

**Student Planner: Student Planner Timeline**  
**10<sup>th</sup> Grade Career Development Advisement Activity #6**  
**Teacher as Advisor Program (TAP)**  
**Estimated Time: 30-45 minutes**

**National Career Development Standard/Competency:**

9. Skills to make decisions

- Demonstrate responsibility for making tentative educational and occupational choices
- Identify appropriate choices during high school that will lead to marketable skills for entry-level employment or advanced training
- Identify and complete required steps toward transition from high school to entry into postsecondary education/training programs or work
- Identify steps to apply for and secure financial assistance for postsecondary education and training.

12. Skills in career planning

- Demonstrate career plans that reflect the importance of lifelong learning
- Demonstrate knowledge of postsecondary vocational and academic programs
- Describe school and community resources to explore educational and occupational choices
- Develop an individual career plan, updating information from earlier plans and including tentative decisions to be implemented after high school

**Goal:**

Students will make a plan to accomplish college preparation tasks.

**Objectives:**

- Identify college planning tasks to be completed during the current school year
- Make a plan to complete college planning tasks by using a calendar/planner

**Materials:**

- Computer with Internet access (It is not necessary, but beneficial, for the instructor and students to have accounts on GAcademy411. Go to [www.GAcademy411.org](http://www.GAcademy411.org) and click on Create an Account.)
- Projector
- Student planners/calendars
- Writing utensils
- Copies of Student Planner Timeline (choose appropriate grade level from GAcademy411)

**Activity:**

1. *Greet students as they enter the room.*
2. *Ask students what tasks they have completed to prepare themselves for college. Ask a volunteer to list the tasks on the board as students say them aloud. A list might include such activities as developing good study habits, researching colleges, visiting campuses, preparing for college admissions tests, saving money for tuition, etc.)*

3. *Inform students that GAcollge411 has a list of specific activities that guide 8th through 12th grade students in college preparation. Tell the class that they will be checking off the activities that they have already accomplished and making a plan to complete those that they have not.*
4. *Log on to [www.GAcollge411.org](http://www.GAcollge411.org).*
  - a. *Click on the purple Student Planner tab.*
  - b. *On the left menu, click on Student Planner Timeline. Read aloud the general guidelines for preparing for college. Allow students to comment or ask questions about the steps involved in the process.*
  - c. *Click on the appropriate grade level on the left menu. Distribute copies of the Student Planner Timeline.*
  - d. *As you read aloud the items on the Student Planner Timeline, instruct students to check off those items that they have already accomplished.*
  - e. *When you have finished reading the list, give students time to use their calendars/planners to schedule the tasks they have not completed. If some students are without calendars/planners, encourage them to use My Calendar on GAcollge411.*
  - f. *When students are finished scheduling their activities, allow volunteers to share their plans for accomplishing the suggested tasks.*
  - g. *Encourage students to visit GAcollge411 to use the online Student Planner Timeline. They will be able to link to important pages that will help them achieve their academic and career goals.*

**Evaluation:**

Evaluation is based on students' plans for completing college preparation activities.

**Modifications:**

- If a computer lab is available, allow students to navigate the Student Planner Timeline themselves. They will be able to link to various pages on GAcollge411 to help them accomplish their tasks.
- Instead of instructing students to schedule activities in their calendars/planners, direct them to My Calendar on GAcollge411.