



# CAREERS & UNIVERSITY GUIDANCE CALENDAR

## ACADEMIC YEAR 2023-2024

Career and University Guidance Counsellor: Dr. Maribon Viray Sangma

SHARJAH AMERICAN INTERNATIONAL SCHOOL (ABU DHABI BRANCH)

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# CAREER AND UNIVERSITY GUIDANCE CALENDAR

## 2023 - 2024

IMPORTANT DATES	STARTING	ENDING	DESCRIPTION
ELECTIVES FINALIZATION AND ADMISSIONS	AUGUST 28, 2023	SEPTEMBER 30, 2023	Grade 9-12 selection of electives by new admitted students. Finalization of Electives subjects from Grade 9-12
EmSAT Registration	October 9, 2023	October 30, 2023 (internal)	INDIVIDUAL REGISTRATION FOR GRADE 12
EMSAT TEST DATES	October 9, 2022	On-going	CHECK EMSAT WEBSITE FOR DETAILED SUBJECT TESTING
SAT TEST DATES (College Board)	October 7, November 4, 2023 December 2, March 9, 2024		CHECK COLLEGE BOARD WEBSITE FOR REGISTRATION AND TEST PRACTICE
UCAS DEADLINES		September 5, 2023  October 16, 2023	OCT 16 (universities of oxford and Cambridge, and most courses in medicine, veterinary medicine/science, and dentistry) – School Deadline for UCAS application and Essays (Grade 12)  SEP 5, 2022 REGULAR DEADLINE
COMMON APP DEADLINES	November 1	December 6  January 5 January 15	(ED) EARLY DECISION SCHOOL INTERNAL DEADLINE DEC 6 Submission of Personal Statements (all Grade 12)  REGULAR DECISION <b>Common App Essay Deadline</b>
CAREER FAIRS/University Visits/Exhibitions	October 25, 2023	May, 2024	Educational Institutions and Universities on campus career exhibition for high school students  ABU DHABI NAJAH CAREER FAIR OCT 16– OCT 18, 2023
Admissions and Scholarship Application	January 8, 2024	April 30, 2024	NAPO Application portal
Announcement of University Admission		May 31, 2024	Dates and detailed announcements from MoE. Final Admission Decision
Last Date of Uploading of Required		April 15, 2024	Report Card Grade 10 and 11

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Documents			Family Book, Parents' Consent, Passport
Completion of Volunteering hours		April 15, 2024	To be printed along with the High School Diploma (Grade 12)
<b>WORKSHOPS/TRAININGS/MEETINGS</b>			
ADEK Rize		January 6 11:30	Intro to Rize Program
Harvard Model Congress		January 19-21, 2024	Canadian University, Dubai
SAIS Model Congress		May 2024	SAIS Dubai Campus
IC3 Forum		April 4, 2024	E Ittihad National Private School, Khalifa
ADEK Unifrog Counselors Training		February 23, 2024 9:30-1:00	online

## ADEK 2024 Counselor's Workshops

### January-February 2024 Schedule

<p><b>Purposeful Daily Living: A Reflection on Sustaining Our Counseling Mission</b></p>	<p>Explore essential insights on "Monitoring Our Heart Mission" in our daily counseling practices through this presentation. The focus is on adopting reflective techniques to stay connected to our purpose and aspirational counseling work, amidst external demands and requests, fostering sustainability and harmony.</p>	<p>Madar School</p>	<p>8 January 2024</p>	<p>4:30 pm - 5:30 pm</p>	<p><a href="#">Link</a></p>
<p><b>Nurturing UAE Talents: Empower Your Students with Hong Kong's Premier Higher Education Opportunities</b></p>	<p>In this informative session, representatives from the Hong Kong University of Science and Technology (HKUST) will provide valuable insights into Hong Kong's education landscape. Essential information about admissions procedures, career prospects, internship and exchange opportunities, as well as the range of scholarships offered by the world's 2nd Best Young University, will be covered.</p>	<p>Hong Kong University</p>	<p>11 January 2024</p>	<p>4:30 pm - 5:30 pm</p>	<p><a href="#">Link</a></p>
<p><b>The Power of Psychometric Assessments in Career Guidance</b></p>	<p>Discover the art and science behind psychometric assessments, the powerful tools that unravel an individual's strengths, aptitudes, interests, and personality traits. Learn how these assessments serve as a compass, aiding career counselors and individuals alike in making informed choices aligned with their capabilities and aspirations.</p>	<p>Future Abroad</p>	<p>15 January 2024</p>	<p>4:30 pm - 5:30 pm</p>	<p><a href="#">Link</a></p>
<p><b>Navigating the AI Revolution: Counseling in the Digital Age</b></p>	<p>Join us for this in-person session that aims to equip school counselors with the knowledge and skills needed to effectively leverage AI, specifically ChatGPT, in their counseling practices. Gain insights into the basic components techniques and its direct correlation with ChatGPT's response quality.</p>	<p>ADNOC Schools-Sas Al Nakhl</p>	<p>22 January 2024</p>	<p>4:30 pm - 5:30 pm</p>	<p><a href="#">Link</a></p>
<p>برنامج التوجيه والإرشاد المهني: ماهي استراتيجيات الخطة الفردية الأكاديمية لكل طالب</p>	<p>هذه المحاضرة ستتيح للأخصائيين المهنيين باستكشاف المواضيع والتطلعات الفردية لكل طالب ما بعد الثانوية. المحاضر سيقوم بشرح أهمية وضع خطة أكاديمية لكل طالب التي تتوافق مع مساراتهم المهنية.</p>	<p>Alyasat</p>	<p>29 January 2024</p>	<p>4:30 pm - 5:30 pm</p>	<p><a href="#">Link</a></p>
<p><b>Top Degrees You Should Tell Your Students About</b></p>	<p>This session highlights key academic pathways that align with current industry demands using an informative guide that support educators and counselors to better understand the degrees in high-demand fields, equipping them with the skills and knowledge needed for success in today's competitive job market.</p>	<p>Abu Dhabi University</p>	<p>5 February 2024</p>	<p>10:00 am - 11:00 am</p>	<p><a href="#">Link</a></p>

## Counselors Workshops January- February 2024

Topic	Description	Entity Name	Date	Time	Workshop Link
<b>The Role and Responsibilities of the University Counselors in the Success of High School Students</b>	Join us for this in-person session to better understand the role of the University Counselor, how to best guide and support students with their courses and external exams, selecting universities, writing recommendation letters and essays and much more.	SABIS	12 February 2024	4:30 pm - 5:30 pm	<a href="#">Link</a>
<b>Unlocking Future Success: The Dual Enrollment Era – Paving the Way for High School Students' Bachelor Degrees</b>	Discover the transformative potential of dual enrollment programs as we delve into the strategies and opportunities that empower high school students to take the lead in their academic journey. Learn how to guide students toward a head start in their bachelor's degree, exploring flexible learning options, university collaborations, and successful pathways that set the stage for future educational and career success. Join us as we navigate the Dual Enrollment Era and open doors to a brighter academic future for high school students.	IPEC	19 February 2024	4:30 pm - 5:30 pm	<a href="#">Link</a>
<b>Protecting Your Mental and Physical Health to Avoid Burnout</b>	A counselor's workload is immense and can easily take a physical, mental, and emotional toll. In this session, the speaker will provide valuable tips on how to prevent and mitigate causes of burnout.	Private International English School- Abu Dhabi	26 February 2024	4:30 pm - 5:30 pm	<a href="#">Link</a>
<b>Developing a Career Counselor Resource Toolkit &amp; Understanding Careers of the Future</b>	The Career Planning Toolkit is a resource for counselors that supports students through their career planning process. The toolkit uses hands-on activities to help students plan for their careers as they prepare for a successful transition to	21CE - Education Consultancy	TBD	TBD	TBD

## Department Highlights: volunteering and internship opportunities

Semester	Month	Department	Highlight of Activities	Dates	Grade/s	
1	September	English	TedTalk	September 25-26, 2023	5-12	
		Science	Healthy Cooking Day	September 15, 2023	KG and Elementary	
			Green School Initiative (Meeting)	September 19, 2023	Committee	
2	January	Science				
		Arabic-Islamic	Story-telling competition		1-10	
			English	Mock Interview	January	January
	February	Science	Scientist Day			5-9
		Science	GIST Girls for Science and Technology	February 9		5-12
				Lego League	February 11	5-12
			Arabic-Islamic	Writing Poems and exhibition		5-10
			Electives	Business Fair	February 24	10-12
			English	Oscar Event	February 16-17	5-12
	March	Science	Scientific Trip to Pharmaceutical Companies			9-12
English		Space Expo			7 and 9	
		Admin	International Day	March 9	All	
		PE	Sports Day		9-12	
April	Inclusion	Selection of Electives for SoD with parents meeting			9-12	
	English	Public Speaking		April 24	5-12	
May	Career Fair				9-12	
June	Admin	Graduation				

**\*Notes:**

1. English Department all term activities: Essay Writing for Grade 6-12
2. All department will indicate career links that will be seen in lesson plans, powerpoint presentations and/or worksheets.

Terms		Grade Groups
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		Grade 12	Grade 11	Grade 10	Grade 9
Term 1	Gatsby Bench mark	<ul style="list-style-type: none"> <li>Addressing needs of each student</li> <li>Further Higher Education Encounter</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Addressing needs of each student</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Addressing needs of each student</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Addressing needs of each Student</li> </ul>
	September	<ul style="list-style-type: none"> <li>Students submitting final university options list</li> <li>Working on the Personal Statement (feedback to students)</li> <li>UCAS application starts</li> <li>Common app application starts</li> <li>Students visiting NYU</li> <li>EMSAT test registration</li> <li>Transcript review for early applicants</li> </ul>	<ul style="list-style-type: none"> <li>Welcoming student and introduction to Career Guidance during induction week</li> <li>Introduce/ recap on Unifrog student's demo</li> </ul>	<p><b>Self-Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will complete Interest test</li> <li>Students will reflect on their interest test and understand the different groups of skills</li> </ul> <p><b>Career Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will search careers that are related to their Interest test results and create their own career library on Unifrog</li> </ul>	<p><b>Self-Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will complete Interest test</li> <li>Students will reflect on their interest test and understand the different groups of skills</li> </ul> <p><b>Career Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will search careers that are related to their Interest test results and create their own career library on Unifrog</li> </ul> <p><b>NOTE:</b> Coordinate with HoDs to conduct Career assemblies</p>
October	<ul style="list-style-type: none"> <li>Reviewing UCAS early applications</li> <li>Personal Statements feedback</li> <li>Facilizing Personal statement for US and UCAS application</li> <li>EMSAT testing (Check calendar for dates)</li> <li>SAT test (not applicable for all students ONLY as per the US application requirement)</li> <li>Deadline for SCO scholarship (UAE Nationals)</li> <li>Review predicted grades</li> <li>Upload students school reports to Common app</li> <li>Review teachers refences</li> </ul>	<p><b>Self-Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will complete Interest test (Unifrog)</li> <li>Students will reflect on their interest test and understand the different groups of skills</li> </ul> <p><b>Career Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will search careers that are related to their Interest test results and create their own career library on Unifrog</li> </ul> <p><b>NOTE:</b> Coordinate with HODs to conduct Career assemblies</p>	ELECTIVES Options & Careers Assembly / StudentGrade 12 Parents Evening		

	November	<ul style="list-style-type: none"> <li>All personal statements should be finalized and submitted by students</li> <li>Uploading UCAS references</li> <li>Uploading students predicted grades to UCAS</li> <li>EMSAT testing</li> <li>NAPO application for UAE Nationals</li> </ul>	<p><b>Self-Exploration</b></p> <ul style="list-style-type: none"> <li>Students will complete Personality test</li> <li>Students will reflect on the personality test and understand different types of personalities</li> </ul> <p><b>Career Exploration:</b></p> <ul style="list-style-type: none"> <li>Students will search careers that are related to their Interest test results</li> <li>Students will search and explore careers that are related to their personality test</li> </ul>		
	December	<ul style="list-style-type: none"> <li>Reviewing students UCAS application</li> <li>Submitting UCAS application by Dec 7<sup>th</sup></li> <li>Submitting Common app application by Dec 7<sup>th</sup></li> <li>EMSAT testing</li> <li>SAT testing</li> <li><b>NAPO application (UAE Nationals)</b></li> </ul>	<p><b>NOTE:</b> Coordinate with HODs when to conduct Career &amp; Guidance activities and Promote Winter Volunteering</p>	<p>Career Assemblies/ Workshops with external guests Shifted to January 2024</p> <p><b>NOTE:</b> Coordinate with HODs when to conduct Career &amp; Guidance activities and Promote Winter Volunteering</p>	<p><b>NOTE:</b> Coordinate with HODs when to conduct Career &amp; Guidance activities and Promote Winter Volunteering</p>
End of Term Comments:					
		<b>Grade 12</b>	<b>Grade 11</b>	<b>Grade 10</b>	<b>Grade 9</b>
<b>Term 2</b>	<b>Gatsby Benchmark</b>	<ul style="list-style-type: none"> <li>Encounters with further Higher education</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Linking curriculum learning to careers</li> <li>Encounters with further Higher education</li> <li>Personal Guidance</li> <li>Addressing the needs of each student</li> </ul>		
	January	<ul style="list-style-type: none"> <li>EMSAT testing</li> <li>Review any late application for US universities</li> <li><b>NAPO application for UAE Nationals</b></li> <li><b>English Department: Development of Personal Statement (Practical writing)</b></li> </ul>	<ul style="list-style-type: none"> <li>Students Profiles <ul style="list-style-type: none"> <li>Students complete their Unifrog profile</li> <li>Add activities records to their profiles</li> </ul> </li> <li>Students decide on the subject area and career path</li> <li>Students Explore their university options</li> </ul>	<ul style="list-style-type: none"> <li>Promote involvement in leadership, clubs, and volunteering inside and outside the school</li> </ul>	<ul style="list-style-type: none"> <li>Promote involvement in leadership, clubs, and volunteering inside and outside the school</li> </ul>



	Feb	<ul style="list-style-type: none"> <li>UCAS extras opens</li> <li>Review students' university application to Netherlands, Asian, GCC Countries</li> <li><b>NAPO application (UAE Nationals)</b></li> <li>Introduce interview skills</li> <li>Prepare students for College / University interviews</li> <li>Batch 2 SAT Test Registration</li> </ul>	<ul style="list-style-type: none"> <li>University application process <ul style="list-style-type: none"> <li>Introduce students to different type of university application <ul style="list-style-type: none"> <li>US application</li> <li>UK application</li> </ul> </li> </ul> </li> <li>Introduce Standardized testing options</li> </ul>		
	March	<ul style="list-style-type: none"> <li>Deadline for NAPO application</li> <li>Understand Clearing (UCAS) and results day</li> <li>SAT Exam March 11</li> </ul>	<ul style="list-style-type: none"> <li>Unifrog Students Profile <ul style="list-style-type: none"> <li>Adding activities</li> <li>Competences</li> </ul> </li> </ul>		

End of Term Comments:

	Grade 12	Grade 11	Grade 10	Grade 9
	<ul style="list-style-type: none"> <li>Encounters with further Higher education</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Linking curriculum learning to careers</li> <li>Encounters with further Higher education</li> <li>Personal Guidance</li> </ul>		

Term 3	April	<ul style="list-style-type: none"> <li>Exams starts April 27<sup>th</sup></li> <li>May 19<sup>th</sup> Last day of exams</li> <li>Communication to Parents &amp; students about results Day</li> <li>Preparation for Graduation</li> <li>Application for Equivalency</li> </ul>	<ul style="list-style-type: none"> <li><b>Personality &amp; interest test on Unifrog</b></li> <li>Explore University option within the chosen subject's area</li> <li>Personal Statement writing</li> <li>Common App personal Statement</li> </ul>		
	May	Announcement of Admissions	<ul style="list-style-type: none"> <li>Universities short list of UK and US</li> <li>Personal Statement writing</li> <li>Common App personal Statement</li> </ul>		
	June	Preparation for Graduation	<ul style="list-style-type: none"> <li>Deadline to Submit University shortlist (added to Unifrog)</li> <li>Deadline to submit Personal Statement for review (Added to Unifrog)</li> </ul>		
End of Year Comments:					

Grade Group		Grade 10	Grade 9	Grade 8
Term 2	Gatsby Bench mark	<ul style="list-style-type: none"> <li>Addressing needs of each pupil</li> <li>Personal Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Addressing needs of each pupil</li> </ul>	<ul style="list-style-type: none"> <li>Addressing needs of each pupil</li> </ul>
	January	<b>Self-Exploration</b> <ul style="list-style-type: none"> <li><b>Who I am?</b></li> <li><b>Things I like</b> students will find out about their interests and talents and how to use that information in Careers exploration <ul style="list-style-type: none"> <li>Student will complete interest test on Unifrog</li> </ul> </li> <li><b>Things I am Good at:</b> help students identify their interests and talents and how to use that information to guide</li> </ul>	<b>Self-Exploration</b> <ul style="list-style-type: none"> <li><b>Things I believe in (Values): What's important to you?</b></li> <li><b>Put it all together Interests, skills, and Values:</b> help students understand the relationship between interests, skills, values, and abilities and how that informs their career options</li> </ul>	<b>Self-Exploration</b> <ul style="list-style-type: none"> <li><b>Things I believe in (Values): What's important to you?</b></li> <li><b>Put it all together Interests, skills, and Values:</b> help students understand the relationship between interests, skills, values, and abilities and how that informs their career options</li> <li><b>English Department: Development of Personal Statement</b></li> </ul>
	Feb			
	March	<ul style="list-style-type: none"> <li><b>Things I have Done:</b> students will reflect on their Extracurricular activities, Hobbies</li> <li><b>Things I believe in (Values):</b> What's important to you? students will become aware of how their values are an important part of determine what Career pathway would satisfy them and meet their needs</li> </ul>	<b>** Students will complete Personality test on Unifrog and identify their personality type (teachers can do the test too and share their results with students)</b> <b>NOTE:</b> Coordinate with HOD when to conduct Career & Guidance activities	<b>** Students will complete Personality test on Unifrog and identify their personality type (teachers can do the test too and share their results with students)</b> <b>NOTE:</b> Coordinate with HOD when to conduct Career & Guidance activities

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		<ul style="list-style-type: none"> <li>- <b>Put it all together Interests, skills, and Values:</b> help students understand the relationship between interests, skills, values, and abilities and how that informs their career options</li> </ul> <p><b>** students will complete Personality test and Interest test on Unifrog and identify their personality type (teachers can do the test too and share their results with students)</b></p> <p><b>Career Exploration</b></p> <ul style="list-style-type: none"> <li>- <b>How to decide on a Career Path</b></li> <li>- <b>What's your Dream Job?</b> <ul style="list-style-type: none"> <li>o Students will explore what makes something a dream job</li> </ul> </li> <li>- Importance for my future pathway</li> </ul> <p>Understand How my Subjects options are linked to my Career /University Pathway</p>		
End of Term Comments:				
	April	<p><b>Career Exploration</b></p> <ul style="list-style-type: none"> <li>- Students will explore different Career Clusters</li> <li>- Presentation of Electives to the class</li> </ul>		
Term 3	May	Summer Training opportunities	<p><b>Career Exploration</b></p> <ul style="list-style-type: none"> <li>- Students will explore different Career Clusters</li> <li>- Presentation of Electives to the class</li> <li>- Summer Training opportunities</li> </ul>	
	June	Preparation for Graduation		
End of Term Comments:				