Employability Skills
by Daryl Neighbor

Most managers look for four main employment skills -- a positive attitude, a good work ethic, commitment to quality, and a willingness to learn. A great place to practice these is in school. Not only will they assist in improving your grades, but you'll be fine-tuning the skills needed for future success.

A Positive Attitude
In your future job, you will be representing your company every time you are in contact with another person. Therefore, it is essential you present a positive attitude. Companies are also looking for people who view problems as challenges and setbacks as opportunities. A positive frame of mind is a conscious decision you can control.

Work Ethic
Those who possess a strong work ethic are committed to doing whatever it takes to get a job done. They are willing to see each job through to completion, regardless of the obstacles. A strong work ethic is also an essential skill for school. Many people start assignments, but only those committed to following through and completing the assignment correctly receive the best grades.

Commitment to Quality
Commitment to quality means you care enough to do each job right, from the biggest to the smallest. It is doing the small things right that makes a company and/or an individual successful. Similarly, if you've got a school assignment to do, work on it as if you're preparing a proposal for your employer. Proofread assignments before you hand them in. Neatness is important. If you set employment standards for your school work, you'll develop a habit of producing quality work.

Willingness to Learn
Learn to welcome unfamiliar situations, to look upon them as learning opportunities. If a situation requires you to learn a new skill or take a professional development course, do it with enthusiasm. Be willing to upgrade your skills.

If you keep these concepts in mind as you're making your way through school, they'll become second nature to you. You'll be developing a professionalism that will see you through your career, and you'll have a head start on everyone else entering the job market.

Steps to the Admissions Process
by Maria Marin

Getting admitted to a college or a vocational school is a process, which means that your efforts must be continuous until you are on campus, attending classes, and paid in full. So this process will end happily, we are here to assist you; however, I like to say to my students, "Whatever effort YOU give to this process gives me the extra energy to
help you to complete the process." Here are some steps to keep in mind:

Collect applications, catalogs and financial aid information including scholarship information from colleges.

Make notes on deadlines for scholarships, financial aid, admissions, etc.

Decide to apply to several colleges (three to five colleges at least). Apply as if you will be living on campus, unless you are absolutely sure that you will be living with your parents. Talk with your Project Discovery Counselor about this topic.

*Pay your college application fee (some may be waived see your Project Discovery Counselor).
*Take the ACT Test (remember we offer free workshops at your school).
*Send your high school transcript to the colleges.
*Apply for and pay for your Housing Application.
*Do your taxes and have your parent's complete their taxes in early January.
*Complete your FAFSA (Free Application for Federal Student Aid) with your Project Discovery Counselor (we can send your FAFSA electronically, it saves you weeks of time).
*Watch your mailbox for college letters. Share the information with your parents and counselors.
*Learn to call the colleges and ask for the "status of" your application and financial aid.
*Talk with your parents, your high school counselor and your Project Discovery Counselor to assist you with your final decision.
*Once you have graduated, send your final high school transcript that says "Graduated!"

There are many considerations when finalizing your decision. Before you make your decision, wait to receive written "financial aid award letters" from all the colleges to which you applied. These will spell out exactly how much financial aid you will receive and thus help you make your decision. Whatever the concern, your Project Discovery Counselor can assist you.

**Project Discovery Resources**

By Kathy Randels, Assistant Director

School has barely begun, and I'm sure you are already involved in the many activities that make your senior year one of the most exciting (and scary) of your life. So many decisions to be made and so much to do.

It is a good idea to think quickly about your college choices so applications can be mailed early. Don't limit yourself to one school, unless you are REALLY sure of your choice.

Remember, also, to work hard in your classes. Grades still count. This should be the year you shine in your academic endeavors.

In the midst of your busy senior year, we have resources that might assist you. This summer we were able to update our computer lab with new computers and laser printers. If you need to type papers or reports for any of your classes, this is available for you. We are open each afternoon Monday-Friday until 5:00, but can arrange for evening hours by appointment. We are planning soon to have at least 4 computers in the computer lab connected to the Internet. This will be a valuable resource as well. The Internet contains a wealth of information on colleges, financial aid, scholarships, and careers, as well as research information that can be useful in completing class assignments. Stop by any afternoon.

Our library is another valuable resource. We have books on scholarships and financial aid, colleges (so you can find out what colleges actually offer that major you are thinking about), and careers. Again, we are open Monday-Friday until 5:00, but will arrange for evening hours by appointment.

By the way, one of the greatest resources in our office is our counselors. We'd love to have you stop by just to let us know how school is going. If you are in need of someone to encourage you when you are
feeling overwhelmed, or just want a place to talk about school or personal problems, stop by and talk to our counselors. We want to see you succeed, and know you can! Our phone number is 978-3127. This provides a main menu that will allow you to connect to any of our counselors. Or call for 978-6756 for directions to our offices.

The Career Planning Process
by Wilma Holloway

Career planning encourages students to explore and gather information to help them combine varies aspects of their personality with their goals, aptitude and ability.

The first step in planning a career is self-assessment. This involves gathering information about yourself to help you develop and understand certain characteristics; values, interest abilities, personal traits and your desired lifestyle.

You may want to start your assessment by journaling:
* Learning interest, abilities, skills and work values
* List of accomplishments
* Assessing aspirations and motivation level
* Deciphering personal traits and characteristics

Your assessment will help become aware of the interrelationship between you and your career choice.

Next you’ll want examine the world of work in great detail to compile a narrow generalization of occupations which relate specifically to your career choice and your self-assessment information.

Here are a few tips:
* Learning related majors and careers to one’s interest
* Investigate education and training requirements
* Learning skills and experience required
* Planning academic and career alternatives
* Learning job market trends

Finally, as you begin to evaluate occupational choices and gain practical experience through internships, cooperative education, relevant summer employment and volunteer work.

Use these practical steps to help you make an informed choice:
* Test new skills and try diverse experiences
* Assess likes and dislikes of work values, skills, and responsibilities
* Assessing additional course work or skills needed for your target career goals.

With these objectives in mind you will be able to make an intelligent decision regarding your career choices and/or future occupation.

Talent Search Upcoming Events:
October 12 - Pittsburg State University Campus Tour
October 18 - ACT Workshop at South High School
October 19 - Career Workshop at West High School
October 23 - ACT Assessment Test Date
October 28 - Kansas State University Campus Tour
November 2 - Futures Fair November 9 - ACT Strategies Workshop at Metro-Meridian November 11 - Langston University Campus Tour
November 11 - Veteran’s Day Office is open
November 13 - Distinguished Scholarship Invitational at WSU
November 18 - University of Kansas Campus Tour
November 19 - ACT Workshop at East High School
November 23 ACT Workshop at Southeast & North High School
November 24 - ACT Workshop at Heights & West High School
November 25-26 - Thanksgiving Break - Office is closed
November 29 - ACT workshop at Northwest High School
November 29 - December 9 ACT Strategies workshops at Northwest, Heights, Metro-Blvd High Schools

**Tentative date

Changes of staff: Kathy Randels is now the Assistant Director and Denise Koerner is the Middle School Coordinator/Counselor.

Horacek family using the computer lab to fill out bio information for the Project Freedom Scholarship.
Staff

Barbara Tschetter-Preston, Director
Kathy Randels, Assistant Director
Denise Koerner, Middle School Coordinator
Wilma Holloway, EDA/Counselor
Darryl Neighbor, EDA/Counselor
Maria Marin, EDA/Counselor
Earl Vore, EDA/Counselor, SE Kansas
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