition
\$43,779 tuition and fees
Students
8,475 enrolled
48% male / 52% female
Admissions
Jan. 1 application deadline
18.0% accepted

College Board's Big Future College Search

This site will also allow you to set various criteria for what you want in a college and will send you matches based on your criteria.

1. Go to <https://bigfuture.collegeboard.org/college-search>

College Search

Save Selections Clear All Selections

SELECT FILTERS

- Type of School
- Location
- Campus & Housing
- Majors & Learning Environment
- Sports & Activities
- Applying
- Academic Credit
- Paying
- Support Services
- Diversity

Save Selections Clear All Selections

You have 3,976 college options. Choose a category on the left to find the right ones for you. We'll help along the way.

Not sure where to start? Go to College Search Step-by-Step, an interactive guide.

2. Click the different grey tabs on the left and answer the questions on each page about your preferences as best you can. If you don't understand the question or don't have an opinion, select the "Don't Care" option on the sliding tool to the left.
3. Click "Close and See Results" at the end of each grouping of questions. You will see the number of college matches narrow as you answer questions about your college preferences.
4. If you have no search results when you have completed the questions under each category, go back and select "Don't Care" on the categories that are less important to you.
5. Explore the websites of any colleges of interest from your results .
6. Record them on the Colleges of Interest Tracker in this workbook if you think you may want to apply to this college.

Princeton Review School Finder

This site will allow you to set various criteria for what you want in a college and will send you matches based on your criteria.

1. Go to www.princetonreview.com.
2. Scroll down and look in the bottom right for the "School Search" section with the orange star
3. Select "Find Your College" from the drop down options

the school finder

Your search has found 3934 results save this search < previous | 1 of 197 | next >

Applied Filters: None (reset all filters) Sort list by: School Name (alphabetical)

| filter | school name | location | actions |
|--------|---|-------------------|-------------------------------|
| + | West Point – The United States Military Academy | West Point, NY | save school get a brochure |
| + | University of Baltimore | Baltimore, MD | save school get a brochure |
| + | Aaker's Business College | Fargo, ND | save school |
| + | Abbey Road | | save school |
| + | Abilene Christian University | Abilene, TX | save school |
| + | Academy College | Bloomington, MN | save school |
| + | Academy of Art University | San Francisco, CA | save school get a brochure |
| + | Academy of Business College | Phoenix, AZ | save school |
| + | Academy of Court Reporting (Akron) | Akron, OH | save school |
| + | Academy of Court Reporting (Cleveland) | Cleveland, OH | save school |
| + | Academy of Court Reporting (Columbus) | Columbus, OH | save school |

Looking for Schools? Start here.

College

Search for schools

My School Searches ?

4. Navigate the site by clicking on the black boxes on the left hand side, answering questions about aspects of college life as best you can.
5. After every question, press "Apply Filters" to have the site narrow your choices
6. If you answer all the questions and have no matches, go back and edit some of your filters of factors that are not as important to you and recreate the list

CollegeData.com

This is another great site with many tools. Visit www.collegedata.com.

- Sign up for a free account to make a simple academic profile for yourself.
- Click "College Match" to search for colleges.
- Click "College Chances" to view your calculated chances of acceptance at any school.
- Click "College Admissions Tracker" to view the profiles of real high school seniors that were accepted to your colleges of interest.

My College Options

One more great site for you to check out. Visit www.mycollegeoptions.org to explore!

Talking to Adults About Your College Choices

In addition to the sites listed above, talk to your parents/guardians, counselors, siblings, coaches and anyone you know that might have some suggestions of great colleges for you.

Explore the websites of any colleges of interest from your results and record them in the College Tracker in this workbook if you think you may want to apply to this college.

College Tracker

Directions: When you find a college of interest be sure to write it down below and during the Practicum we will help you get as much information as possible about them.

Your task is to add at least 5 colleges to your College Tracker each week. AIM High suggests you apply to at least 8 colleges total (two safety schools, four target schools and two reach schools) including at least one safety school and one target school in your home state. **By the end of the internship pick one safety school, two target schools and one reach school to which you will apply and email your choices to danielleriley@companies-that-care.org.**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Below is an example of the all the data you would need to know on each of the schools you are interested in applying to.

| | Example |
|--|--|
| School Name | Imaginary U. |
| Size | 8,000 undergraduates |
| Location | Huntsville, KY |
| Public/Private | Public |
| Setting | Rural |
| Religious Affiliation | None |
| Average ACT | 21-24 (middle 50%) |
| Average High School GPA of Students | 2.9 |
| Average High School Rank of Entering Freshman | 35% were in top 25% of their class |
| Safety, Target or Reach for me | Target |
| Retention/ Graduation Rates | 80% freshman come back sophomore yr, 67% graduate |
| Cost | \$23,000 out-of-state, \$16,000 in-state tuition/ \$8,000 Room and Board |

| | |
|--|--|
| Ave. Financial Aid Package | \$14,000 |
| Admissions Email | admissions@college.edu |
| Admissions Phone Number | 703-555-1212 |
| Most popular majors | Business, Psychology, Biology |
| Student Body Make Up | 45% male/55% female, 12% African-American, 4% Asian-American, 3% Latino, 81% Caucasian |
| Percentage of students that live in-state | 35% in-state |
| Percentage of students that live off-campus | 25% |
| Percentage of students involved in Greek Life | 26% males, 34% females |
| What the college is known for | Great undergrad business program |
| Do you know anyone who went/goes there? | Cousin John went for a year |
| Other Notes | Lots of intramural sports and Greek life |

| | |
|--|--|
| Application Deadline | Regular-1/1/11 Early Decision- 11/15/10 |
| Application Sent | 12/13/10 |
| Confirm Application Received | 12/23/10 |
| Confirm Received recommendations | 12/23/10 |
| Confirm Received Test Scores | 12/23/10 |
| Confirm Received Transcripts | 12/23/10 |
| Date I completed my online FAFSA | 1/15/11 |
| Confirm Received Mid Year Report | 2/1/11 |
| Confirm Received my FAFSA information | 2/1/11 |
| Date will hear from college on decision | 4/1/11 |
| College's Decision | Accepted |
| Date called Financial Aid Office to get an estimate of my Financial Aid Package | 4/9/11- Total Estimate Package \$22,000/yr (includes \$8,000 in loans) |
| Deadline for Additional Institutional Scholarship Applications | 5/5/11 |

| | |
|---|---|
| Date sent Additional Institutional Scholarship Applications | 4/15/11 |
| Date Confirmed Received Additional Institutional Scholarship Application | 4/22/11 |
| Total Financial Aid Award Package | 5/1/11- \$24,000/yr (includes 8,000 in loans) |
| Your Decision | |
| Sent Housing Forms + Deposit | |
| Notes | |
| What Other Students Say (Positive) | |
| What Other Students Say (Negative) | |

What Other Students Say (Weeks 2, 3)

Directions: Hearing from actual college students is an important part of gathering information on a college to decide if you want to apply or attend. Your task is to explore the following websites to see what students are saying about colleges you have added to your College Tracker. When you find interesting comments (both positive and negative) that are relevant to you, summarize them in the appropriate columns in the College Tracker.

Websites to learn what other students are saying about your colleges

- <http://collegeprowler.com/>
- <http://www.unigo.com/>
- <http://www.studentsreview.com/>

Admission Processes (Early vs. Regular vs. Rolling)

As you know, one of the most important things to pay attention to in this whole college prep process is deadlines. Application deadlines are no exception and each college may use a different process. Below are descriptions of the different types of college application deadlines. Each school may offer multiple options.

Early Decision (Binding)

Early Decision deadlines usually occur in November and you usually hear back in December, but be sure to check with each college individually. If you apply to a college early decision you are committed to attend if you are accepted. Recently, there has been debate around this type of admissions process because it means students commit to attending prior to knowing the construct of their financial aid packages. If you do apply to a college early decision be sure to have other applications already sent out or ready to be sent out once you hear back from your Early Decision school. You can only apply to one school Early Decision.

Early Action (non-binding)

Schools with Early Action deadlines allow you to apply in November, hear back in December and not decide until later. Again, each school will have specific deadlines, but this is generally how it goes. It gives you the advantages of knowing early, without the commitment to have to choose a particular school early. A great option if you think you have your mind made up but your decision will depend heavily on your aid package (which comes later). You can apply to multiple schools Early Action.

Regular Decision

This is the most common form of admission used. You apply by a December or January deadline and hear back around April. Apply to as many schools as you want and take your time deciding. You usually have until May to pick one and let the others know you are declining their admission. This gives you the most to sort through different aid packages and even visit your choice schools.

Rolling Admission

Some schools will not have deadlines and will simply review applications as they come in. The good news about this process is that it can take as little as a month to hear back and that admission is still open in the spring. The bad news is that if you wait too long to apply the aid and housing options can be limited.

Waitlists and Deferment

There is a possibility that you will be waitlisted at a school of your choice. This means that you should begin to make alternate plans but know there is a chance you could still get in to the school where you were waitlisted. Call the admissions office to inquire about your position on the waiting list and if there is anything you could do or provide to help your application.

Also know that at most schools you have the option to defer admission for a year. This means if you get accepted you can postpone the start of college until the following year if you so desire.

Requesting Application Fee Waivers

As you know, AIM High suggests applying to at least eight colleges (2 safety schools, 4 target schools and 2 reach schools). Your first thoughts maybe be, "that is a lot of money in application fees," but what you should know is that you may qualify for fee waivers.

Students from low income families that qualify for ACT/SAT fee waivers are also granted four (4) college application fee waivers at participating schools. Be sure to ask each school that you apply to if they participate in the fee waiver program and then ask your college counselor for a Request for Waiver of College Application Fee form to send with your application.

Participating Colleges

A list of colleges participating in the ACT/SAT fee waiver program can be downloaded online at:

http://www.collegeboard.com/prod_downloads/sat/directory-of-colleges-for-sat-program-fee-waivers.pdf

If a College does not participate or you use up all your waivers

If a college of choice does not participate or if you have used all four of your fee waivers you can simply request your college counselor to send a note along with your college application explaining your interest in the school but that the application fee is not feasible for you and your family. You can also do this yourself!

Completing the Common Application (Weeks 1, 2, 3)

One of the most important tasks to complete during the AIM High Internship is filling out the Common Application (Common App). The Common App was established as a way to consolidate and create a more efficient college application process for both the applicant and the admissions departments. The Common App allows you to fill out one college application and send it to multiple schools. Nearly 400 schools accept the Common App. You will be filling out the application online but **there is a paper copy for reference purposes in the Appendix section** of the workbook.

Your task during your Internship is to complete the Common Application. To begin visit www.commonapp.org and under "Apply!" click "Never registered? Click Here." Follow the directions and be sure to record your username and password below. **Email your username and password to danielleriley@companies-that-care.org.**

My Common App Username: _____

My Common App Password: _____

Filling it out online Here are some tips to make this as smooth as possible:

- Be sure to allow pop-ups on your internet browser, usually under "Preferences."
- Save your work often and logout after each session.
- Type your essays, etc in word processor like Microsoft Word and save them separately somewhere safe. Then copy and paste them into your common app online.

Participating Schools

Nearly 400 schools accept the Common App. A list of these schools can be found at www.commonapp.org.

Please list your online ID or username and passwords to each school you have applied to below. You will need to know this to find out whether you have been accepted

| School Names | ID/ Username | Password |
|--------------|--------------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

Prep for Data Sections (Week 1)

Your task, in preparation for filling out all the data sections of the Common App, is to take this quiz to get an idea of how much data gathering you will need to do. Put a check next to “Know It” or “Need to Find It” for each item on the survey.

| Information | Know It | Need to Find It | Write it out |
|--|---------|-----------------|--------------|
| My Social Security number | | | |
| Extracurricular activities I've been involved with since 9 th grade | | | |
| Jobs I've held since 9 th grade (nature of work, employer, dates of employment, hours per week) | | | |
| GPA | | | |
| Class Rank | | | |
| Highest ACT score | | | |
| Names of academic distinctions and honors since 9 th grade | | | |
| Name of my parents'/guardians' employer and their address | | | |
| Names of colleges attended by my parents/guardians and siblings | | | |
| CEEB/ACT Code for my school | | | |
| My school counselor's email | | | |

Prep for the Writing Sections (Week 1)

There are four important writing sections in the common app, the largest being the personal essay. Use the worksheet below to get a better understanding and begin to generate ideas for these sections.

Short Answer

What extracurricular activity or work experience are you most passionate about? Why?

What extracurricular activity or work experience has had the biggest influence on what direction you would like your life to take or what you would like to be when you grow up? Why?

What activity or experience has given you the opportunity to contribute the most to an organization? How did you contribute? Do you plan on continuing this activity through college?

Personal Essay

Please view the Personal Essay section of the Common App (in Appendix section of workbook). Out of the 6 topic choices which topic do you think you could write most passionately about?

For which topic do you think you could tell the most personal story?

Which topic do you think would be hardest? _____
Easiest? _____

Pick three topics and write down what you would write about for each topic:

1.

2.

3.

**Disciplinary
History**

Have you ever been suspended? Yes No

Why?

**Additional
Information**

What hardships have you overcome to succeed in high school (personal, family, community, school, etc.)?

How did you end up overcoming those hardships?

Are there any upward trend patterns in your academic record?

(i.e. "I started getting A's in science beginning Junior year because I realized that is what I love and want to pursue. It is also what attracts me to your college.)

What caused these trends?

Are there any downward trend patterns in your academic record?
(i.e. "My grades slipped second semester Junior year because my mother got sick and I was took on the responsibility of caring for my younger siblings.")

What caused these trends?

Who Will Recommend Me? (Week 3)

Directions: The Common App and most schools will require at least two letters of recommendation, one from a teacher and one from your school counselor or another school official with whom you have a better relationship. AIM High recommends you get at least two teacher recommendations. This is your opportunity to have some advocate with colleges on your behalf, so pick someone you believe would have multiple positive and personalized things to say about you

Your task, is to identify who you will ask for a letter of recommendation. Answer the questions below to get started. Be sure to view the Teacher Recommendation Form in the Common App (located in the Appendix section of this workbook) to get a sense of how you will be evaluated for a recommendation.

Brainstorming who to ask Answer the questions below to start brainstorming who you might ask. *For all these questions think back as early as 9th grade.*

Who has been your favorite teacher?

Which teacher do you think likes you the best?

With which teacher do you have the closest relationship?

Which teacher has seen you grow the most over the years?

What other school officials (counselors, coaches, principals etc.) do know really well that would write you a great letter of recommendation?

Information for Recommender (Week 3)

For Project 6, you have two tasks: First you must complete the following sheets with personal information for your recommender, second you will write a letter of recommendation for one of your peers.

Email a copy of this form to Danielle Riley: danielleriley@companies-that-care.org

Personal Goals

- Why do you want to go to college? What do you want to study? What do you want to do after college?

Academics

- What is your GPA?
- What is your Class Rank?
- If your GPA is lower than a 3.0, please tell me about the academic struggles you faced.

Character

Choose five words or short phrases that describe you. Highlight your winning personality. How you interact with your peers. How you act in a professional environment, etc.

1.

2.

3.

4.

5.

School Activities

- List the activities you participated in during school. Why did you chose to participate in these activities? If you had a leadership role, tell me that too.

Volunteer/Community Activities

- Describe your volunteer or community activities

| Name of Organization | <u>Type of Volunteer/Community Activity</u> | <u>Description of what you did</u> |
|-----------------------------|---|------------------------------------|
| | | |
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Advance Classes/Honors/Awards

- List the Awards you have received (from anywhere – school, church, community, AIM High, etc.)

| Name of Award | <u>From Who?</u> |
|----------------------|------------------|
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Employment History

- What paid jobs have you held?

| <u>Name of Employer</u> | <u>Name of Job</u> | <u>Description of what you did in the job</u> |
|-------------------------|--------------------|---|
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Challenges

What are 2-3 difficult things you have had to deal with in your life? What made each of them difficult? What did you do to overcome it?

1.

2.

3.

Sources of Pride

List three compliments you have received that you are proud of; don't be bashful. Explain the context if necessary so the compliment makes sense. After the compliment, put the relationship of the person to you in parenthesis, i.e. (teacher).

1.

2.

3.

Something Unique About Me

- What do you like best about yourself? Why?

What is your vision of your future?

- Career
- Family
- Hobbies and fun

Describe how your internship has been a valuable life experience.

Contact Me

- Include your name, email, and phone number here.

Writing Your Own Letter of Recommendation

Your second task is to write a 3 paragraph recommendation about yourself as if you were someone else writing about you.

Paragraph 1: Describe yourself and relevant life experiences.

Paragraph 2: Select 2-3 strengths and explain them in great detail with examples.

Paragraph 3: Describe the personal assets you will bring to a college and how that will benefit the college (i.e. leadership, doer, collegiality, etc).

Email your letter of recommendation to: danielleriley@companies-that-care.org

Thank You Note to Mentors

Now that your three week internship is complete it is time to thank the people who made this internship possible – your mentor team! Your final project of the internship is to write and send a thank you note to your mentors. Be sure to include a specific example in each of the following part. Use the following guide for your note.

Part One: What are you thanking them for?

Be sure to include:

1. What you got out of the internship, what did you enjoy?
2. Recognize what the mentors put into the internship (time, energy, patience, focus, passion. . .)

Part Two: What changed as a result of the internship?

Be sure to include:

1. How did the process help with your college application preparation?
2. Did it impact your future career goals? How so?
3. How did your relationship with your mentor become stronger as a result of the past three weeks?

Part Three: What comes next?

Be sure to include:

1. Restate how grateful you are for the internship opportunity.
2. Over the past three weeks you met with your mentors frequently, however, during the school year you will not see them as often. How do you plan to stay in touch with them during the school year? What will you need help with during the year? How can your mentors help you work towards your goals?

Part Four: Sign your name

Notes

Appendix

Here you will find:

Internship Calendar
Scholarship Information
Common Application
FASFA

Internship Calendar

Week 1

(Aug 5th- 9th)

Week 2

(Aug 12th-16th)

Week 3

(Aug 19^h-23rd)

Monday

9AM- Student Orientation at Companies That Care (954 W Washington)

12:30PM-

For City Students- mentors will pick up students at Companies That Care

For Suburbs Students- students will stay with Companies That Care for afternoon for transportation orientation. Suburb students will start at mentor sites on Tuesday.

Tuesday

First day at work sites for **Suburban students**.

Deadlines:

Common App (Worksheet 9)

- Rough Draft Disciplinary History
- Rough Draft Additional Info

Wednesday

Deadlines:

Common App

- Final Draft Short Answer
- Outline Essay

Deadlines:

- Rough Draft of Thank you Notes to Mentors

Thursday

Deadlines:

Internship Activities

- Complete Project 1: Design Your Weekly Performance Evaluation (with your mentors)
- **5:30PM** *College Financial Aid Workshop*
Location: 954 W Washington.

Parents/guardians and mentors invited.

Friday

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Speaker: To Be determined

Deadlines:

Internship Activities

- Complete Worksheet 1: Sign up for What's Next Illinois
- Create professional email address if you do not have one
- Complete Project 2: Why Work?

Common App

- Completing the Common App (Worksheet 8)
- Complete Data Section (Worksheet 9)
- Rough Draft Short Answer (Worksheet 10)
- Choose Essay Topic (Worksheet 10)

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Fill in College Search Criteria on Worksheet 5: Resources for Researching schools and finding a good fit
- Complete Worksheet 4: Facts About Me

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Speaker: To be determined

Deadlines:

Internship Activities

- Complete Worksheet 2: Matching Your Interest with Potential Careers
- Complete Worksheet: Researching Careers
- Complete Project 3: Understanding an Org Chart
- Complete Project 4: Interviewing a Colleague

Common App

- Rough Draft Essay

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Explore website from Worksheet 7 and add info to Worksheet 6: College Tracker

9AM-5PM Seminar with Companies That Care **Center For Companies That Care, 954 W Washington**

Deadlines:

Internship Activities

- Complete Worksheet 3: Evaluating Your Company as a Company That Cares
- Send Thank you emails to Mentors

Common App

- Final Draft Personal Essay
- Final Draft Disciplinary History
- Final Draft Additional Info
- Identify Recommenders (Worksheet 11)

Additional College Prep Activities

- Research potential colleges to apply to and add at least 5 colleges of interest to Worksheet 6: Colleges of Interest Tracker. Fill in corresponding information for those colleges.
- Choose at least one safety school, two target schools and one reach school to which you will apply.
- Complete Project 5: Your Additional Letter of Recommendation (from Mentor)
- Complete Project 6: Writing Your Own Letter of Recommendation

Scholarship Information

The key with scholarships is to begin applying as early as possible. Keep a list of scholarships you are eligible for, their due dates, and requirements. Go through the list and apply to as many as possible. Do not get frustrated with the process, you will be successful eventually!

Websites:

www.fastweb.com

www.scholarships.com

Other Sources:

Church

High School

Other organizations (sports, arts, music. . .)

Colleges you apply to

Common Application - All Members

There are now 488 Common Application members in 46 states and the District of Columbia, as well as in France, Germany, Italy, United Kingdom, and Switzerland. They represent an enormously diverse variety of institutions: small and large, public and private, coed and single-sex, highly selective and relatively open enrollment. However, they all share a commitment to the [mission](#) of promoting access through holistic admission.

| | | | |
|-----|---|------|--|
| 1. | Adelphi University | 245. | Northland College |
| 2. | Agnes Scott College | 246. | Northwestern University |
| 3. | Alaska Pacific University | 247. | Notre Dame de Namur University |
| 4. | Albany College of Pharmacy and Health Sciences | 248. | Oberlin College |
| 5. | Albion College | 249. | Occidental College |
| 6. | Albright College | 250. | Oglethorpe University |
| 7. | Alfred University | 251. | Ohio State University |
| 8. | Allegheny College | 252. | Ohio Wesleyan University |
| 9. | Alma College | 253. | Oklahoma City University |
| 10. | American University | 254. | Otterbein University |
| 11. | Amherst College | 255. | Pace University |
| 12. | Anna Maria College | 256. | Pacific Lutheran University |
| 13. | Arcadia University | 257. | Pacific University |
| 14. | Assumption College | 258. | Pepperdine University |
| 15. | Augsburg College | 259. | Philadelphia University |
| 16. | Augustana College (IL) | 260. | Pitzer College |
| 17. | Augustana College (SD) | 261. | Plymouth State University |
| 18. | Austin College | 262. | Polytechnic Institute of New York University |
| 19. | Babson College | 263. | Pomona College |
| 20. | Baldwin Wallace University | 264. | Presbyterian College |
| 21. | Bard College | 265. | Prescott College |
| 22. | Barnard College | 266. | Princeton University |
| 23. | Bates College | 267. | Providence College |
| 24. | Belmont University | 268. | Purchase College (SUNY) |
| 25. | Beloit College | 269. | Quinnipiac University |
| 26. | Bennington College | 270. | Ramapo College of New Jersey |
| 27. | Bentley University | 271. | Randolph College |
| 28. | Berry College | 272. | Randolph-Macon College |
| 29. | Binghamton University - State Univ. of New York | 273. | Reed College |
| 30. | Birmingham-Southern College | 274. | Regis College (Massachusetts) |
| 31. | Blackburn College | 275. | Regis University (Colorado) |
| 32. | Boston College | 276. | Rensselaer Polytechnic Institute |
| 33. | Boston University | 277. | Rhode Island College |
| 34. | Bowdoin College | 278. | Rhode Island School of Design |
| 35. | Bradley University | 279. | Rhodes College |
| 36. | Brandeis University | 280. | Rice University |
| 37. | Brown University | 281. | Richard Stockton College of New Jersey |
| 38. | Bryant University | 282. | Richmond The American International |
| 39. | Bryn Mawr College | | University in London |
| 40. | Bucknell University | 283. | Rider University |
| 41. | Burlington College | 284. | Ringling College of Art and Design |
| 42. | Butler University | 285. | Ripon College |
| 43. | Caldwell College | 286. | Roanoke College |
| 44. | California Lutheran University | 287. | Rochester Institute of Technology |
| 45. | Caltech (California Institute of Technology) | 288. | Roger Williams University |
| 46. | Calvin College | 289. | Rollins College |
| 47. | Canisius College | 290. | Rosemont College |
| 48. | Carleton College | 291. | Rowan University |
| 49. | Carnegie Mellon University | 292. | Russell Sage College |
| 50. | Carroll College (Montana) | 293. | Sacred Heart University |
| 51. | Carroll University | 294. | Sage College of Albany |
| 52. | Case Western Reserve University | 295. | Saint Anselm College |
| 53. | Castleton State College | 296. | Saint Francis University |
| 54. | Cazenovia College | 297. | Saint Joseph's College of Maine |
| 55. | Cedar Crest College | 298. | Saint Joseph's University |
| 56. | Centenary College | 299. | Saint Leo University |
| 57. | Centenary College of Louisiana | 300. | Saint Louis University |
| 58. | Centre College | 301. | Saint Martin's University |

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| 59. Champlain College | 302. Saint Mary's College (Indiana) |
| 60. Chapman University | 303. Saint Mary's College of California |
| 61. Chatham University | 304. Saint Mary's University of Minnesota |
| 62. Christian Brothers University | 305. Saint Michael's College |
| 63. Christopher Newport University | 306. Saint Peter's University |
| 64. Claremont McKenna College | 307. Saint Vincent College |
| 65. Clark University | 308. Salem College (North Carolina) |
| 66. Clarkson University | 309. Salisbury University |
| 67. Coe College | 310. Salve Regina University |
| 68. Colby College | 311. Samford University |
| 69. Colby-Sawyer College | 312. Santa Clara University |
| 70. Colgate University | 313. Sarah Lawrence College |
| 71. College of Mount Saint Vincent | 314. School of the Art Institute of Chicago |
| 72. College of Notre Dame of Maryland | 315. Scripps College |
| 73. College of St. Benedict/St. John's University | 316. Seattle Pacific University |
| 74. College of St. Joseph | 317. Seattle University |
| 75. College of the Atlantic | 318. Seton Hall University |
| 76. College of the Holy Cross | 319. Seton Hill University |
| 77. College of Wooster | 320. Sewanee The University of the South |
| 78. Colorado College | 321. Siena College |
| 79. Colorado State University | 322. Sierra Nevada College |
| 80. Columbia College Chicago | 323. Simmons College |
| 81. Columbia University | 324. Simpson College |
| 82. Concordia College - New York | 325. Skidmore College |
| 83. Concordia University - Portland, OR | 326. Smith College |
| 84. Concordia University Irvine | 327. Soka University of America |
| 85. Connecticut College | 328. Southern Methodist University |
| 86. Converse College | 329. Southern New Hampshire University |
| 87. Cornell College (Iowa) | 330. Southwestern University |
| 88. Cornell University | 331. Spelman College |
| 89. Creighton University | 332. Spring Hill College |
| 90. Curry College | 333. St. Bonaventure University |
| 91. Daemen College | 334. St. Catherine University |
| 92. Dartmouth College | 335. St. Edward's University |
| 93. Davidson College | 336. St. John Fisher College |
| 94. Denison University | 337. St. John's College - Annapolis |
| 95. DePaul University | 338. St. John's College - Santa Fe |
| 96. DePauw University | 339. St. Joseph's College - Brooklyn Campus |
| 97. DeSales University | 340. St. Joseph's College - Long Island Campus |
| 98. Dickinson College | 341. St. Lawrence University |
| 99. Dillard University | 342. St. Mary's College of Maryland |
| 100. Dominican University of California | 343. St. Norbert College |
| 101. Dowling College | 344. St. Olaf College |
| 102. Drake University | 345. St. Thomas Aquinas College |
| 103. Drew University | 346. St. Thomas University |
| 104. Drexel University | 347. Stanford University |
| 105. Drury University | 348. Stephens College |
| 106. Duke University | 349. Stetson University |
| 107. Earlham College | 350. Stevens Institute of Technology |
| 108. Eastern Connecticut State University | 351. Stevenson University |
| 109. Eckerd College | 352. Stonehill College |
| 110. Elizabethtown College | 353. Stony Brook University |
| 111. Elmira College | 354. Suffolk University |
| 112. Elms College | 355. SUNY Buffalo State |
| 113. Emerson College | 356. SUNY College at Old Westbury |
| 114. Emmanuel College (Massachusetts) | 357. SUNY College of Environmental Science and Forestry |
| 115. Emory & Henry College | 358. SUNY Cortland |
| 116. Emory University | 359. SUNY Fredonia |
| 117. Eugene Lang College of New School University | 360. SUNY Institute of Technology |
| 118. Fairfield University | 361. SUNY New Paltz |
| 119. Fisk University | 362. SUNY Oneonta |
| 120. Flagler College | 363. SUNY Oswego |
| 121. Florida Institute of Technology | 364. SUNY Plattsburgh |
| 122. Florida Southern College | 365. SUNY Potsdam |
| 123. Fontbonne University | 366. Susquehanna University |
| 124. Fordham University | |

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| 125. | Franklin and Marshall College | 367. | Swarthmore College |
| 126. | Franklin College Switzerland | 368. | Sweet Briar College |
| 127. | Franklin Pierce University | 369. | Syracuse University |
| 128. | Franklin W. Olin College of Engineering | 370. | TCU (Texas Christian University) |
| 129. | Furman University | 371. | Tennessee Wesleyan College |
| 130. | Gannon University | 372. | The American University of Paris |
| 131. | Geneseo, State Univ. of New York | 373. | The American University of Rome |
| 132. | George Washington University | 374. | The Catholic University of America |
| 133. | Gettysburg College | 375. | The College at Brockport |
| 134. | Gonzaga University | 376. | The College of Idaho |
| 135. | Goshen College | 377. | The College of New Jersey |
| 136. | Goucher College | 378. | The College of New Rochelle |
| 137. | Green Mountain College | 379. | The College of Saint Rose |
| 138. | Grinnell College | 380. | The College of William & Mary |
| 139. | Guilford College | 381. | The University of New Orleans |
| 140. | Gustavus Adolphus College | 382. | Thiel College |
| 141. | Hamilton College | 383. | Thomas College |
| 142. | Hamline University (MN) | 384. | Towson University |
| 143. | Hampden-Sydney College | 385. | Transylvania University |
| 144. | Hampshire College | 386. | Trinity College (Connecticut) |
| 145. | Hanover College | 387. | Trinity University (San Antonio) |
| 146. | Hartwick College | 388. | Tufts University |
| 147. | Harvard College | 389. | UMBC - University of Maryland, Baltimore |
| 148. | Harvey Mudd College | | County |
| 149. | Haverford College | 390. | Union College (New York) |
| 150. | Hendrix College | 391. | University at Albany, State Univ. of New York |
| 151. | Hillsdale College | 392. | University at Buffalo (SUNY) |
| 152. | Hiram College | 393. | University of Chicago |
| 153. | Hobart and William Smith Colleges | 394. | University of Connecticut |
| 154. | Hofstra University | 395. | University of Dallas |
| 155. | Hollins University | 396. | University of Dayton |
| 156. | Hood College | 397. | University of Delaware |
| 157. | Hope College | 398. | University of Denver |
| 158. | Howard University | 399. | University of Evansville |
| 159. | Hult International Business School | 400. | University of Findlay |
| 160. | Husson University | 401. | University of Great Falls |
| 161. | Illinois College | 402. | University of Hartford |
| 162. | Illinois Institute of Technology | 403. | University of Illinois at Chicago |
| 163. | Illinois Wesleyan University | 404. | University of Kentucky |
| 164. | Immaculata University | 405. | University of La Verne |
| 165. | Iona College | 406. | University of Maine |
| 166. | Ithaca College | 407. | University of Maine at Farmington |
| 167. | Jacobs University Bremen | 408. | University of Maine at Machias |
| 168. | John Cabot University, Rome Italy | 409. | University of Mary Washington |
| 169. | John Carroll University | 410. | University of Massachusetts Amherst |
| 170. | Johns Hopkins University | 411. | University of Massachusetts Boston |
| 171. | Johnson State College | 412. | University of Massachusetts Dartmouth |
| 172. | Juniata College | 413. | University of Massachusetts Lowell |
| 173. | Kalamazoo College | 414. | University of Miami |
| 174. | Keele University | 415. | University of Michigan |
| 175. | Keene State College | 416. | University of New England |
| 176. | Kenyon College | 417. | University of New Hampshire |
| 177. | Keuka College | 418. | University of New Haven |
| 178. | Keystone College | 419. | University of North Carolina Asheville |
| 179. | King's College | 420. | University of North Carolina at Chapel Hill |
| 180. | Knox College | 421. | University of North Carolina at Wilmington |
| 181. | La Salle University | 422. | University of Notre Dame |
| 182. | Lafayette College | 423. | University of Pennsylvania |
| 183. | Lake Forest College | 424. | University of Portland |
| 184. | Lasell College | 425. | University of Puget Sound |
| 185. | Lawrence Technological University | 426. | University of Redlands |
| 186. | Lawrence University | 427. | University of Rhode Island |
| 187. | Le Moyne College | 428. | University of Richmond |
| 188. | Lehigh University | 429. | University of Rochester |
| 189. | Lesley College | 430. | University of San Diego |
| 190. | Lewis & Clark College | 431. | University of San Francisco |

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| 191. | Lincoln University of Pennsylvania | 432. | University of Saint Joseph |
| 192. | Linfield College | 433. | University of Scranton |
| 193. | Lipscomb University | 434. | University of Southern California |
| 194. | List College, The Jewish Theological Seminary | 435. | University of Southern Maine |
| 195. | Long Island University Brooklyn Campus | 436. | University of St Andrews |
| 196. | LIU Post | 437. | University of Stirling |
| 197. | Loyola Marymount University | 438. | University of Tampa |
| 198. | Loyola University Maryland | 439. | University of Tennessee, Knoxville |
| 199. | Loyola University New Orleans | 440. | University of the Pacific |
| 200. | Luther College | 441. | University of the Sciences in Philadelphia |
| 201. | Lycoming College | 442. | University of Tulsa |
| 202. | Lyndon State College | 443. | University of Vermont |
| 203. | Lynn University | 444. | University of Virginia |
| 204. | Macalester College | 445. | Ursinus College |
| 205. | Manchester University | 446. | Utica College |
| 206. | Manhattan College | 447. | Valparaiso University |
| 207. | Manhattanville College | 448. | Vanderbilt University |
| 208. | Marietta College | 449. | Vassar College |
| 209. | Marist College | 450. | Villanova University |
| 210. | Maritime College | 451. | Virginia Intermont College |
| 211. | Marlboro College | 452. | Wabash College |
| 212. | Marquette University | 453. | Wagner College |
| 213. | Marymount Manhattan College | 454. | Wake Forest University |
| 214. | Marymount University | 455. | Warren Wilson College |
| 215. | Maryville University of St. Louis | 456. | Wartburg College |
| 216. | Massachusetts College of Liberal Arts | 457. | Washington & Jefferson College |
| 217. | Massachusetts College of Pharmacy and Health Sciences | 458. | Washington and Lee University |
| 218. | McDaniel College | 459. | Washington College (Maryland) |
| 219. | Menlo College | 460. | Washington University in St. Louis |
| 220. | Mercer University | 461. | Webster University |
| 221. | Mercyhurst University | 462. | Wellesley College |
| 222. | Meredith College | 463. | Wells College |
| 223. | Merrimack College | 464. | Wentworth Institute of Technology |
| 224. | Miami University (Ohio) | 465. | Wesleyan University |
| 225. | Middlebury College | 466. | Western New England University |
| 226. | Mills College | 467. | Westminster College (Missouri) |
| 227. | Millsaps College | 468. | Westminster College (Pennsylvania) |
| 228. | Molloy College | 469. | Westminster College (Utah) |
| 229. | Moravian College | 470. | Westmont College |
| 230. | Morehouse College | 471. | Wheaton College (Mass.) |
| 231. | Mount Holyoke College | 472. | Wheeling Jesuit University |
| 232. | Mount Saint Mary College | 473. | Wheelock College |
| 233. | Mount St. Mary's College | 474. | Whitman College |
| 234. | Muhlenberg College | 475. | Whittier College |
| 235. | Naropa University | 476. | Whitworth University |
| 236. | Nazareth College | 477. | Willamette University |
| 237. | New College of Florida | 478. | William Jewell College |
| 238. | New England College | 479. | Williams College |
| 239. | New York Institute of Technology (NYIT) | 480. | Wilson College |
| 240. | New York University | 481. | Wittenberg University |
| 241. | Newbury College | 482. | Wofford College |
| 242. | Niagara University | 483. | Woodbury University |
| 243. | Nichols College | 484. | WPI (Worcester Polytechnic Institute) |
| 244. | Northeastern University | 485. | Xavier University |
| | | 486. | Xavier University of Louisiana |
| | | 487. | Yale-NUS College |
| | | 488. | Yale University |

Common App

www.commonapp.org