



Guidance Counselling Policy (2016 – 2017)

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CIS Vision - By 2025 CIS will be recognised as a school that sets the benchmark in India for its learner-centric, individualised and holistic education. This will enable our students to be lifelong learners, with an inclusive and socially responsible world view, who can lead themselves and others in a fast changing world.

The **Mission of CIS** is to impart comprehensive, student-centred education compatible with international standards. The school shall provide a welcoming, respectful and multi-cultural environment, enabling superior academic accomplishment.

Guidance Counseling in CIS: The students are encouraged to meet with the career counselor in one-on-one appointments to discuss career exploration, subject selection etc. We assist students with career fairs, expert panel discussions, webinars, college visits in school and various other sessions. Assessing personal preferences, skills, and interests is an important part of the career development process. Through this, we help students develop a better understanding of their skills, abilities and career interests and most importantly, how these relate to the workplace.

We advise students to also explore experiential learning, which includes internships, summer school, student led events and other volunteering opportunities. Gaining experience in a field of interest will not only help students build the skills they will need in the future, it will also allow them to meet professionals working in the same field and learn from their experience.

Individual career counseling also covers:

- Help them in university application process, for preparing resume & statement of purpose.
- Providing letter of recommendations, transcripts and predicted grades.

Responsibility:

Counselor -

- Develop, update and implement career counseling program that will help student in exploring and planning career pathways.
- Work with students based on their needs for career development.
- Conduct sessions, presentations, and other events.
- Coordinate with teachers to help students in making subject selection and career choices (based on their subject selection.)
- Research and analyze university selected by students / for students.
- Liaison with university representative and other counselors to get updates on current trends.
- Help students in preparing resume, statement of purpose and essay.
- Conduct career awareness events such as:
 - University visits
 - Guest lectures (specific to subjects)

Student -

Learning the crucial components of career development and self-management now, while students are in school, will help ensure a smooth transition later, when they are in college / university or ready to launch into a meaningful career. Understanding and applying the principles will help them progress in their career and provide them with greater satisfaction and effectiveness as they grow professionally.

Academics	Extracurricular	Personal
<ul style="list-style-type: none"> ● Choose a major you enjoy and do well in that ● Recognize the relevance of your courses in regard to your career goal ● Explore what you do with various majors ● Enrich with research, independent study, experiential learning <p>Grade 11 & 12</p> <ul style="list-style-type: none"> ● Prepare list of universities for application ● Prepare resume and statement of purpose for university application ● Research for financial assistance and scholarships ● Take graduate admissions tests and language proficiency tests. 	<ul style="list-style-type: none"> ● Explore interests and develop a history of involvement ● Be an intern or volunteer for different activities/events and gain self-awareness about your interests. ● Seek leadership positions in different events / activities ● Become involved in teamwork and committees <ul style="list-style-type: none"> ○ ● Explore summer internship or summer school opportunities to develop new skills. 	<ul style="list-style-type: none"> ● Select a career goal ● Design a 4-year approach to career planning with the help of parents and school counselors. ● Determine competencies that can help you achieve your career goal ● Set up career-development tasks to work towards your goal ● Adjust the timelines you set. Keep a check regularly to make sure you are following your schedule and are on target to complete your goals ● Develop effective self management skills

Parent -

Parents are the primary counselors. As much as teachers and counselors do—if not more—parents should play a crucial role in drawing a plan and shaping the career and future of their children.

Guidelines for parents to help their child in career development:

Attitudinal Guidelines

- Encourage your child to be involved in academic and extracurricular activities.
- Help them to discover their innate talents and skills.
- Develop their knowledge about the world of work.
- Steer your child in the right direction of their career with your exposure and expertise.
- Induce your child to develop a positive attitude and encourage them to learn about a varied set of industries.
- Guide your child, do not impose your ideas against theirs. The goal should be to help your child find their own way based on their interests and their skills—and not follow your ideas and interests. Discuss their interests, dreams and goals, to know them better, which would help you guide them better.
- Be practical and realistic in your approach. Encourage your child to explore their options through work experience and by talking to people in occupations that interest them. Spot and provide a platform to nurture their talents.

Application Timeline**College placement Calendar (2017-18)**

June'17	19th June: Pointers from students for students introspection
July'17	20th July: Submission of pointers form. CV format sent to students.
August'17	1st August: CV deadline. Month to work on college application essays.
September'17	Term 1 Examination to take place.
October'17	9th October to 10th December- all overseas applications
November'17	
December'17	
January'18 to May '18	Indian University Applications.

No. of Applications:

- All students are advised to apply in 9 colleges max:
 - 3 Dream Colleges
 - 3 reachable Colleges
 - 3 safe Colleges
- Too many applications might be damaging other students application opportunity. Also, there will be cost implications as applying to foreign universities is a costly affair.
- The focus should not be quantity applications but on quality applications.

Letter of Recommendation (LOR):

- Submission of LOR's to the universities:
 - Hardcopy will not be given to the student. It will be sent to university either through electronic media
 - Online LORs - Teachers will get the request from the university with user id and password. They have to login and upload the LOR.
 - If the LOR is to be sent through email, student should forward the email id of the university to the counselor and the counselor will send it to the university.
 - In USA - 2-3 letter of recommendations are required. It depends upon the university's requirement.
 - In UK - 1 letter of recommendation is required. It will be done through UCAS.
 - Other countries: As per the university requirement.

Predicted Grade:

We have a system where predicted grades are based on actual student performance as judged by school examinations rather than teacher's subjective judgment. This also means that students need to take their Term 1 and Mock exams seriously as far as predicted grades are concerned.

Application status	Details	Predicted grade formula
Early application (before Term 1 exams results are out)	<ul style="list-style-type: none"> It will be 'tentative' Predicted Grades for students who have indicated that they are meeting Oct 15th OR Nov 1st deadline. 	<p>IB: Term 1 and 2 of Grade 11 total grade points (Grade 11) + a maximum of 3 Additional points (based on subject specific performance and realistic grades achieved in EE and TOK and points achieved as per the TOK/EE grid)</p> <p>A Level: AS + class assessments of A2.</p>
Regular application (Dec and Jan)	<ul style="list-style-type: none"> Grade 12 Term 1 (also referred to as Mid-Year) Grades and Predicted Grades . This Predicted Grade could be equal to OR less than OR greater than the 'tentative Predicted' given to students earlier (as per our predicted grade formula) All the official transcripts to be uploaded / submitted which are required for Nov 1st / Nov 15th / Nov 30th / Dec 1st US Univ 'Early' deadlines <p><i>(Students who have already sent an early application, and hence for whom all of the above has been sent, we may send 'UPDATED' Predicted Grades if the university requires the updated grades)</i></p>	<p>Term 1 class XII + 1 maximum additional point and points based on subject specific performance and realistic grades achieved in EE and TOK and points achieved as per the TOK/EE grid</p> <p>A Level: AS and Term 1 Marks to be taken into consideration.</p>

Transcripts:

School Transcripts

- Transcripts will be made and given to the students on request (if official copy (stamp & sign) required by the university).
- Submission of transcripts to the universities:
 - Hardcopy - If submission need to be done in hard copy, student should request the counselor to give it in a sealed envelope.
 - Online (Common App) – Counselor will get the request from the university with user id and password. They have to login and upload the transcripts.
 - If it is to be sent through email, student should forward the email id of the university to the counselor and counselor will send it to the university.

Guidance Counselling Policy Implementation, Evaluation and Review

This policy is a working document of Calcutta International School and the school acknowledges that it will be reviewed by taking update from all stakeholders (The faculty, Guidance counselor, DP Coordinator, Principals and Mid-Management members) before the next review date and if there is any change made in IB/CIE guidelines.

Members involved in drafting the policy:

1. All teachers of Calcutta International School
2. Guidance Counsellor, Calcutta International School
2. IBDP Coordinator, Section Head (Senior School)
3. Principal (Senior School)
4. All parents (as a member of CISS)
5. Board of Governors (CISS)

Bibliography:

The following documents and sources were used in the creation of the Academic Honesty Policy:

1. Calcutta International School Guidance Counselling policy (2012 and 2014)
2. Calcutta International School Policy Manual
3. Rules for IB world schools (IBO)
4. CIE Administrative guide