



CAREERS & UNIVERSITY GUIDANCE CALENDAR

ACADEMIC YEAR 2022-2023

Career and University Guidance Counsellor: Dr. Maribon Viray Sangma

SHARJAH AMERICAN INTERNATIONAL SCHOOL (ABU DHABI BRANCH)

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Date created: August 20, 2022

Date Revised: February 13, 2023



CAREER AND UNIVERSITY GUIDANCE CALENDAR

2022 -2023

IMPORTANT DATES	STARTING	ENDING	DESCRIPTION
ELECTIVES FINALIZATION AND ADMISSIONS	AUGUST 15,2022	SEPTEMBER 15, 2022	Grade 9-12 selection of electives by new admitted students. Finalization of Electives subjects from Grade 9-12
EmSAT Registration	September 2, 2022	October 15, 2022	INDIVIDUAL REGISTRATION FOR GRADE 12
EMSAT TEST DATES	October 9, 2022	July 9, 2023	CHECK EMSAT WEBSITE FOR DETAILED SUBJECT TESTING
SAT TEST DATES	October 1, December 3, 2022 March 11, May 6, June 3, 2023		CHECK COLLEGE BOARD WEBSITE FOR REGISTRATION AND TEST PRACTICE
UCAS DEADLINES		October 21, 2022 October 15, 2022	OCT 15 (universities of oxford and Cambridge, and most courses in medicine, veterinary medicine/science, and dentistry) – School Deadline for UCAS application and Essays (Grade 12) Dec 7 UCAS PS DEADLINE EARLY APPLICATION SEP 21, 2022 REGULAR DEADLINE OCT 21, 2022
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 Common App Essay Deadline
CAREER FAIRS/University Visits/Exhibitions	October 26, 2022	April, 2023	Educational Institutions and Universities on campus career exhibition for high school students ABU DHABI NAJAH CAREER FAIR OCT 16– OCT 18, 2022
Admissions and Scholarship Application	November 14, 2022	March 31, 2023	NAPO Application portal
Announcement of University Admission		May 31, 2023	Dates and detailed announcements from MoE. Final Admission Decision
Last Date of Uploading of Required Documents		April 7, 2023	Report Card Grade 10 and 11 Family Book, Parents’ Consent, Passport
Completion of Volunteering hours		April 15, 2023	To be printed along with the High School Diploma

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WORKSHOPS/TRAININGS/MEETINGS			
ADEK Rize		January 6 11:30	Intro to Rize Program
Harvard Model Congress		January 20-22	Canadian University, Dubai
SAIS Model Congress		January 28-29	SAIS Dubai Campus
Quadri Session		January 27 4-9 pm	Online session: Admissions in European universities
US College Board Trainings	November 10, 2022	February 23, 2023	Online and Face to Face Training for ADEK Career Counselors
UNIFROG Trainings	January 11, 2-23	April 2023	Online and Face to Face Training for ADEK Career Counselors

UNIFROG Topic	Date	Time
Introduction to the Training and Expectations	Jan 11	3:00-4:00 PM
Introduction to UK requirements and admissions	Jan 19	4:30-6:30 PM
What is UCAS and Common Application?	Jan 26	4:30-6:30 PM
UCAS Personal Statement UK Recommendation Letter	Feb 9	4:30-7:00 PM
Helping your students find a program that they will love Helping students shortlist universities	Feb 16	4:30-7:00 PM
Extra-curricular opportunities Transitioning activities and programs Creating your university guidance curriculum	March 3	9:30-1:30 (Face to Face)
Case studies-Evaluation	April	TBD
Check-ins (May and June)	TBD	TBD

USA College Board Time Table			
Thursday	November	10	3:30 pm - 7:30 pm (UAE time)
Thursday	November	24	3:30 pm - 7:30 pm (UAE time)
Thursday	January	5	3:30 pm - 7:30 pm (UAE time)
Thursday	January	12	3:30 pm - 7:30 pm (UAE time)
Thursday	January	19	3:30 pm - 7:30 pm (UAE time)
Thursday	February	9	3:30 pm - 7:30 pm (UAE time)
Thursday	February	16	3:30 pm - 7:30 pm (UAE time)
Thursday	February	23	3:30 pm - 7:30 pm (UAE time)

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AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														31																					30	31					
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

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Department Highlights: volunteering and internship opportunities

Term	Month	Department	Highlight of Activities	Dates	Grade/s
1	September	English	TedTalk	September 26	5-12
	November	Science	Scientific trip to National Historical Museum		1-4
		Inclusion	CAT 4	November 14-18	2-9
		English	TED Talk		
			Shakespear		
2	January	Science	Artemis Day	January 25	5-12
		Inclusion	PASS		5-11
		Arabic-Islamic	Story-telling competition		1-10
	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
		Psychology Class	Job shadowing Elementary and KG Teachers for internal work experience		11-12
		Electives	Barista and Entrepreneurship Training	February 23	9-12
		Electives	Business Fair	February 24	
		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
	3	April	Inclusion	Selection of Electives for SoD with parents meeting	
		English	Public Speaking	April 24	5-12
May		Electives	French Day		5-9
		Science	Science Fair		9-12
		Electives	Social Studies Fair (Social Studies, Geography, Sociology)		5-9
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.

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Terms		Grade Groups			
		Grade 12	Grade 11	Grade 10	Grade 9
Term 1	Gatsby Bench mark	<ul style="list-style-type: none"> Addressing needs of each student Further Higher Education Encounter Personal Guidance 	<ul style="list-style-type: none"> Addressing needs of each student Personal Guidance 	<ul style="list-style-type: none"> Addressing needs of each student Personal Guidance 	<ul style="list-style-type: none"> Addressing needs of each Student
	September	<ul style="list-style-type: none"> Students submitting final university options list Working on the Personal Statement (feedback to students) UCAS application starts Teachers reference deadline Sep 15th for early applications Common app application starts Parents of Grade 12 meeting Sep 26th (how to support my child: a road Map to University application) Students visiting NYU – AD Sep 28th EMSAT test registration Transcript review for early applicants 	<ul style="list-style-type: none"> Welcoming student and introduction to Career Guidance during induction week Introduce/ recap on Unifrog student's demo 	<p>Self-Exploration:</p> <ul style="list-style-type: none"> Students will complete Interest test Students will reflect on their interest test and understand the different groups of skills <p>Career Exploration:</p> <ul style="list-style-type: none"> Students will search careers that are related to their Interest test results and create their own career library on Unifrog 	<p>Self-Exploration:</p> <ul style="list-style-type: none"> Students will complete Interest test Students will reflect on their interest test and understand the different groups of skills <p>Career Exploration:</p> <ul style="list-style-type: none"> Students will search careers that are related to their Interest test results and create their own career library on Unifrog <p>NOTE: Coordinate with HoDs to conduct Career assemblies</p>
	October	<ul style="list-style-type: none"> Reviewing UCAS early applications Personal Statements feedback UCAS deadline Oct 15th Facilizing Personal statement for US and UCAS application EMSAT testing (Check calendar for dates) SAT test (not applicable for all students ONLY as per the US application requirement) Deadline for SCO scholarship (UAE Nationals) Teachers reference final deadline OCT 15th Review predicted grades Upload students school reports to Common app Review teachers refences 	<p>Self-Exploration:</p> <ul style="list-style-type: none"> Students will complete Interest test (Unifrog) Students will reflect on their interest test and understand the different groups of skills <p>Career Exploration:</p> <ul style="list-style-type: none"> Students will search careers that are related to their Interest test results and create their own career library on Unifrog <p>NOTE: Coordinate with HODs to conduct Career assemblies</p>	ELECTIVES Options & Careers Assembly / Student Grade 12 Parents Evening	

	November	<ul style="list-style-type: none"> • Early decision deadline for US application Nov 1st • All personal statements should be finalized and submitted by students to UCAS by NOV 25th • Uploading UCAS references • Uploading students predicted grades to UCAS • EMSAT testing • NAPO application for UAE Nationals 	<p>Self-Exploration</p> <ul style="list-style-type: none"> • Students will complete Personality test • Students will reflect on the personality test and understand different types of personalities <p>Career Exploration:</p> <ul style="list-style-type: none"> • Students will search careers that are related to their Interest test results • Students will search and explore careers that are related to their personality test 		
	December	<ul style="list-style-type: none"> • Reviewing students UCAS application • Submitting UCAS application by Dec 7th • Submitting Common app application by Dec 7th • EMSAT testing • SAT testing • NAPO application (UAE Nationals) 	<p>NOTE: Coordinate with HODs when to conduct Career & Guidance activities and Promote Winter Volunteering</p>	<p>Career Assemblies/ Workshops with external guests</p> <ul style="list-style-type: none"> - Dec 6th - Dec 7th <p>NOTE: Coordinate with HODs when to conduct Career & Guidance activities and Promote Winter Volunteering</p>	<p>NOTE: Coordinate with HODs when to conduct Career & Guidance activities and Promote Winter Volunteering</p>
End of Term Comments:					
		Grade 12	Grade 11	Grade 10	Grade 9
Term 2	Gatsby Benchmark	<ul style="list-style-type: none"> • Encounters with further Higher education • Personal Guidance 	<ul style="list-style-type: none"> • Linking curriculum learning to careers • Encounters with further Higher education • Personal Guidance • Addressing the needs of each student 		
	January	<ul style="list-style-type: none"> • EMSAT testing • Review any late application for US universities • Final UCAS deadline Jan 25th • NAPO application for UAE Nationals • English Department: Development of Personal Statement (Practical writing) 	<ul style="list-style-type: none"> • Students Profiles <ul style="list-style-type: none"> - Students complete their Unifrog profile - Add activities records to their profiles • Students decide on the subject area and career path • Students Explore their university options 	<ul style="list-style-type: none"> • Promote involvement in leadership, clubs, and volunteering inside and outside the school 	<ul style="list-style-type: none"> • Promote involvement in leadership, clubs, and volunteering inside and outside the school

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

End of Term Comments:

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

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

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

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