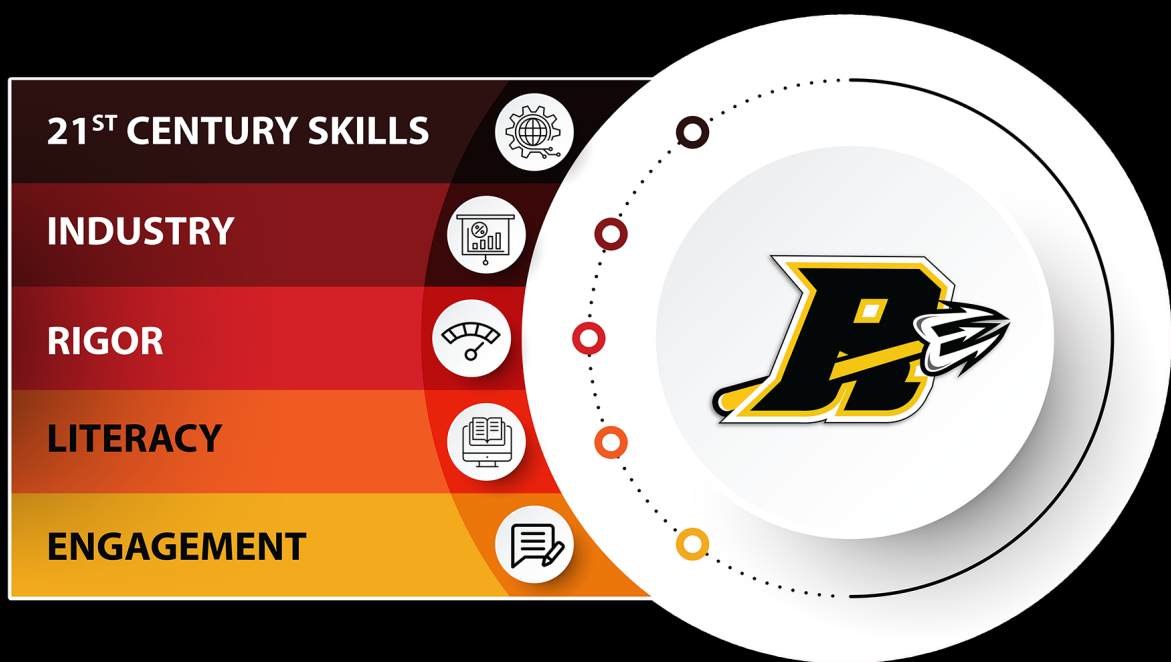


Pathways to YOUR Future



Career Planning Guide

R.J. Reynolds High School
Winston-Salem, NC

Aligning Your Future with Changes in the Community and the World

As students and families of R.J. Reynolds High School, you are part of a historic community which has evolved over time to become a cornerstone of educational excellence.

Advances in fields like technology, finance, and communication have made it necessary for students to be prepared to function in a world that is much “smaller” than the one from previous generations. For students to be competitive in a global society, a well-planned, quality education is more important than ever.

To address the needs of R.J. Reynolds students, we look to share the importance of future planning which includes a focus on the following:

- Enrollment
- Employment & Entrepreneurship
- Enlistment

To address the evolving economy and support the need for quality and engaging education, R.J. Reynolds proudly supports Career and Technical Education (CTE) Career Clusters. These Career Clusters couple traditional classroom instruction with real-world experiences.

Students are encouraged to use this booklet during their high school years to provide guidance, focus, and direction. It is designed to support students and families as they plan for life after high school and prepare for college ENROLLMENT, gainful EMPLOYMENT, ENTREPRENEURSHIP opportunities, or military ENLISTMENT.

In addition to this handbook, School Counselors and the Career Development Coordinator are available to assist students with their career planning and specific course selection.

Information within this publication is subject to change without notice. If you have questions about any items in this document, please contact a School Counselor at 336-703-4146 or the Career Development Coordinator at 336-703-4145.



Planning for the Future

Most people in the U.S. will spend one-third of their lives working. The average person spends eight hours a day on personal interests, another eight hours sleeping, and the remaining eight hours working. It is important that you select and prepare yourself for a career that you enjoy.

Where should you begin? Career planning is a process of selecting a career goal and creating a plan to reach that goal. Anytime the career goal changes, the plan to reach that goal must change. This is the reason for revisiting your career and college plans each year. To begin, follow these steps.

1

Assess Yourself

- Take career interest inventories, aptitude tests, and personality indicators to identify your interests, skills, and talents.

2

Explore Careers

- Learn about careers from books, computer programs, and the Internet.
- Learn about careers from people including your family, employers, teachers, counselors, and neighbors.
- Learn about careers from career fairs, job shadowing, volunteer work, internships, and part-time jobs.

3

Make a Plan

- The best way to reach a goal is to have an action plan.
- An action plan moves you toward your goal and allows you to explore your choice along the way.

4

Follow Your Plan

- Allow your career and college plans to keep you focused on your goals during middle and high school.
- Learn to:
 - ◊ Complete employment and college applications
 - ◊ Write your resume
 - ◊ Interview well
- Take courses related to your career interest.
- Participate in extra-curricular activities.
- Search for schools that will prepare you for your career choice.

5

Evaluate Your Plan

- Career planning is an on-going process.
- Remember, if you change your career goal, you may need to change your plan.
- To evaluate your plan, ask yourself:
 - ◊ Have I assessed my interests and skills correctly or have they changed?
 - ◊ Have my priorities changed?
 - ◊ Are my goals realistic for me?
 - ◊ Have I learned something new about myself or my career goal that may change my mind?
- If necessary, go back to Step 3 and revise your plan.

Your Pathway for ENROLLMENT

9th Grade

Set Your Sights on College

- ☐ Now that you're in 9th grade, it's time to get serious about your post-secondary plans. GRADES do matter!
- ☐ Develop good study habits!
- ☐ Create a CFNC account and explore career interests at CFNC.org.
- ☐ Find out about college entrance requirements for the schools you're interested in.
- ☐ Create a file for your important documents and notes. Example: report cards, lists of awards and honors, school and community activities, and volunteer work.
- ☐ Keep reading!

10th Grade Keep Your Focus

- ☐ Keep those grades up! Stay focused on your schoolwork. GRADES do matter!
- ☐ Take the PSAT.
- ☐ Find out about AP and other honors-level courses for your junior year.
- ☐ Consider a part-time job or volunteer position. It looks good on college applications.
- ☐ Look into participating in academic enrichment programs, summer workshops and academic camps.
- ☐ Start thinking about what factors are important to you in choosing a college: size, location, etc.
- ☐ Tour colleges online at CFNC.org.
- ☐ Keep reading! Expanding your vocabulary and learning new things will help in many ways.
- ☐ Consider job shadowing in a career of your interest.

11th Grade

The Critical Year for Success

- ☐ Continue to maintain good grades. Colleges put a lot of weight on your grades for this year. GRADES do matter!
- ☐ Stay involved in school and community activities.
- ☐ Consider an internship in your career area of interest.

September

- ☐ Start a file for college catalogs and other admissions information.
- ☐ Attend College Day at RJR and go to college events at other schools in your area.

October

- ☐ Take the PSAT if you registered for it.
- ☐ Meet with your school counselor to review your academic record (transcripts) and careers/colleges you are considering.

February

- ☐ Consider looking for a summer job or internship. You can earn money for college and learn valuable skills.

March

- ☐ Take the ACT exam at RJR. All juniors are required to take the ACT.

June

- ☐ Add any new report cards, test scores, honors or awards from the year to your file.
- ☐ Continue with your college visits.
- ☐ If you go on interviews or visits, don't forget to send thank-you notes.
- ☐ Consider taking the SAT and/or the ACT if you're registered.

Summer Between Junior and Senior Years

- ☐ Continue to work on your application essays and review the application procedures for the colleges to which you plan to apply.
- ☐ Keep reading!

12th Grade Finish Strong

- ☐ Keep studying! You want to avoid “senioritis.”
- ☐ Continue to maintain good grades. Colleges put a lot of weight on your grades for this year. GRADES do matter!
- ☐ Talk to your counselor about possibilities for concurrent enrollment (taking college-credit courses while you’re still in high school).

September

- ☐ Check your transcripts to make sure you have all the credits you need to get into the colleges that interest you.
- ☐ Register for the October/November SAT and/or ACT tests if you plan to take them. Have the official scores sent by the testing agency to the colleges or universities that have made your final list of schools.
- ☐ Take another look at your list of colleges, and make sure they still satisfy your requirements.
- ☐ Make sure you meet the requirements (including any transcript requirements) for all the colleges to which you want to apply. Double-check the deadlines.
- ☐ Provide teachers or counselors with appropriate *Letters of Recommendation* information.

October

- ☐ Get started on any essays to be included with your applications. Give your essays to others (teachers, parents, and friends) for feedback.

November

- ☐ Submit your college admission applications on College Application Day. Be sure to check them over thoroughly!
- ☐ Take the WorkKeys Assessment.
- ☐ Be sure to consult with your school counselor about scholarship opportunities. Not all scholarships are for top students and athletes. There may be a perfect scholarship for you — it’s worth doing a little research.
- ☐ Work on your scholarship applications, and respond according to deadlines.

January

- ☐ Complete and submit your college financial aid application and the Free Application for Federal Student Aid (FAFSA) between January 1 and February 15. Go to FAFSA on the Web at: ***www.studentaid.gov***.
- ☐ Request that your official transcripts be sent to the colleges to which you are applying.

March - April

- ☐ You will probably hear from the colleges as to whether or not you are accepted by April 15.
- ☐ Compare acceptance letters, financial aid and scholarship offers. These are important things to consider when choosing a college.
- ☐ For community college admission, take the Accuplacer.

May

- ☐ **May is** decision time! You should decide on a college and pay commitment deposit.

June

- ☐ Have RJR send your final transcripts to the college you will be attending.
- ☐ Participate in any summer orientation programs for incoming freshmen at your college.

Helpful Career and College Planning Websites

CFNC Career Planning Information

www1.cfnc.org/Plan/For_A_Career/_default.aspx

Occupational Outlook Handbook

www.bls.gov/ooh

Career Planning Information

www.educationplanner.org/students/career-planning/index.shtml

www.mappingyourfuture.org

www.mappingyourfuture.org/guidetolife

Helpful Financial Aid Websites

www.collegeboard.org

www.collegenet.com

www.embark.com

www.studentaid.gov

www.fastweb.com

www.finaid.org

www.cfnc.org/pay/pay.jsp

www.nces.ed.gov/collegenavigator

www.supercollege.com

www.salliemae.com

Net Price Calculator

www.studentnpc.collegeboard.org

Work-Based Learning Opportunities

Work-based learning is an *instructional strategy* that provides students with a variety of experiences that are designed to bridge the gap between classroom instruction and the world of work.

Work-based learning experiences provide students the opportunity to gain knowledge and develop employability skills leading to better informed career choices and readiness.

Work-based learning applies to all levels of learners. Work-based learning covers a continuum of career awareness, exploration, and preparation that move students from school to workplace.



**For more information on Work-based Learning Opportunities, contact the Career Development Coordinator (CDC) at 336-703-4145.*

Industry Credentials Available to R.J. Reynolds Students

WorkKeys – North Carolina Career Readiness Certificate

Students who successfully complete an NC Career Cluster will have the opportunity to earn the North Carolina Career Readiness Certificate (CRC) which is designed to meet the needs of both employers and job seekers in this transitioning economy.

The CRC is a portable skills credential that gives employers and career seekers a measure of key workplace skills. It certifies that a person has workplace skills which are transferrable between industry sectors, and across jobs within a sector. The CRC is issued at four levels: Bronze, Silver, Gold, and Platinum. In North Carolina, the CRC is based on the WorkKeys assessment. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be “job ready.” For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a resume citing experiences in different job settings.

NORTH CAROLINA
CAREER READINESS
CERTIFICATE



Food Handler Certification

ServSafe® is a nationally recognized food safety and sanitation certification for the restaurant and hospitality industries. Culinary Arts students may take the ServSafe® exam to earn ServSafe® certification while enrolled in the course at R.J. Reynolds High School.

Microsoft Office Specialist



MOS 2016 or above

Autodesk Certified User AutoCAD



Autodesk Certified User Revit



Autodesk Certified Professional Revit



Your Pathway for EMPLOYMENT & ENTREPRENEURSHIP

CAREER CLUSTERS

R.J. Reynolds High School offers students the opportunity to explore and study in six Career Clusters.

Business Management & Administration
Marketing & Finance
Hospitality & Tourism
Human Services
Architecture & Construction
Computer Science & Information Technology

- Begin researching the clusters at www.careertech.org/career-clusters and determining what interests you.
- Consider your interests and personality as you consider careers within the clusters by visiting www.cfnc.org.
- Read about the careers you are interested in and talk with individuals in those careers. Visit www.bls.gov.
- Consider job shadowing someone in the career(s) of your interest. Talk with the Career Development Coordinator (CDC) to help you arrange this opportunity.
- Consider participating in an internship in the career of your interest. Talk with the Career Development Coordinator (CDC) about this opportunity.
- Research the colleges who offer the programs that interest you by visiting www.cfnc.org.



Business Management & Administration

Careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. These careers are available in every sector of the economy.

High School Courses

Business Essentials
Business Management I
Business Management II*
Business Law Honors
Microsoft® Word, PowerPoint
Accounting I
Entrepreneurship I*
Entrepreneurship II Honors*
Career Management
Internship

Community College Major

Accounting
Advertising & Graphic Design

Business Administration

- Banking & Finance
- Customer Service
- International Business
- Marketing & Retailing

Human Resources Management
Insurance
Office Systems Technology

College/University Major

Paralegal
Real Estate
Small Business Entrepreneurship
Accounting
Apparel & Merchandising
Business Administration & Management
Business/Marketing Teacher
Computer & Information Science
Economics
Fashion Merchandising
Finance
Marketing

Marketing & Finance

Careers develop student skills in areas such as communication skills, customer relations, economics, financial analysis, human resource management, information management, operations, and strategic management.

High School Courses

Business Essentials
Marketing
Sport & Event Marketing
Sport & Event Marketing II Honors*
Entrepreneurship I
Entrepreneurship II Honors*
Fashion Merchandising
Career Management
Internship

Community College Major

International Marketing

College/University Major

International Marketing
Marketing
Business Marketing
Finance

* Two credits must be completed in a cluster, one of which must be a starred (completer) course.

Hospitality & Tourism

Careers encompass the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

High School Courses

Foods I
Foods II Honors*
Hospitality & Tourism
Interior Design
Entrepreneurship I
Entrepreneurship II Honors*
Microsoft® Word, PowerPoint
Business Essentials
Career Management
Internship

Career Center Courses

Introduction to Culinary Arts & Hospitality
Culinary Arts & Hospitality I
Culinary Arts & Hospitality II Applications*

Culinary Arts & Hospitality III*
Culinary Arts & Hospitality IV*

Community College Major

Baker
Line Cook
Pastry Chef/Specialty Chef
Wine Steward

College/University Major

Food Service
Lodging
Meeting & Event Planning
Tourism

Human Services

Careers preparing individuals for employment in pathways that relate to families and human needs.

High School Courses

Principles of Family & Human Services
Business Essentials
Child Development
Microsoft® Word, PowerPoint
Foods I
Entrepreneurship I
Entrepreneurship II Honors*
Apparel & Textile Production I
Apparel & Textile Production II*
Interior Design Fundamentals
Interior Design Studio
Career Management
Internship

Career Center Courses

Early Childhood Education I
Early Childhood Education II*
Culinary Arts & Hospitality I
Culinary Arts & Hospitality II Applications*
Culinary Arts & Hospitality III*
Culinary Arts & Hospitality IV*

Community College Major

Cosmetology
Early Childhood Education
Funeral Service and Mortuary Science
Human Services Technology

College/University Major

Education
Preschool Education
Psychology
Social Work



* Two credits must be completed in a cluster, one of which must be a starred (completer) course.

Architecture & Construction

Careers in designing, planning, managing, building, and maintaining the built environment.

High School Courses

Drafting I
Drafting II*
Drafting III*
Interior Design
Business Essentials
Microsoft® Word, PowerPoint
Entrepreneurship I
Entrepreneurship II Honors*
Career Management
Internship

Career Center Courses

Core & Sustainable Construction
Welding Technology
Carpentry I
Carpentry II*

Community College Major

Air Conditioning, Heating, and Refrigeration
Construction
Electronics Engineering Technology
Plumbing
Welding Technology

College/University Major

Engineering

- Civil
- Structural
- Construction

Furniture Design & Manufacturing
Industrial Technology

Computer Science & Information Technology

Careers build linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support, and management of hardware, software, multi-media, and systems integration services.

High School Courses

Business Essentials
Computer Science I
Computer Science II*
Microsoft® Word, PowerPoint
Entrepreneurship I
Entrepreneurship II Honors*
Career Management
Internship

Career Center Courses

Adobe Visual Design I
Adobe Visual Design II Honors
Adobe Digital Design Honors
Adobe Video Design Honors
Digital Media I Honors
Digital Media II Honors

Community College Major

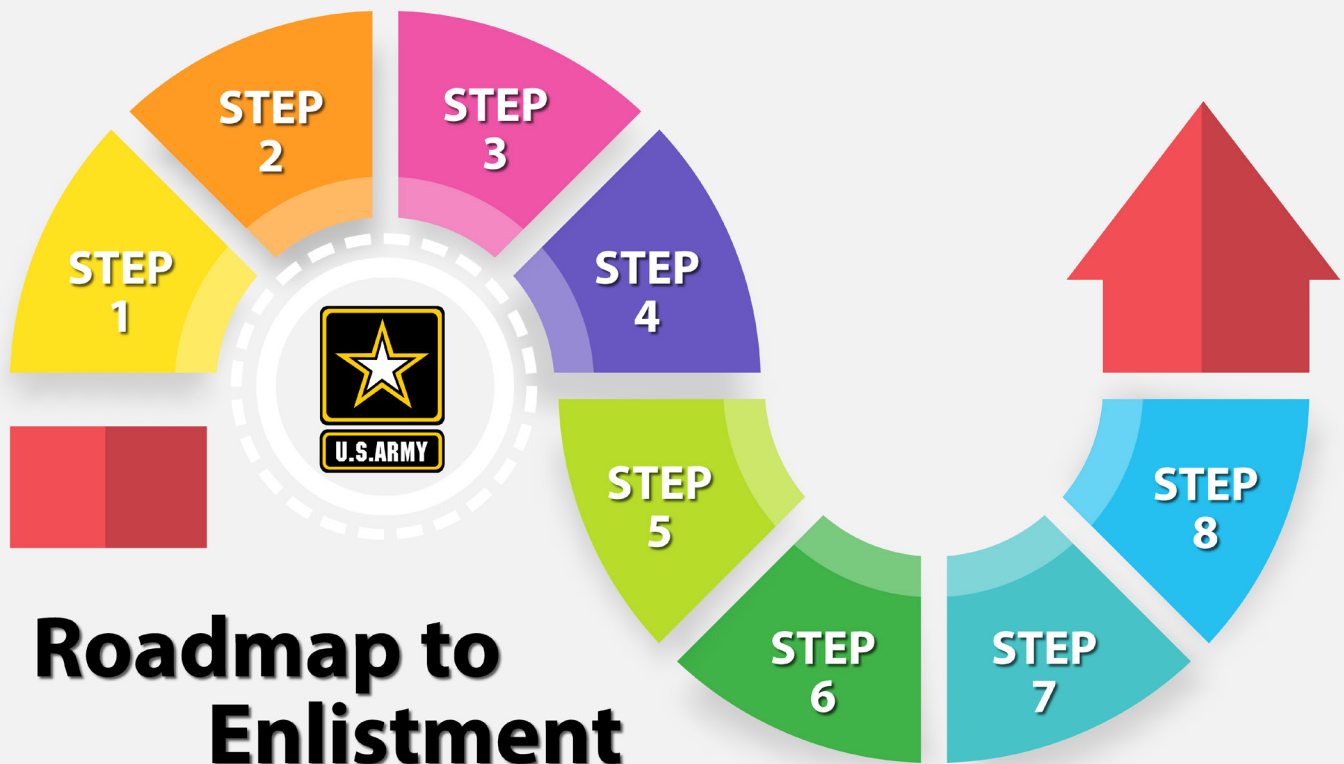
Advertising & Graphic Design
Broadcasting Production
Computer Technology Integration
Film & Video Production
Information Systems Security
Networking Technology
Software Development

College/University Major

Advertising
Applied Engineering Technology
Computer Science
Computer Systems Technology
Industrial Technology
Interior Design
Journalism
Network Engineer

* Two credits must be completed in a cluster, one of which must be a starred (completer) course.

Your Pathway for ENLISTMENT



Step 1—Talk to a Recruiter

During this step, the Recruiter will help the interested person understand the difference between active duty and reserve duty while getting an understanding of the student's goals and current lifestyle. In addition, the recruiter will do a simple prequalification for the interested person to cover basic medical, law, education, marital status, dependents, citizenship, and determine if he/she has taken the ASVAB.

Step 2—Take the ASVAB Exam

At the end of step 1, all Army Recruiters have a practice ASVAB test saved on their laptops that the interested person can take in order to get a general idea of what to expect and what he/she might potentially score if he/she took the real test. The difference between the two is that the practice test is only 4 sections (word/math knowledge, paragraph comprehension, and arithmetic reasoning) and the real test has 9 sections and takes about 2-3 hours.

Step 3—Submit an Application Packet

Upon completing the practice test, the Recruiter will explain the score and give the interested person a packet to fill out with information if he/she is still interested and wants to move the process to the next step. Usually the packet is inputted into the computer system once the person comes into the office to take the official 9-section test.

Step 4—Choose Your Job

Unlike the other military branches, once a person takes the official test, we are able to look at all the jobs the person is qualified for before he/she even goes to MEPS. In addition, we are able to reserve and print out a contract to show the person exactly what job and any incentives he/she will get after enlisting.

Step 5—Receive a Physical Exam from a Medical Professional

This is a two day process. At this step, the interested person will arrive at the office at 10:00 AM to be transported to a hotel in Charlotte for the night. The next morning he/she will receive a full physical to include a vision and hearing test. Once cleared he/she will move to step 6.

Step 6—Review Contract & Select Training Dates

At this point the future soldier will sit with a guidance counselor to ensure all of his/her information is correct—from social security number to parents' name, to residences to character references. After everything is verified and good to go, he/she will review the contract, say the Oath of Enlistment, and sign the contract.

Step 7—Swear into Service

This will be the person's first of two "Swear-ins." His/Her first trip to MEPS once everything is completed, he/she will go into the ceremony with the MEPS commander and take the Oath of Enlistment. Personnel at MEPS will record the ceremony and upload it to their Facebook page for viewing.

Step 8—Ship to Training

At this step the future soldier will return to MEPS for the day he/she is shipped off to basic training. He/She will sit with the guidance counselor to ensure that any promotions have been received, bank account information is set, and HS diploma is uploaded. The new recruit will then do his/her second and final oath of enlistment.

**For more information, contact R.J. Reynolds JROTC instructors at 336-703-4145.*



Course Requirements for Graduation

KEY—Based on Year of Entry

- For 9th Graders Entering in August 2021 and beyond (Black)
- For 9th Graders Entering in August 2020 (Red)
- For 9th Graders Entering in August 2014–August 2019 (Green)

CONTENT AREA	FUTURE READY CORE	OCCUPATIONAL COURSE OF STUDY (OCS)
ENGLISH	4 CREDITS <ul style="list-style-type: none"> • English I • English II • English III • English IV 	4 CREDITS <ul style="list-style-type: none"> • English I • English II • English III • English IV
MATHEMATICS	4 CREDITS <ul style="list-style-type: none"> • NC Math 1 • NC Math 2 • NC Math 3 • and fourth mathematics course to be aligned with the student's post-high school plans. <p>NOTE: Credit shall be awarded for Math I, II, III if taken prior to the 2016–2017 school year.</p>	3 CREDITS <ul style="list-style-type: none"> • Introduction to Math 1 • Math 1 • Financial Management
SCIENCE	4 CREDITS <ul style="list-style-type: none"> • Earth/Environmental Science OR AP Environmental Science • A Physical Science (<i>Physical Science, Chemistry, Physics</i>) • Biology • 1 additional Science course 	2 CREDITS <ul style="list-style-type: none"> • Applied Science • Biology
SOCIAL STUDIES	4 CREDITS <ul style="list-style-type: none"> • World History or AP World History • Founding Principles of the United States of America and North Carolina: Civic Literacy OR AP United States Government & Politics • American History OR AP United States History • Economics & Personal Finance <ul style="list-style-type: none"> • World History or AP World History • A Founding Principles course (<i>Civics & Economics OR Founding Principles of the United States of America and North Carolina: Civic Literacy</i>) • An American History (<i>American History I, American History II, or American History</i>) OR AP US History • Economics & Personal Finance <ul style="list-style-type: none"> • World History or AP World History • A Founding Principles course (<i>Civics & Economics OR Founding Principles of the United States of America and North Carolina: Civic Literacy</i>) • American History (American History I, American History II, or American History) OR AP US History • Any other Social Studies course (<i>Ex. African American Studies, Latin American Studies, Psychology, 20th Century Civil Liberties and Civil Rights, any social studies AP course, etc...</i>) 	2 CREDITS <ul style="list-style-type: none"> • Founding Principles of the United States of America and North Carolina: Civic Literacy • Economics & Personal Finance • Founding Principles of the United States of America Civics & Economics OR Founding Principles of the United States of America & North Carolina: Civic Literacy <ul style="list-style-type: none"> • Founding Principles of the United States of America Civics & Economics OR Founding Principles of the United States of America & North Carolina: Civic Literacy • Economics & Personal Finance <ul style="list-style-type: none"> • Founding Principles of the United States of America Civics & Economics • One American History course (<i>Any of the following</i>): <ul style="list-style-type: none"> ▪ American History ▪ American History 1 ▪ American History 2

CONTENT AREA	FUTURE READY CORE	OCCUPATIONAL COURSE OF STUDY (OCS)
GLOBAL LANGUAGES	Not required for graduation, but 2 levels are required for admission to a college/university in the UNC System	Not required for OCS
HEALTH AND PHYSICAL EDUCATION	2 CREDITS <ul style="list-style-type: none"> Health/Physical Education I Life Skills/Physical Education II Local Requirements <ul style="list-style-type: none"> <i>JROTC, Dance, or Life Management Skills meet graduation requirement for Life Skills/ Physical Education II</i> 	1 CREDIT <ul style="list-style-type: none"> Health/Physical Education I
CPR	Successful completion of CPR for students graduating 2015 and beyond	Successful completion of CPR for students graduating 2015 and beyond
ELECTIVES OR OTHER REQUIREMENTS	4 CREDITS <p>2 of the 4 elective credits from any combination of:</p> <ul style="list-style-type: none"> Career and Technical Education (CTE) Arts Education Global Languages 	6 CREDITS <ul style="list-style-type: none"> Employment Preparation I Science Employment Preparation II Citizenship A & B Employment Preparation III Citizenship A & B Employment Preparation IV Math Career Training
CAREER AND TECHNICAL EDUCATION		4 CREDITS <ul style="list-style-type: none"> CTE electives
ARTS EDUCATION	DPI recommends at least one credit in an arts discipline, but this is not required to meet graduation standards.	DPI recommends at least one credit in an arts discipline, but this is not required to meet graduation standards.
TOTAL MINIMUM CREDITS REQUIRED	22 Credits	22 Credits

Contact Your Counselor

Phone: (336) 703-4146

FAX: (336) 727-8459

Last Name Begins with

Counselor

E-mail Address

A-B	Nicole Beale	nbbeale@wsfcs.k12.nc.us
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