



CAREERS & UNIVERSITY GUIDANCE CALENDAR

ACADEMIC YEAR 2024-2025

Career and University Guidance Counsellor: Dr. Nighat Aafreen

SHARJAH AMERICAN INTERNATIONAL SCHOOL (ABU DHABI BRANCH)

Date created: August 20, 2022

Date updated: May 5, 2024

CAREER AND UNIVERSITY GUIDANCE CALENDAR (2024-2025)

Note: The school reserves the right to change dates if necessary.

IMPORTANT DATES	STARTING	ENDING	DESCRIPTION
ELECTIVE FINALIZATION AND ADMISSIONS	AUGUST 26,2024	AUGUST 30, 2024	Grade 9-12 selection of electives by newly admitted students. Finalization of Electives subjects from Grade 9-12
EmSAT Registration	August, 2024(TBC)	June , 2025(TBC-MOE)	INDIVIDUAL REGISTRATION FOR GRADE 12
EMSAT TEST DATES	August, 2024(TBC)	On-going	CHECK EMSAT WEBSITE FOR DETAILED SUBJECT TESTING/Dates & time
SAT TEST DATES (College Board)	October 5, November 2, December 7, 2024 March 8, May 3, June 7 2025		CHECK COLLEGE BOARD WEBSITE FOR REGISTRATION AND TEST PRACTICE
University application / DEADLINES	October 2024	May 2025	Follow up with students with university application requirements/deadlines and support them in filling out online applications.
Personal statements & CV	November 2024	January 2025 & ongoing	SCHOOL INTERNAL DEADLINE to Submission Personal Statements & CVs (all Grade 12)
CAREER FAIRS/University Visits/Exhibitions	October 22, 2024	April 22, 2025	Educational Institutions and Universities on-campus career exhibition for high school students. ABU DHABI NAJAH CAREER FAIR OCT 16– OCT 18, 2024
Admissions and Scholarship Application	January 8, 2025	April 30, 2025	NAPO Application portal
Announcement of University Admission	TBC	May 30, 2025	Dates and detailed announcements from MoE. Final Admission Decision
Last Date of Uploading of Required Documents		April 15, 2025	Report Card Grade 10 and 11 Family Book, Parents' Consent, Passport
Completion of Volunteering hours		April 15, 2025	To be printed along with the High School Diploma (Grade 12)

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WORKSHOPS/TRAININGS/MEETINGS			
Harvard Model Congress		TBC	Canadian University, Dubai
SAIS Model Congress		TBC	SAIS Dubai Campus
IC3 Forum		TBC	E Ittihad National Private School, Khalifa
ADEK Counselors Training		TBC	online

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"> 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 Common app application starts Students visiting NYU 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
	October	<ul style="list-style-type: none"> Reviewing UCAS early applications Personal Statements feedback 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) 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 / StudentGrade 12 Parents Evening	<p>NOTE: Coordinate with HoDs to conduct Career assemblies</p>

	November	<ul style="list-style-type: none"> All personal statements should be finalized and submitted by students 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 Shifted to January 2024</p> <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 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 <p>Introduce Standardized testing options</p>		
	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
	<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 2	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 2	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:				

Department Highlights: volunteering and internship opportunities

Semester	Month	Department	Highlight of Activities	Dates	Grade/s
1	September	English	TedTalk	September, 2024	5-12
		Science	Healthy Cooking Day	Oct, 2024	KG and Elementary
	January	Science			
		Arabic-Islamic	Story-telling competition		1-10
		English	Mock Interview	January25	January
2	February	Science	Scientist Day		5-9
		Science	GIST Girls for Science and Technology	February25	5-12
		Arabic-Islamic	Writing Poems and exhibition		5-10
		Electives	Business Fair	February 25	10-12
		English	Oscar Event	February 25	5-12
	March	Science	Scientific Trip to Pharmaceutical Companies		9-12
		English	Space Expo		7 and 9
		Admin	International Day	March 25	All
		PE	Sports Day		9-12
	April	Inclusion	Selection of Electives for SoD with parents meeting		9-12
		English	Public Speaking	April 25	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 departments will indicate career links that will be seen in lesson plans, PowerPoint presentations and/or worksheets.