



**PODAR ORT
INTERNATIONAL SCHOOL**

IBDP Career Guidance Policy

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PORTIS COLLEGE COUNSELLING AND CAREER GUIDANCE POLICY & PRACTICES

Introduction:

The School's Career Guidance Program is based on the principles of self development, career exploration and career management. Keeping in mind the PORTIS mission statement , we aspire to deliver career guidance through a range of processes designed for students to make informed choices and transitions related to their personal, educational and careers development. Effective Career Counselling is provided by College Counsellors within the school for all students.

Aims and Objectives:

To provide professional and expert guidance in college admissions, career planning and development

Educate students, families and PORTIS community regarding the college search and application process

To enhance awareness of career and educational opportunities

To provide relevant and accessible information to all students on a range of opportunities open to them and foster an understanding of the college admission process

To enable all students to make informed and appropriate career choices.

Following the PORTIS Counselling Philosophy, College Counsellors work actively to

Understand each student's academic interests and strength

Recognize individual and family personal goals

Encourage each student to take a challenging course of study appropriate to his/her level

Educate student, family and PORTIS community regarding the college search and application process

Students and parents can meet the College Counsellors and Guidance Counsellors by appointment during school hours.

Dissemination of Information to facilitate Career Planning

Organize workshops, seminars, career talks and Career fairs in the school.

Professionals with expertise in different careers and professions (e.g., law, medicine, architecture, journalism, computers industry, tourism sector, sports) are invited to address students to orient them to various career options.

Organize visits by university representatives from around the globe

Parent/Student Information Sources:

The Student Handbook.

Career Guidance Webpage on PORTIS Academic Hub.

Literature and brochures regarding careers and colleges are available in the school library and counselling office.

Standardized Testing

PSAT/NMSQT is conducted in the first semester and PSAT8/9 is conducted in the second semester.

Facilitate IELTS, TOEFL, SAT English and Math classes.

Process

At the beginning of the academic year, the students of Grade 9/10 are asked to fill in the preliminary information sheet. (Appendix – A).

Based on the information, the students are given relevant educational counselling according to their choice of course and University.

Assistance is provided in the form of college selection, CV writing, Statement of Purpose, Essay writing and Interview Training for college admissions

College Counsellors facilitate college applications in India and abroad by reviewing applications and submitting transcripts, recommendations letters, predicted grades and the school profile.

Counsellors also correspond and follow-up with universities about our students applications.

Counsellors maintain positive relationships with university representatives around the globe.

At the end of the Diploma Program, student's Admission Details of Undergraduate Program is collected.
(Appendix – B)

All significant details (student preliminary information sheet, copy of University offer letter, transcripts, recommendation letter, etc.) are maintained for individual students in their folders for school records.

Procedure of Career Development and College Counselling at PORTIS

Student of Grade 8 are guided towards appropriate subject selection to suit their ability and plan for higher education.

Ongoing sessions for imparting information about various careers and their requirements from time to time for Grade 9 & 10.

Each student's in Grade 11 completes a Student Survey which explores their leanings towards their choice of courses, Colleges and Universities with respect to destination of country for higher education at the Undergraduate level.

Determine the student's academic and career goals through interaction with students during New Student Orientation, Grade Assemblies for Grade 11 & 12 during each Cycle, Workshops for student (Common App, UCAS etc), Homeroom.

The College Counselling Department plans effective guidance plan to incorporate the needs of the students all through Grade 8 - 12.

Information Imparting Sessions – College and Universities Admission Officers from around the globe visit our school to meet directly with the students and the Counselling Team

Counsellors and student one-on-one meetings

Use of Counselling Folder for supporting admissions to US and some universities to Canada

Team Meetings and planning sessions with management to provide services for College guidance. Counselling intensively through Grade 11 and 12 for post-secondary education

Application Process for various countries

Letters of Recommendation are written by the Teachers and Counsellors to support and strengthen the application of each student.

Ongoing Support for College Preparation- College Fairs, Workshops, information sessions, Alumni network and visits.

PORTIS College /University Policy

Keeping in view that Career guidance is most effective when strong links are established by schools with the world outside, regular University visits are held for PORTIS students.

- University visits should be scheduled during the morning and lunch breaks in the MPR when possible.
- University Fair would be held in the MPR area depending on space availability, A/V needs and total number of representatives.
- Solo visits would involve interaction on one-on-one basis with interested students and University fair would include brief presentation or overview, if possible.
- US University Fair- Classes would be cancelled if the number of visiting Universities exceeds 12.
- European/Australia/Canadian University Fair –Classes would be cancelled as per need only.
- The University representatives would not collect any personal information from the students unless the student volunteers to share it.
- PORTIS encourages direct communication with the University Admission Officers and discourages liaison with private agents.
- The details and evidence/images of visit will be documented in Counselling Folder.
- Institutions providing presentation on specific topics such as studying Law, Architecture, Business, Visual and Performing Arts may be hosted directly in the classroom with permission from the teacher and Diploma Coordinator
- Classes for grades 11 and 12th should be cancelled only in the first semester for visiting groups; classes maybe cancelled in the second semester for Grade 11 on a case by case basis with permission of IBDP Coordinator.
- Institutions hosted through an “official” agency should maintain professionalism and not promote the individual agency itself.

Communication to STUDENTS, PARENTS and ADMINISTRATORS

Emails will be sent to the following people regarding the visits on a weekly and/or monthly basis:

SCHOOL ADMIN: IBDP Coordinator; HOS; IT/Sound; Housekeeping; Security; Dining and Director of Operations

PARENTS: Communicated via weekly Email

STUDENTS: Communicated via email, bulletin boards in the Library and weekly assemblies

Student Responsibilities:

1. To be actively involved in and take ownership for their career development and college planning.
2. Attend all scheduled career counselling sessions, presentations, workshops and Career Fairs/ seminars organized by the College Counselling Department.
3. To keep their parents informed about their college search and choices suggested by College Counsellors and being candid about the College application process as it progresses.
4. To research on Colleges they are considering to apply to and to keep Counsellors informed of all new developments. To be aware and mindful of all application deadlines and special requirements.
5. To meet the internal deadlines set by College Counselling Department for each stage of College application to various countries. Deadlines are published in the Student Handbook and Notice Boards

6. To complete all applications personally and with full integrity.
7. To make sure the applications are completed and submitted in a timely manner.
8. To work hard and produce their best efforts in academics and be open to suggestions and advice imparted by the Counselling Team.
9. To work collaboratively with the faculty of PORTIS to ensure that their best efforts are portrayed and abilities matched with their choices for higher education.

PORTIS Application Process Guidelines for Class of 2020 is attached as Appendix C as a sample.

Counsellors Responsibilities:

1. Counselors should be aware of application procedures for all destinations and maintain effective working links with College and University admission officers around the world.
2. Counselors provide sufficient course information and advice to enable students to make suitable choice with respect to post secondary education.
3. Counselors have a responsibility to promote equality of opportunity, to be aware of confidentiality issues and to deal sensitively with information disclosed.
4. Counselors ensure that there is an appropriate combination of career education, information, advice and guidance activities which their students need.
5. Annually update the School Profile and upload it in Counselling Folder and submit it when necessary for college application purpose.
6. Guides students through the process of identifying and applying to colleges and universities appropriate for them
7. Review students college essays and other supporting application materials for accuracy of information
8. Review teacher recommendations to make sure PORTIS guidelines are followed and provide feedback when necessary on content as well as coordinate their timely submission
9. Prepare and submit counsellor recommendation letter for each student
10. Coordinate and prepare all documents for each student applying across the world

Teachers Responsibilities

1. Will decide to accept/decline a recommendation letter request from student verbally (every effort should be made to accommodate students whom you have taught for a year or teaching a subject they wish to pursue in college)
2. Prepare a letter using our PORTIS standard format
3. Be knowledgeable of PORTIS guidelines for writing and submitting recommendation letters

4. Upload students recommendation and written evaluation in the Counselling Folder

Managements Responsibilities:

1. Ensure relevant staff members are aware of this policy.
2. Employ sufficiently qualified and experienced staff to manage the above responsibility for all the IBDP students.
3. College Counsellors to have access to training, support and resources which are appropriate for their role.
4. The Principal and Counsellors are responsible for the overall implementation of this policy.

(Appendix – A)

PRELIMINARY INFORMATION FOR CAREER COUNSELING

1. Name of the Student: _____
2. Email id of the Student: _____
3. Have you thought of any career options?
 - a. Yes
 - b. No
 - c. Not Sure
4. Which country are you wishing to pursue for under graduation?
 - a. United States
 - b. Canada
 - c. United Kingdom
 - d. Australia
 - e. Singapore
 - f. India
 - g. Others (You may tick more than one option)
5. Which courses are of your interest at the college level?
 - a. Liberal Arts
 - b. Business / Commerce
 - c. Engineering (Specify the field)
 - d. Law
 - e. Medicine
 - f. Performing Art
 - g. Others (Please specify) (You may tick more than one option)

6. Would like to have more information about the application process of different courses?
 - a. Yes
 - b. No
7. Would like to have an appointment with the Career Counsellor?
 - a. Yes

b. No

8. Please mention your academic strength, interest and co-curricular interest.

SIGNATURE OF THE PARENT

SIGNATURE OF THE STUDENT

(Appendix – B)

Admission Details of Undergraduate Program

Name of the student:

Email Id: _____ Ph. No.:

Address:

Year of passing out: _____

Universities applied:

Received Universities offers:

(Appendix – C)

PORTIS Guidelines for Application Procedures- Grade 12

This document is based on the following:

-A full time College Counsellor takes full responsibility of all procedures involved during the college application process for ALL students including review of college essays and teacher recommendations.

The three main items covered in this document are **applications, transcripts and counsellor/teacher recommendations**. There may be other requirements associated with college applications such as scholarship letters, financial aid documentation, portfolio, etc. and we will work on those on a case by case basis.

STUDENT RESPONSIBILITIES

1. Student submits **application and application fees** at least two weeks prior to the deadline (when possible)
 - a. Student requests necessary official standardized test score reports (SAT, ACT, SAT Subject tests, IELTS, TOEFL and other entrance exams) on their own at least three weeks prior to the deadline
 - b. Students applying via Common App, must select to authorize the School to send documents electronically
 - c. Students applying via UCAS, must use the school buzzword provided to them
 - d. Student the Counselling Folder with their college/university choice and application type (Early Action, Early Decision, Regular Decision, etc.) to notify counsellor
2. Student REQUESTS **transcripts** on email to be sent to selected institutions by the school deadline (see attachment) to their assigned College Counsellor

In case of the absence of either College Counsellor or Counselling Office Secretary, the documents may be requested from following members of the administration:

- a. IB Diploma Coordinator
 - b. Director and Head of Department-College Counselling
 - c. Principal
3. Student will request **recommendation letters on email**
 - a. Need to have already identified two teachers and requested them in-person
 - b. Inform the assigned College Counsellor
 - c. Need to speak with the teacher first before adding them to FC
 - d. Request **MUST** be made at least 3 weeks prior to the deadline (see internal deadline sheet)

- e. Need to have the deadline listed on the note to alert teacher, along with any special instructions on submission, if applicable
4. If documents need to be sent via mail
- a. Student must ensure the College Counselling Office is given the postal address with Student Application ID number and Admissions Office Address at least three weeks in advance of the deadline
 - b. Student must pay INR 1,000* to the school for each mailed package to a college/university for admissions at the time of request
 - c. Student must track the delivery of the package themselves

TEACHER RESPONSIBILITIES

- 5. Will decide to accept/decline a recommendation letter request from student verbally (every effort should be made to accommodate students whom you have taught for a year or teaching a subject they wish to pursue in college)
- 6. Prepares a letter using our PORTIS standard format
- 7. Becomes familiar with PORTIS guidelines for writing and submitting recommendation letters
- 8. Uploads students recommendation AND written evaluation in the Counselling Folder.

COUNSELLOR RESPONSIBILITIES

- 1. Annually updates the School Profile and submits it when necessary for college application purposes
- 2. Guides students through the process of identifying and applying to colleges and universities appropriate for them
- 3. Reviews students college essays and other supporting application materials for completeness and accuracy of information
- 4. Reviews teacher recommendations to make sure PORTIS guidelines are followed and provides feedback when necessary on content as well as coordinates their timely submission
- 5. Prepares a counsellor recommendation letter for each student
- 6. Coordinates and Prepares ALL documents for each student applying throughout the world

a.Students applying to colleges and universities requiring documents to be mailed

- i. Coordinate with Operations team to schedule DHL delivery
- ii. Track Payment and Delivery and communicate with students/parents

b.Students applying to UK using UCAS

- iii. Enter Predicted Grades
- iv. Enter Teacher Reference
- v. Enter Counsellor Comments

c. Students applying to India

- i. Prepare Indian transcript based on school format
- ii. Prepare all supporting documents to be submitted by the student including the IB percentage conversion, eligibility certificate, etc.

Appendix D - Timeline for Grade 11 & 12 for the College Application Process

TIMELINE FOR GRADE 11 STUDENTS ON COLLEGE PLANNING

Month	Tasks to be done
July	New & Old Student Orientation
Aug – Nov	College Universities Representative Visits SAT / ACT Preparation for the January SAT Test & April ACT
January	SAT Test offered
February	Based on SAT results, consider registering for ACT in April at PORTIS or retake the SAT in October. Discuss summer plans
March	Grade 11 results are extremely important for college applications- concentrate on your academic performance Complete Student Worksheet and schedule meeting with counsellor
April	Begin preliminary discussion with teachers for recommendations in the fall ACT offered
May	SAT Subject Test(s) or SAT Reasoning Emphasis on preparation for semester exams
June	SAT Reasoning Test or Subject Test(s) Prepare an initial draft of your personal statement and/or respond to a Common Application Essay prompt Create a resume
June/July	Take TOEFL/IETLS English proficiency test. Investigate colleges and universities Visit colleges and universities, if possible Prior to school starting, have no more than 10 colleges in your list of “Colleges I am Thinking About”
August	Create Common Application account (https://www.commonapp.org/CommonApp/default.aspx) & begin draft essay. Register for any remaining testing needed/desired Continue with college research In conjunction with your counsellor, confirm recommendations with 2 teachers & follow up through mail Have a great start to the semester. These grades count!!
September	Work with your counsellor & begin to narrow down college list to ideally 5-8 options Request recommendation letters Make a decision - am I applying Early Decision/Action? (most often 1 November deadline) Make a decision- am I applying to Cambridge or Oxford or to a law, medical or veterinary course in the UK? (15 October app deadline) Complete Senior survey & schedule meeting with counsellor Attend school's Common App workshop

Month	Tasks to be done
October	<p>SAT Reasoning or Subject Test(s) and/or ACT (if needed) Finalize college application list with 10 colleges/universities</p> <p>Make list of required supplemental essays for your colleges If applying early, complete application by deadline & ensure recommendations are completed - inform counsellor when application is sent Counsellor / School will send supporting docs for Early app If applying Early, student requests to appropriate testing organization sending of SAT or ACT and/or TOEFL/IELTS scores directly to college FA1 grades will be sent to EA/ED schools along with predicted IB grades for diploma candidates</p>
November	<p>Work on applications-including supplemental essays If applying to the University of California (UC) system- app deadline is 30 November Attend school's UCAS application workshop Parents should be gathering financial documents for sending to colleges (check each college Financial Aid office for specific details) SAT offered</p>
December	<p>Goal - complete all applications prior to start of vacation Keep counsellors apprised of application status SAT and ACT offered</p> <p>Student requests to appropriate testing organization sending of SAT or ACT and/or TOEFL scores directly to colleges (can be sent BEFORE you send application) December 15th (+/-) Early Decisions are received- rejoice if admitted & notify any other colleges you have applied to that you won't be attending)</p>
January	<p>Early Decision deferrals - meet with counsellor to plan next steps with regards to this application Discuss applications to Singapore, Australia and other UK options FAFSA opens for US citizens to complete financial information</p>
Feb/March	<p>As results come in from colleges, update the Counselling Folder to reflect decisions (accepted, denied, waitlisted) Discuss options in India, Europe and other destinations</p>
April	<p>Make a decision on which college you will attend & send deposit by May 1st (for U.S.) or respond as per the decision deadline for the individual country. Begin visa application process Send thank you notes for teachers who wrote the recommendations Finish year with continued strong achievement See counsellor about wait list follow up</p>