Creating Career Day Events Your Students Will Never Forget

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This workshop covers:

- Importance of College/Career Readiness Activities
- How to Organize a Successful Career Day
- How to Schedule Students into Career Day Sessions
 - Whole Class vs. Student Choice
- hyperSuite (Career Day Scheduling Software)
 Demonstration





ASCA Mindsets & Behaviors for Student Success

ASCA Mindsets & Behaviors for Student Success

•K-12 College and Career Readiness for Every Student





ASCA Mindsets & Behaviors for Student Success

Organized by:

- Domains
 - Academic Development
 - Career Development
 - Social/Emotional Development
- •Standards (Mindset Standards & Behavior Standards)
 - Six Mindset Standards
 - M 4 Understanding that post-secondary education & life-long learning are necessary for long-term career success.
 - M 6 Positive attitude towards work and learning.
- Grade Level Competencies





ASCA Ethical Standards

New Verbiage Added in 2016 Revision

- A.4 Academic, Career & Social/Emotional Plans
 - A.4.a (new) "Collaborate with administration, teachers, staff and decision makers to create a culture of postsecondary readiness."





 A.4.b - "Provide & advocate for the individual students **PK-Postsecondary** college and career awareness, exploration and postsecondary planning and decision making, which supports the students' right to choose from the wide array of options when students complete secondary education."





•A.4.c (new) – "Identify gaps in college and career access and the implications of such data for addressing both intentional and unintentional biases related to college and career counseling."





 A.4.d - "Provide opportunities for all students to develop the mindsets and behaviors necessary to learn workrelated skills, resilience, perseverance, an understanding of lifelong learning as a part of long-term career success, a positive attitude toward learning and a strong work ethic."





Contact Colleges for Free Stuff

- Promote College & Career Readiness by displaying college pennants and posters around your school
- Elementary students love to get free "stuff"
- Start by going to various college websites and email admissions. Prepare your email in advance so you can copy & paste your request. Sometimes the website will have a form that you fill out for promotional materials.

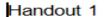




Contact Colleges for Free Stuff

- Ask for posters, pencils, t-shirts, stickers, tote bags, and other trinkets.
- Send thank you emails when representatives contact you back or if you get a super shipment of stuff.
- Solicit help from your committee or paraprofessionals to sort through the trinkets. The goal is to get enough for each student who is participating in career day.
- See Handout 1 for College Pennant & Trinket Email





Sample - Email to Colleges asking for Pennants and Trinkets

Dear College Representative:

My name is Karen Powell and I am an elementary school counselor in Houston, TX. I'm trying to gather as many college <u>pennants</u> as I can to help promote college and career readiness to the students in my school. We do a lot of college and career activities including college visits for 3rd-5th grade students. The state of Texas puts a high priority on making sure all of our students are college and career ready. This process begins in elementary school by exposing our students to college and careers early in their school career.

Each year, I organize a large college & career day in May for my students. I would really appreciate it if you would send me a <u>pennant</u> from your school to display and other college trinkets (pens, pins, key chains, koozies, stickers, bracelets, t-shirts, backpacks, caps, spirit items, etc.) that I can use for college & career day in May that will promote your college and motivate our students to focus on their future, do well in school, and start down the road to being college and career ready.

My school address is at the bottom of this email. If this email has reached the wrong department, I would appreciate it if you would please forward it to the appropriate person.

Thank you so much!

Karen Powell Counselor





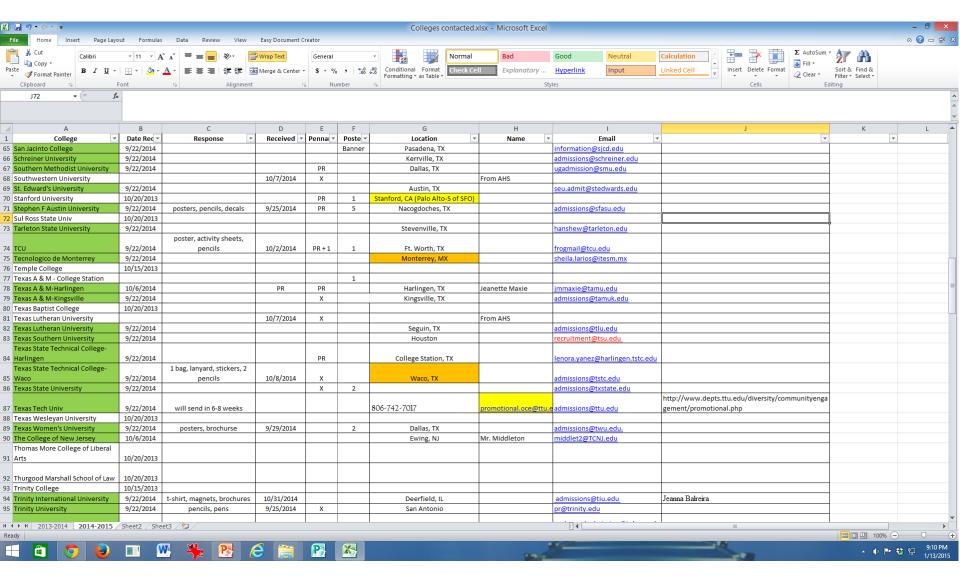


Contact Colleges for Free Stuff

- Keep a log of the colleges you have contacted and what they send to you so you don't inadvertently duplicate your request.
- Notate the email address that the request was sent to.
- The following year, email other colleges to get more pennants.
- Email the same colleges for more trinkets, if you wish.









A M E R I C A N S C H O O L COUNSELOR ASSOCIATION

District Resources

 Attend your district's high school college/military fairs. These are usually held in the fall. You can get free stuff and pennants too.





 Check with district's CCR department for ideas and resources.

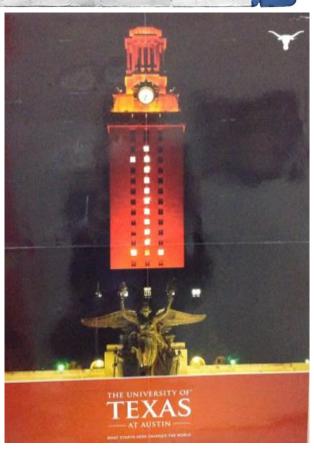




What Do You Do With All the Free Stuff?



 Display your banners, posters, and pennants around the school or in specific areas.









What Do You Do With All the Free Stuff?



- Give each teacher a baggie/basket containing the trinkets and have the teachers pass them out after the career day sessions are over.
- Consider holding a drawing to give away larger items such as tote bags, sports items, and t-shirts. You can name the winners on the morning announcements and have them come to the office to get their item.





What Do You Do With All the Free Stuff?

Most colleges send tons of pamphlets and other printed materials. Use these for:

- College Night/Fair
- College Spotlight bulletin boards.













Career Day Styles

- Speakers rotate to individual classrooms.
- Homeroom classes rotate as a whole to individual speaker rooms.
- Students rotate to various speakers based on their interests and pre-selected choices.





- Pick a date before the school calendar fills up.
- Consider forming a Career Day
 Committee with a representative from each grade level and specials.
- Decide on the Career Day Style you will use.





- Decide on the schedule.
 - Will you have a keynote speaker session that some or all students attend?
 - How many sessions will each student attend?
 - What time will Career Day Start & End?





- How long will each session be?
- How much time will you need between each session for transition?
- Decide how many grade levels will participate and if they will all attend every session or will sessions be of various lengths?
- Will you need to rearrange any lunch/recess or outclass schedules?



Career Day Schedule

<u>Keynote Speaker</u> – Motivational Speaker – K-5th

8:30-8:55 – Cafeteria

Session 1

- o 9:10-9:30 (PK-1st)
- o 9:10-9:40 (2nd-5th)

Session 2

- o 9:35-9:55 (PK-1st)
- o 9:50-10:20 (2nd-5th)

• Session 3

- 10:00-10:20 (PK-1st) Kdgn Recess 11:30-12:00
- o 10:30-11:00 (2nd-5th)

Session 4

- 11:05-11:30 (Kinder) Cowboy
- o 11:30-12:00 (First Gr) Cowboy

Combined Career Day Schedule

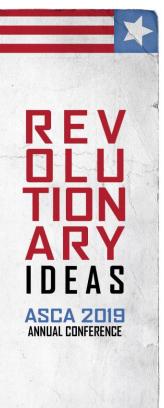








- Don't be afraid to start small and build your career day over several years.
- Determine how many classrooms will be available to use for presenters. Don't forget common rooms such as the computer lab, library, etc. that may be available.
- Decide how many presenters you need. You cannot have more presenters than you have rooms to put them in.





Available Rooms for Career Day

Available Rooms for Career Day							
Teacher	Gr	Rm	Projector	Elmo	DVD Player	Internet	
Abrell	2	19					
Baevich	2	20					
Eyeington	2	22					
Foster	2	18					
Jackson	2	21					
Kidd	2	23					
Matsoukas	3	27					
Evans	3	25					
Myers	3	28					
Kramer	3	29					
Friedrichs	3	26					
Arensman	3	24					
Powell	4	34					
Peyton	4	39					
Naeger	4	36					
Roy	4	37					
Wisch	4	35					
Wu	4	38					
Shiang	5	31					
Erickson	5	43					
Phan	5	33					
Nelson	5	94					
Panno	5	42					
Stafford	5	42					
Computer Lab		40					
Library		41					
Science Lab		14					





- To know how many presenters you will need, divide the number of students who will attend each session by the number of students you want in each session.
- For example: 15-25 students per session is a good number for elementary; secondary can be higher. If you have 3 grade levels (300 students) participating, then you need between 12-20 presenters (300/15=20).





- This gives you a target to shoot for.
 - You don't generally want a presenter to end up with 5 students in their session because you have too many presenters or
 - 50 students in a room that holds 25 because you don't have enough speakers.





- Send email/Outlook invitations to district people you may want to invite to your Career Day (area supervisors, superintendent, community relations department, district photographer, other special guests).
- This is good PR for your school.

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to experience our annual

Career Day.



Visit as many sessions as you have time for and see what our students are learning!

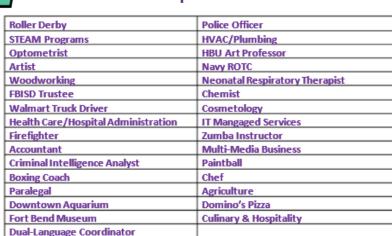
Mission West Elementary

Friday, May 3, 2019

Keynote Speaker – 8:30

Sessions - 9:10-11:00

Careers Represented are:













Ideal Presenters

- Love kids (elementary) or teens (middle school & high school)
- Use visuals (Power Point, Pictures, Displays, Video Clips, Concrete Objects, etc.) or Interactive Activities with students
- Are punctual
- Respond to your emails in a timely manner





Ideal Presenters

- Are excited about their career and love to share it with others
- Bring free stuff from their job (pencils, stickers, etc.) to give to the students.
 This is an added bonus.





Pictures of Awesome Presenters

(shown during the session)





How Do You Find Presenters?

- People you and your friends do business with (bank, insurance, doctor, dentist, veterinarian, grocery store, electrician, auto mechanic, etc.)
- People you know from various groups (church, clubs, social circles, etc).
- Ask your faculty for referrals. Teachers' spouses can be an excellent resource.
- Teachers who have a side job





How Do You Find Presenters?

- Send a letter home with students asking parents to present their careers. Depending on your school, you may or may not want to do this. You may end up with 5 financial planners or someone who is a poor presenter. See handout 2 (Recruitment Letter)
- Generally, for elementary, you don't want duplicate careers unless it is a very popular career or you have an unusually high number of students.













Career Day April 21, 2017



Dear Parents:

Career Day is on Friday, April 21, 2017. We would be thrilled to have you come and speak to our students about your career. There will be an a.m. session and a p.m. session. Speakers will present 3 times to different groups of students in either the a.m. or the p.m. block. If you are interested, please fill out the information below and return this form to the school counselor by Friday, January 27, 2017. You will then be contacted with further details.

Parent's Name	
Job/Career Title	
Company you work for	
Contact Email	
Contact Phone Number	Best Time to Call
Availability (Please circle one or both): 8:30-11:00 12:00-2:30	
Your Child's Name	
Child's Grade Homeroom Teacher	
Your Child's Name	

Karen Powell

Counselor

Sincerely,

Handout-2





How Do You Find Presenters?

- Look through your school district phone book.
 There are many professional people who work
 in the district (graphic artists, high school
 technical education teachers, human resources,
 athletic department, therapists such as music,
 physical, speech, occupational).
- Contact college admissions or recruiting departments in your area.
- Always keep your eyes/ears open for potential presenters.





Contacting Potential Presenters

- Write your email: Include basic details such as the date, time, how many times they will be expected to speak, age of students, number of students in each session, etc.
- Send email to referrals you have received and to people you know.
- Call potential presenters. If they are interested, follow up with an email containing the details.
- Keep a color-coded log of your contacts.





	Confirmed Career Day Presenters - 2018-2019										
	<u>2nd-5th</u> 8:30-11:00										
~	Name 🔻	Career	Email v	<u>Company</u>	Presentation Needs	Room Assign	Phone	Notes	distrib 🔻	descri ptic ▼	Number i of Attende 🔻
1	Adams, Jason	Accountant		Expanse Energy	Table & Projector	Wilcox Rm 32		Left a voicemail on 3/18/19. Confirmed on 3/18/19.			
2	Smith, John	Agriculture		BHS FFA	1 rabbit, 1 lamb	Larson Rm 38		Emailed 3/26/19; wants to; is checking with prinicpal and getting paperwork approved (4/3/19). Sent email to follow-up to see if approved (4/9/19).			
					Potter Wheel (Room with Water); Will need someone to help bring in wheel on a cart,	Art Room		Call back Wed after 3:30; Thurs-evening; Friday anytime. Either group is okay. Email her to let her know (3/20/19). Sent the email for 2nd-5th grade (3/26/19). Email bounced back; called and left a voicemail to email mo or call me with correct email address (3/26/19). Resent email to correct address (3/28/19). Left message to reconfirm and ge	I e		
		Art Professor		HBU	PPT	(Simpson)		equipment needs (4/23/19). Emailed on 2/26/19. Can only confirm 2 weeks out. Email back on April 18th. Sent follow-up email (4/17/19). Confirmed on 4/17/19.	X		1
		Chef		Benjy's & Local Foods Restaurant Eco Lab	table to put tings on Chem table with water	Sci Lab (Flores)		Emailed on 4/9/19. Email bounced back undeliverable. Texted her and emailed her info to new email address on 4/17/19. Confirmed by text on 4/24/19.			1
6		Computer Infrastructure-IT			Projector; computer	Elliott Rm 35		Emailed info on 4/25/19			
7	Scharmer, Janet	Cosmetology		FBISD Tech Educ;	Table; projector	Eiland Rm 26		Ctc person - Denisa Valenzuela; maybe - working on logistics. Called & left msg abou equipment needs (4/23/19). Reconfirmed 4/25/19 Denisa.	ut X		1
	Contacted										
	Maybe										
	Confirmed										





Emails to Presenters

Compose an email for:

- New Presenters
- Returning Presenters
- Equipment Requests
- Parking Information & Last Minute Reminders

See handouts 3-4 for Initial Emails for New & Returning Presenters

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ASCA 2019

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Handout 3

Sample - Initial Email for New Presenters

PK-1st Grades

Dear

I would like to invite you to participate in our 10th annual career day at Mission West Elementary. Please let me know if you are interested and available for this exciting event. The following information will give you a basic outline of how the morning goes.

Our career day is <u>Friday</u>, <u>April 27, 2018</u>. I am in need of speakers for PK – 1st grade students. The general format is as follows:

8:30 – Presenters check-in with driver's license and organize their things for presenting; then enjoy coffee and snacks in the hospitality room.

9:10-9:30 - Session 1

9:35-9:55 - Session 2

10:00-10:20 - Session 3

The presenters give 20-minute talks on their career to three different groups of students, including time for Q & A. Students rotate into the different classrooms where the presenters have their things set up. For elementary students, props or visual aids work well, whether that be in the form of power points, pictures, actual items, etc. A bit closer to career day, I will have further information about how many students to expect in each session as well as parking information.

If you need access to any audiovisual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment. Most of our classrooms have <u>ceiling-mounted</u> projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put the presentation on a USB drive.

2nd-5th Grades

Dear

I would like to invite you to participate in our 10th annual career day at Mission West Elementary. Please let me know if you are interested and available for this exciting event. The following information will give you a basic outline of how the morning goes.

Our career day is <u>Friday, April 27, 2018</u>. I am in need of speakers for 2nd-5th grade students. The general format is as follows:

8:30 – Presenters check-in with driver's license and organize their things for presenting, then enjoy coffee and snacks in the hospitality room.

9:10-9:40 - Session 1

9:50-10:20 - Session 2

10:30-11:00 - Session 3

Presenters give 30-minute talks on their career to three different groups of students, including time for Q.&.A. Students rotate into the different classrooms where the presenters have their things set up. For elementary students, props or visual aids work well, whether that be in the form of power points, pictures, actual items, etc. A bit closer to career day, I will have information about how many students to expect in each session, as well as parking information.

If you need access to any audiovisual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment. Most of our classrooms have ceiling-mounted projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put the presentation on a USB drive.

Please let me know if you would like to participate so I can secure a spot for you on our presenter list.





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Handout 4

Sample - Initial Email for Returning Presenters

PK-1st Grade

Dear

Thank you so much for your past participation in our annual career day! I am contacting you to see if you are interested and available to serve as a presenter for our 10th annual career day at Mission West Elementary. The students really look forward to this special day each year! If you are able to commit to this event, please let me know so that I can secure your spot on my presenter list. Our format will be the same as in the past. I have listed the basic information below.

Our career day is <u>Friday</u>, <u>April 27, 2018</u>. I am in need of speakers for PK – 1st grade students. The general format is as follows:

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The presenters give 20-minute talks on their career to three different groups of students, including time for Q & A. Students rotate into the different classrooms where the presenters have their things set up. For elementary students, props or visual aids work well, whether that be in the form of power points, pictures, actual items, etc. A bit closer to career day, I will have further information about how many students to expect in each session as well as parking information.

If you need access to any audio visual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment. Most of our classrooms have ceiling-mounted projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put that presentation on a USB drive.

2nd-5th Grade

Dear

Thank you so much for your past participation in our annual career day! I am wondering if you are interested and available to serve as a presenter for our 10th annual career day at Mission West Elementary. The students really look forward to this special day each year! If you are able to commit to this event, please let me know so that I can secure your spot on my presenter list. Our format will be the same as in the past. I've listed the basic information below

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If you need access to any audiovisual equipment, let me know so that I can make sure I assign you to a room that has the needed equipment. Most of our classrooms have ceiling-mounted projectors connected to the classroom computer. If you have a presentation on your laptop, it works best if you can put the presentation on a USB drive.

I look forward to hearing from you soon.









<u>Timeline for Contacting Presenters</u>

Suggest 3 Emails at Strategic Intervals:

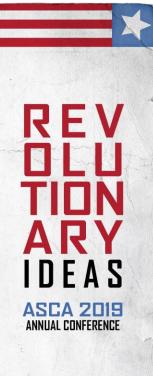
- Ideally, at least 3 months prior to the event, make your first contact with presenters, giving them the basic schedule and what is expected of them. Include talking points for presenters.
 See handout 5
- One month prior email your confirmed presenters asking/verifying equipment needs so that you can plan room assignments.
 See handout 6



Handout 5

Talking Points for Career Day Presentation

- Introduce Yourself.
- Describe your job and your company.
- How did you choose your career?
- How do you use reading, writing, and math skills (or other school subjects) on your job?
- How do you use technology in your career field?
- What type of education and training is needed for advancement into the career area?
- Will continued education and training be needed for advancement in the career area?
- Describe your job duties.
- Describe a typical work day.
- What talents and skills are necessary for success in your career field?
- What hobbies and interests do you have that are compatible with your field of work?
- What personality traits are helpful in your career?
- · What do you like best about your job?





Sample - Email to presenters verifying Equipment Needs

Dear Career Day Presenters,

Career Day is just around the corner on <u>Friday, April 27th</u>. We are looking forward to having you as our guest! Please plan to arrive by 8:30 a.m. I am starting to finalize room assignments. Most of our rooms are equipped with ceiling-mounted projectors hooked up to a classroom computer, but there are a few that do not have this equipment.

If you have not already done so, please let me know this week if you will need a projector for pictures or a power point so I can assign you to a room that has this equipment. It will work best to put your presentation on a USB drive that can be inserted into the classroom computer. If you need to bring your own computer and plan on using a school projector, I need to know the following information:

- The type of computer that you have (Mac, PC) and the year. Connectors may be different depending on the type & age of the computer.
- If you need to play a Mac-made video on a PC, I need the file name (bup, .ivo)
- Please note that we do not have extra clickers for Power Point Presentations.

If there is anything else you need such as a table, dry erase board, chart paper, etc.; let me know. <u>If you don't need a projector or any special equipment or supplies from us, please let me know that as well.</u>

I'm also attaching a list of questions you may want to consider addressing in your presentation. You can expect about 15-20 students in each of the three sessions.

I will send parking information in a couple of weeks. Please plan to arrive by 8:30 a.m.

We are looking forward to your visit! If you have any questions or need anything, please don't hesitate to call or email me.





Career Day Presenter Rooms - 2015							
1							
	Grade ▼	Rm ▼	Teacher 🔻	Career	Name of Presenter	Company	Technology/Equipment Needs
	2	40	C-1	See Beatstak	John Johnson	Lines For Book of Towns	Decision for each (USD)
-	2nd	19	Scharmer	Eye Bank Lab	John Johnson	Lions Eye Bank of Texas	Projector for ppt (USB)
-6	2nd	20	Erickson	Navy ROTC	Commander Billips	BHS	Projector
-	2110	-20	Erickson	itary note	Communact Emps	Mission Bend United	riojector
	2nd	22	Machado	Church Worker/Pastor	Mr. & Mrs. Ford	Methodist Church	Projector for ppt
-	ZIIU	- 22	Macriado	Church Worker/ Pastor	IVII. & IVIIS. FOIG	Wethoust Church	,
							Will bring his horse & park in the bus ramp; students will start in classroom,
	2nd	18	Gustafson	Cowboy/Rodeo	Travis Amos	?	then go outside
				Hitachi-Director of			
	2nd	21	Nelson	Technology Solutions	Julio Arriola	Hitachi	Projector
	2nd	23	Huebener	Human Resources	Bill Brack	FBISD	Projector for ppt
							Chem Lab Table; projector; dry erase
	3rd	27	Freitag	Chemist	Linda Bishop	Chevron	board
	3rd	25	Piscator	Oil & Gas Well Drilling	Jim Marsch	Retired	Projector (Movie on USB)
40	3rd	28	Brock	Accounting-HCC	Hong Tran	Houston Community College	?
	514	20	Brock	Accounting Nec	Tiong Train	Trouston community conege	·
	3rd		Jacobson	No Presenter			
	3rd	26	Wallace	Chiropractor	Dr. May	Sugar Land Chiropractic	None
						Community Volunteer Fire	
	3rd	24	Rathnau	Firefighters	Steve Hogue	Dept	Projector for ppt

Carpor Day Presenter Rooms - 2015



Send this form to teachers showing what they need to have ready in their room for the presenter.





Timeline for Contacting Presenters

 3 Days prior to the event – send out parking information with a map and directions on where to park & ask for a cell phone contact.

See handout 7





Handout 7

Sample-email to Presenters-Parking Information & Last-Minute Reminders PK-1st Grades

Dear Career Day Presenters,

Career Day is this Friday, May 3rd. Our students and staff are really looking forward to your visit!

I understand that traffic can sometimes be unpredictable, <u>so in case you are running late and will</u> be more than 10 minutes past the 8:30 arrival time, please call the front office at 281-634-4320 or my cell number (281-435-0877) to let me know your status.

I am attaching a parking map for your use. We are reserving the front parking lot for our Career Day Presenters. There are 24 spaces there. If the front lot is full, you may also park in the street along the west side of the school prior to 8:30 a.m. (See yellow highlighted area on map). Parking is available on the street in front of the school, starting at 8:30 a.m. You are welcome to come prior to 8:30 if you need a little extra time to bring your things in or want more time to enjoy our hospitality room where we will be serving breakfast for you (Eggs, Bacon, Biscuits & Gravy, Croissants, Fruit, Juice, and Coffee). School starts at 8:10 a.m. so traffic around the school should be minimal by 8:15 a.m.

- 8:30 a.m. Arrive and check in at the front office (Please be sure to have your driver's license with you for scanning in order to get your name tag). A staff member will be available to show you to your room so that you can set things up for your presentation, if you need to. They will also escort you to the hospitality room.
- 9:05 –Be in your assigned room, ready to go. Students will start coming in about 9:05 a.m.
- 9:10-9:30 Session 1
- 9:35-9:55 Session 2
- 10:00-10:20 Session 3

You will not need to change rooms since the students will be coming to you. There will be a teacher in each room to manage the students and help you with anything you may need. You can expect about 20-40 students in each session.

If you have not emailed me your technology and equipment <u>needs</u> (projector, table, etc.), please let me know right away.

Please respond to this email so I know that you have received it. If possible, I would appreciate a cell phone number where you can be reached Friday morning in the event you are running late and forget to bring the school number with you to give us a call. Some of you have already done this – thank you so much! My phone number is on the parking map.

In an effort to help other schools across the nation in planning a career day, I am working on a book for educators that I started last year on how to create a career day for students. I would like to include some pictures of my awesome career day presenters (all of you!) and would love to have your permission to include a picture of you in my book, presenting to our students. If this is fine with you, I would appreciate it if you would sign the photo release that I will have available when you check in. We will be taking pictures of our students participating in career day, but if I do not have a signed photo release, I will not include any pictures in my book that you may be captured in, so please don't worry. Thank you so much!

Please let me know if you have any questions. Otherwise, I will see you this Friday!

Handout 7

Sample-email to Presenters-Parking Information & Last-Minute Reminders 2nd-5th Grades

Dear Career Day Presenters,

Career Day is this Friday, May 3rd! Our students and staff are really looking forward to your visit!

I understand that traffic can sometimes be unpredictable, so in case you are running late and will be more than 10 minutes past the 8:30 arrival time, please call the front office at 281-634-4320 or my cell number (281-435-0877) to let me know your status.

I am attaching a parking map for your use. We are reserving the front parking lot for our Career Day Presenters. There are 24 spaces there. If the front lot is full, you may also park in the street along the west side of the school prior to 8:30 a.m. (See yellow highlighted area on map). Parking is available on the street in front of the school, starting at 8:30 a.m. You are welcome to come prior to 8:30 if you need a little extra time to bring your things in or want more time to enjoy our hospitality room where we will be serving breakfast for you (Eggs, Bacon, Biscuits & Gravy, Croissants, Fruit, Juice, and Coffee). School starts at 8:10 a.m. so traffic around the school should be minimal by 8:15 a.m.

- 8:30 a.m. Arrive and get checked in at the front office (<u>Please be sure to have your driver's license with you for scanning in order to get your name tag</u>). A staff member will be available to show you to your room so that you can set things up for your presentation, if you need to. They will also escort you to the hospitality room.
- 9:05 –Be in your assigned room, ready to go. Students will start coming in about 9:05 a.m.
- 9:10-9:40 Session 1
- 9:50-10:20 Session 2
- 10:30-11:00 Session 3

You will not need to change rooms since the students will be coming to you. There will be a teacher in each room to manage the students and help you with anything you may need. You can expect about 15-25 students in each session.

If you have not emailed me your technology and equipment <u>needs</u> (projector, table, etc.), please let me know right away.

Please respond to this email so I know that you have received it. If possible, I would appreciate a cell phone number where you can be reached Friday morning in the event you are running late and forget to bring the school number with you to give us a call. Some of you have already done this – thank you so much! My phone number is on the parking map.

In an effort to help other schools across the nation in planning a career day, I am working on a book for educators that I started last year on how to create a career day for students. I would like to include some pictures of my awesome career day presenters (all of you!) and would love to have your permission to include a picture of you in my book, presenting to our students. If this is fine with you, I would appreciate it if you would sign the photo release that I will have available when you check in. We will be taking pictures of our students participating in career day, but if I do not have a signed photo release, I will not include any pictures in my book that you may be captured in, so please don't worry. Thank you so much!

Please let me know if you have any questions. Otherwise, I will see you this Friday!





Name of School

School Address

School Phone Number (main office)

Your Direct Line

Your Cell Number -

Parking Lot

Walkers

Day Care

Car Riders Drop Off and Pick Up

Front Parking Lot-Reserved for Presenters

Walkers

XXXXXXXX = Parking available at 8:30 a.m.)

XXXXXXXX = Parking available prior to 8:30 a.m.-one side of street only – (the side without "no parking" signs)



15 feet





<u>Timeline for Contacting Presenters</u>

- Sending emails at these intervals eliminates/lessens no-show presenters by keeping the event in the forefront of their minds.
- It also gives you time to make other arrangements or adjustments to your day if your email has jogged their memory that they can no longer come.





Equipment Needs

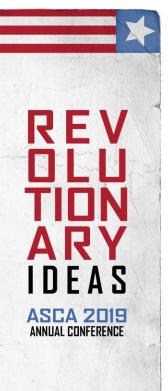
- Check with each teacher whose room you might use to see what equipment is working.
- Include on the checklist:
 - Projector with working bulb
 - Computer with Internet is hooked to projector
 - ELMO
 - Ability to play a DVD





Equipment Needs

- You should check with the teachers at least 6 weeks prior to the event so that if there are equipment problems, there is time to get them fixed.
- Remind teachers to let you know if they have any equipment issues after the checklist is filled out.





Available	Rooms for	Career Day	
/ Wallable		ourcer buy	

	Availab	le Rooms f	or Career	<u>Day</u>		
Teacher	Gr	Rm	Projector	Elmo	DVD Player	Internet
Abrell	2	19				
Baevich	2	20				
Eyeington	2	22				
Foster	2	18				
Jackson	2	21				
Kidd	2	23				
Matsoukas	3	27				
Evans	3	25				
Myers	3	28				
Kramer	3	29				
Friedrichs	3	26				
Arensman	3	24				
Powell	4	34				
Peyton	4	39				
Naeger	4	36				
Roy	4	37				
Wisch	4	35				
Wu	4	38				
Shiang	5	31				
Erickson	5	43				
Phan	5	33				
Nelson	5	94				
Panno	5	42				
Stafford	5	42				
Computer Lab		40				
Library		41				
Science Lab	1	14	1		I	





Career Synopsis

- Once you have your presenters committed, write a student-friendly description of each career.
- This can be used by the students when they make their choices.





1	Accounting (Houston Community College)	There are many types of accountants and every company needs accountants. One thing they all have in common is they love math and numbers and are very organized.	Ms. Fenton
2	Auto Mechanic	Do you love cars? Do you like taking things apart and putting them back together again? A good mechanic will always have a job as long as people keep driving cars!	Mr. Johnson
3	Chemist	Science can be very exciting! Come and learn how mixing chemicals, doing experiments, and knowing about DNA can help in many different jobs – from solving crimes to finding cures for diseases.	Ms. Russ
4	Chiropractor	Chiropractors help relieve back, shoulder, and neck pain by using their hands to adjust joints of the body so that patients can move without pain.	Dr. Stacy Anderson
5	Church Worker/Pastor	Do you enjoy working with people and sharing your beliefs with them in a church setting or visiting people in the hospital or their homes? This career involves working with people of all ages. Men & women both enjoy this career.	Mr. & Mrs. Tucker
6	Cowboy/Rodeo	Do you like animals, competition, and traveling? If so, you might enjoy a career as a cowboy/cowgirl or traveling with the rodeo.	Mr. Hendrickson
7	Crime Scene Investigator (CSI)	If you like mysteries, this might be a career you would be interested in. CSIs investigate crime scenes by processing physical & trace evidence, taking photographs and finger prints, matching firearms to crimes and hopefully catching the bad guys.	Mr. Storm
8	Eye Bank Laboratory (Community Project Coordinator)	Being able to help people have good eyesight after an accident or medical problem can be very rewarding. Learn how science can help people have a better life.	Ms. Pupperton





- A Hospitality Room is a nice way to show appreciation to presenters.
- Helps alleviate coordinator's stress.
- Presenters are more likely to be on time for career day when the hospitality room is opened prior to the first session as opposed to after sessions are over.
- Presenters don't feel that their time is being wasted by being early. They also enjoy meeting and talking with other presenters.





- Choose one of your larger rooms.
- Decorate
- Have student council or other school clubs make thank you signs or banners to post in the room.





- Decide on menu (fruit, yogurt, sweet rolls, kolaches, breakfast tacos, coffee, tea, hot chocolate, juice, water, etc.)
- Paper goods
- Consider using a catering service
- Staff member to be the host/hostess for the room (choose a friendly, outgoing person)
- Leave Hospitality Room open the entire time, if possible so presenters can grab a water or snack between sessions or on their way home.





















One Week Prior to Career Day

Send logistics email to staff

See Handout 8

 Figure out <u>where</u> you need help on Career Day (monitoring stations, check-in, etc.) and <u>who</u> will help (ESL teachers, Paraprofessionals, A.P., Principal, Math/Reading Specialists, Interventionists, Librarian, <u>Tech Specialists</u>, etc.)







Handout 8

Sample - Career Day Logistics Email for Faculty & Staff

April 2019

Here are the logistics for Career Day. Let me know prior to May 3rd if you have any questions on procedures.

There are two simultaneous career day events. One for PK-1st grade and one for 2nd-5th grade. There will be a keynote speaker for K-5th in the cafeteria from 8:30-8:55 (College/Career motivational speaker).

The schedule is as follows:

Career Day Schedule

<u>Keynote Speaker</u> – Motivational Speaker – Kinder-5th 8:30-8:55 – Cafeteria

- PK Possible Fire Truck 8:30 (during Keynote Speaker)
- Session 1
 - 9:10-9:30 (PK-1st)
 - 9:10-9:40 (2nd-5th)
- Session 2
 - o 9:35-9:55 (PK-1st)
 - 9:50-10:20 (2nd-5th)
- Session 3
 - o 10:00-10:20 (PK-1st)
 - o 10:30-11:00 (2nd-5th)
- Session 4
 - 11:05-11:30 (Kinder) Possible Fire Truck
 - o 11:30-12:00 (First Gr) Possible Fire Truck

We will be using PK-5" grade classrooms, some of the specials' classrooms, and possibly a kindergarten room. Room assignments will be emailed to you prior to May 3rd. If your room is not being used, you will be assigned a room to help cover.

PK-1st grade students will travel by class with their teachers to various primary presenters. These students will not be mixed with the 2^{nd} - 5^{th} grade students.

2nd-5th grade students will be mixed in the various sessions, based upon the choices that they made or were assigned to. Teachers will stay in their assigned room with the presenter for each session. Please take role once the students are seated. You will have a roster of the students in each session. The students will rotate to the different sessions. Sessions will have approximately 15-20 students in them. Teachers may switch with each other for sessions 2 & 3 if they want to hear other presenters. Please plan this in advance. Make sure that there is a teacher in each room to handle logistics, discipline, power points, etc. and that you leave your session roster containing the students' names with the person you are switching with. Teachers should be active participants in the sessions. This communicates to our students and presenters that what they have to share is valuable information. Please do not grade papers, read emails, etc. Ensure that students are respectful and quiet during the presentation and please help with the transition between sessions so that students are moving safely between rooms. If a presenter is having difficulty relating to the students' level of understanding, you can jump in with questions or clarification to help redirect the speaker so that the students understand.

There will be 10 minutes between sessions (5 min for primary). Students transition to their next session and line up quietly outside of the classroom door until the previous class has exited the room and the teacher invites them in. The presenter may start a few minutes early, if desired. However, they should continue to take questions from students until it is time to switch to the next session. Do not allow your students to leave the class early since they will have nowhere to qo. Teachers, please serve as timekeepers for your presenter so that they end on time. Give them a 5-minute warning before time is up.

Presenters will be checking in at the front office starting at 8:30 a.m. and will be shown to their room by assigned staff members so they can get set up for their presentation. Please leave your room unlocked when you go to the cafeteria for the keynote speaker so that the presenters may drop off their materials. If presenters do not have anything to set up, they will wait in the hospitality room until about 9:00-9:05, at which time they will come to your class.

If a presenter has not arrived on time for some reason or a presenter has canceled at the last minute (after student schedules are done), the students still need to report to their assigned room. Mrs. Powell or another staff member will be down a.s.a.p. to reassign them to another room for that particular session. The front office will be checking presenters in and Mrs. Powell is in frequent contact with them during this time so will know if someone is running late. If a student is re-scheduled, the new session will be hand-written and initialed by an adult. This will increase your session numbers slightly.

Teachers will have a master copy showing which students will be in your room for each session as well as a copy showing which sessions your homeroom students will be in. There will be colored signs on your window with the career name so that the students can easily locate the correct rooms. Some of the presenters may need help with projecting their power point presentation. The master lists and student schedules will not be in your box until sometime Thursday. This ensures that schedules are as accurate as possible due to last-minute cancelations/additions by presenters.

Students (2nd-5") should plan to take notes in their Social Studies Interactive Notebooks during sessions, except the keynote session. Before coming to the cafeteria, students should have their notebook, schedule, and pencil on their desk, ready to grab after returning from the keynote speaker. <u>Do not bring notebooks and pencils to the cafeteria.</u> It is best to tape schedules to the front of students' notebooks so they do not get lost. <u>Teachers</u> of PK-1st graders will have a schedule, but students will not. 2nd-5th grade student schedules will be given to you the day before career day.

Students can set their notebooks up in advance for career day. Attached, are some question prompts students may wish to ask presenters. Students can write some of these questions (or others) in their notebook ahead of time.

Please be in the cafeteria and seated no later than 8:25 a.m. Pledges and Announcements will be at 8:00 a.m. in the classrooms. Grade levels will be called to the cafeteria starting at 8:15 a.m. Please move quickly so that all can be seated and ready to listen by 8:30 a.m. We will start promptly so that our presenter has adequate time (8:30-8:55). After the keynote session, students will go back to their homerooms to grab their notebook, schedule, and pencil. Students should transition to the first session between 9:00 and 9:05.

<u>Hospitality Room</u> – The hospitality room will be in the library. This is for our guests <u>only</u> (I am expecting about 50 people). Any leftover food will be put in the lounge once the speakers have left around 11:30.

<u>Dress for Career Day</u> – A note will go home on April 24th encouraging students to either dress up according to the career they would like to have when they grow up <u>or</u> Dress for Success. <u>Teachers and staff, please</u> <u>Dress for Success on career day since we will have many visitors in our school.</u>

To show appreciation for the presenters taking their time to come to MWE:

Please have your students write a thank you note/letter to the presenter they saw in the <u>3rd session</u>.
 This will ensure that every presenter receives a stack of cards. Have them mention the name of the person or the career in their card so I know who it is supposed to go to (You will get a list of presenters via email). Stress with students that they should put some thought into their card. Students should use their best penmanship; mention something they learned, something they liked about the presentation.





appreciation for the presenter taking time off from work to come to MWE, etc. Presenters love to get these and appreciate the time the students and teachers spend preparing these.

- 2nd-5th Have some of your faster working students <u>also</u> make a card/letter for the keynote presenter, in addition to the 3rd session presenter.
- PK-1st Have some of your faster working students <u>also</u> make a card/letter for the Firefighters (if you get to see them), in addition to the 3rd session presenter.
- Paperclip or rubber band your stack together and put a sticky note on them with your name. You can
 either put them in my box or drop them by my room by the end of the day.

I encourage you to further extend the Career Day learning by having students compare/contrast the different careers they attended by using bubble maps, discussion groups, writing assignments/research on interested careers, or other activities of your own choosing.

Since Mrs. Powell will be busy with the other presenters during the keynote session, _____ will facilitate introducing him and will serve as a timekeeper for the speaker.

Lunch schedules will <u>not</u> be changing. 3rd-5th grade Specials times are adjusted for the teachers. Students will not attend specials on career day. Someone will be coming to your classroom at your revised specials time (3rd-5th) to cover you so you can leave your room if you wish.

- 5th 8:25-9:15
- 3rd 9:20-10:10
- 4th 10:15-11:05

After the keynote speaker:

- 2nd-5th Exit the cafeteria first.
 - Students return to their homeroom to get their notebooks, schedule, and pencil.
 - Students transition to the next session between 9:00-9:05.
- K/1st Grade Exit the cafeteria once 2nd-5th have cleared out.
 - If time is short, please transition your class to your first session.
- There will be extra staff in the hallways to help students find their sessions.

Parking on Career Day

 If you generally park in the front lot (including reserved spaces), please park in the back lot or on the street for Career Day, if possible. We will try to reserve all of the front lot spaces for our presenters. Thank you so much!





One Week Prior to Career Day

Send note home to parents
 encouraging students to dress for
 success on career day or dress up in
 what they want to be one day.





One Week Prior to Career Day

Helpers:

- •Place them at strategic places in the hallways during transitions to monitor students and help them find rooms, if needed.
- Cover common rooms where there are no classroom teachers.
- Tech support highly recommended
- •Staff member on-call for any other assistance that is needed.





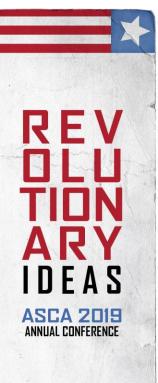
Handouts for Staff Organization

- Handout 9 Career Day Assistance
- Handout 10 Monitor Stations
- Handout 11 Specials Coverage
- Handout 12 Room Assignments

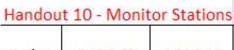


Handout 9 - Car	eer Day Assistance	Staff Member	Helping Job
			Specials Coverage (4th);
-		Murphy	Presenter Host-Cafeteria
	Career Day Help	Johnson	Powell Assistant
		Edward	Sub (no presenter)
Staff Member	Helping Job	Randle	Sub
	Presenter Escort; Station 6; Assist Mr.		
Aparicio	Moore (2nd) sessions	Rodriguez, J.	Front Office
			Presenter Escort;
Armjio	Sub	Santiago	Cover L. Moore (9:30-10:20)
Arnold, A.	Call classes to cafeteria (8:15); Hospitality	Smith	Photographer
	Cover Johnson (7:50-9:10);		
Arnold, H.	Specials Coverage (4th); Sub (9:10-10:15)	Torres	Specials Coverage (5th, 3rd)
Arnold, L.	Front Office	Tramble	Presenter Escort; Station 3
Bonaventure	Station 7, 4	Villinueva	Station 1
Bridgewater	Sub	White	n/a
Butler	Specials Coverage (5th, 3rd, 4th)	Yanes	Front Office
	Hospitality; Room Hostess (10:30-11:00)-		
Camarillo	Music Rm	Alonzo	SPED-3rd
Casteel	Sub	Garcia	K-Edward
Cruz, I.	Presenter Escort; Station 2	Makvandi	SPED-5th
	Escort Presenters (8:00-8:45); Station 1 &		
Escobedo	4; Sub Coverage (8:45-11:00)	Gadbois	SPED-4th
Flores	Station 7; Room Hostess (Chemist-Sci Lab)	Louis	SPED-2nd (Simpson)
Gomez	Specials Coverage (5th, 3rd, 4th)		
Gonzalez	Specials Coverage (5th & 3rd)	Adjusto	ed Specials Times
Henriquez	Specials Coverage (3rd, 4th)	5th - 8:25-9:15	j
Klawitter	n/a	3rd - 9:20-10:1	0
Le	Presenter Escort	4th - 10:15-11:	05
Mallard	n/a	Specials-11:08	5-11:55 (Planning)
Medrano	Check in Presenters	11:5	5-12:25 (Lunch)
Mouton	Presenter Escort; Station 5		
		Presenter Esco	rts - 8:10-8:55
		Station Locatio	n & Times-see map









Stations	8:10-8:40	9:00-9:10	9:40-9:50	10:20-10:30	11:00-11:10	
1		Villinueva	Villinueva	Villinueva	Villinueva	
2		I. Cruz	I. Cruz	I. Cruz	I. Cruz	
3		Tramble	Tramble	Tramble	Tramble	
4		Escobedo	Bonaventure	Bonaventure	Bonaventure	
5		Mouton	Mouton	Mouton	Mouton	
6		Aparicio	Aparicio	Aparicio	Aparicio	
7	Bonaventure Flores					

Presenter Escorts

I. Cruz

Mouton

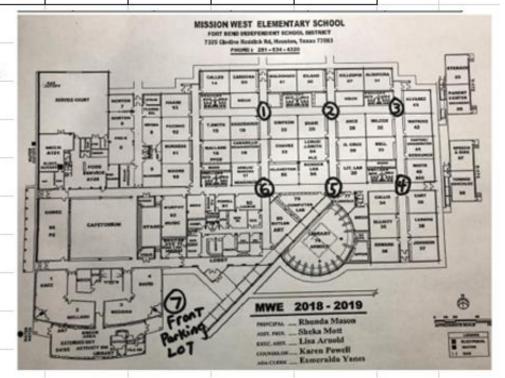
Aparicio

E. Santiago

H. Le

T. Tramble

Escobedo









Specials Coverage - 2019

land	out 11		
Gr	Time	Teacher	Coverage
5th	8:25-9:15	Alvarez	Butler
5th	8:25-9:15	Alquicira	Gomez
5th	8:25-9:15	Bell	V. Gonzalez
5th	8:25-9:15	Watkins	Torres
5th	8:25-9:15	Wilcox	Bridgewater/Armijo/Castee
3rd	9:20-10:10	Arce	Henriquez
3rd	9:20-10:10	Cruz	Butler
3rd	9:20-10:10	Eiland	Gomez
3rd	9:20-10:10	Gillespie	V. Gonzalez
3rd	9:20-10:10	Shaw	Torres
4th	10:15-11:05	Callis	Henriquez
4th	10:15-11:05	Cary	Butler
			No Coverage Needed (no
4th	10:15-11:05	Edward	presenter)
4th	10:15-11:05	Elliott	Gomez
4th	10:15-11:05	Johnson	no coverage needed
4th	10:15-11:05	Larson	H. Arnold
		Moore (Kinder)	Emy (9:30-10:20)

Sub - Bridgewater, Armijo

^{**} Cover Teacher in their own classroom, unless otherwise indicated

Specials planning - 11:05-11:55

Specials Lunch - 11:55-12:25



Tank's Paintball

Houston DT Aquarium

4th

4th

34

39

Lawson

Lane



None

Projector for ppt (on USB)

andout	12					
				Career Day Presenter Roo	ms - 2015	
Grade 🔻	Rm ▼	Teacher ▼	Career	Name of Presenter	Company	Technology/Equipment Needs
2nd	19	Scharmer	Eye Bank Lab	John Johnson	Lions Eye Bank of Texas	Projector for ppt (USB)
2nd	20	Erickson	Navy ROTC	Commander Billips	BHS	Projector
2nd	22	Machado	Church Worker/Pastor	Mr. & Mrs. Ford	Mission Bend United Methodist Church	Projector for ppt
2nd	18	Gustafson	Cowboy/Rodeo	Travis Amos	?	Will bring his horse & park in the b ramp; students will start in classro then go outside
2nd	21	Nelson	Hitachi-Director of Technology Solutions	Julio Arriola	Hitachi	Projector
2nd	23	Huebener	Human Resources	Bill Brack	FBISD	Projector for ppt
3rd	27	Freitag	Chemist	Linda Bishop	Chevron	Chem Lab Table; projector; dry e board
3rd	25	Piscator	Oil & Gas Well Drilling	Jim Marsch	Retired	Projector (Movie on USB)
3rd	28	Brock	Accounting-HCC	Hong Tran	Houston Community College	?
3rd		Jacobson	No Presenter			
3rd	26	Wallace	Chiropractor	Dr. May	Sugar Land Chiropractic	None
3rd	24	Rathnau	Firefighters	Steve Hogue	Community Volunteer Fire Dept	Projector for ppt

John Tankersley

Laura Cherry

Tank's Paintball

Houston Downtown

Aquarium





One Week Prior to Career Day

• Meet with Student Council Members if you plan on using them.

Make a Welcome Banner to display in the front

office.





Make Door Signs on bright colored paper.

Auto Mechanic





One Week Prior to Career Day

- Have Parent helpers make Career Day folders for each child with several pieces of paper in them for taking notes or have students prepare their interactive notebooks.
- If using hyperSuite have students signup for career choices either via the computer lab, laptops, or iPads (make a QR code or add to favorites in advance).





1 or 2 Days Prior to Career Day

- Post your Door signs in the same location for each room and high enough so that it is above students' heads.
- Putting signs up early helps create excitement for the upcoming event. It also helps students find their rooms on career day.
- Shop for Hospitality Room items & food.





1 Day Prior to Career Day

- Give the front office a list of all the presenters and instruct them to check off each presenter as he/she arrives.
- Give the front office a copy of the master schedule so if they need to find a student on career day, they can.
- Give teachers their master schedule for the presenter they are hosting.





Tape signs to orange cones to direct presenters to parking spots.









WELCOME

PRESENTERS

1 Day Prior to Career Day

- Meet with your student council members (if they are helping) to give them instructions on how to be a host/hostess.
- Make sure teachers have received student folders for note-taking.
- Deliver student schedules to teachers.
 Students can staple/tape these to their folders.
- Hang Welcome Banner





- Stay close to the front office and your cell phone to monitor the arrival of presenters until they have all shown up at your campus.
- Greet them as they come in.





- If all presenters show up on time –
 RELAX and enjoy the day.
- Pop into each room and observe, take pictures, etc. (If possible, have a designated staff member to be the photographer).





- If you have a last minute cancelation once schedules are run <u>or</u> a No-Show, implement Plan B.
- Plan B Students still report to assigned room. A staff member meets them there & reassigns students. Write the new room number & career on the student's schedule and initial.



REVOLUTIONARY IDEAS ASCA 2019 ANNUAL CONFERENCE





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Profession	Company	Room	Session 1: 09:10AM - 09:40AM	Session 2: 09:50AM - 10:20AM	Session 3: 10:30AM - 11:00AM
Healthcare	Grand Parkway	Room 28 - 3rd-Arce	21	21	19
Accountant	Expanse Energy	Room 32 - 5th- Wilcox	20	20	19
Cosmetology	FBISD Tech Ed	Room 26 - 3rd-Eiland	20	20	20
Police Officer	Fort Bend County	Room 39 - 4th-Cary	20	20	20
Navy ROTC	BHS	Room 29 - 3rd-Cruz	21	21	21
Educational STEAM Programs	Sugar Land Snapology	Rm 34 - 4th-Callis	20	20	19
Art Professor	HBU	Art Room- Simpson	20	20	20
HVAC-Plumbing-Electrical	Mechanical & Plumbing	Room 20 - 2nd- Cardona	21	21	19
Firefighter	Community Fire Depart	Room 23 - 2nd- Chavez	20	20	20
Computer Infrastructure-IT	Mann Solutions	Room 35 - 4th-Elliott	21	21	19
Multi-Media	Solace Media	Room 43 - 5th- Alvarez	21	21	21
Neonatal Respiratory Therapist	Memorial Hermann Hospital	Room 42 - 5th- Watkins	20	20	19
Engineer-Petroleum	Occidental Oil & Gas	Room 27 - 3rd- Gillespie	21	21	19
Truck Driver	Walmart	Room 17 - 2nd- Moore	21	21	19
Agriculture	BHS FFA	Room 38 - 4th- Larson	20	20	20
Chef	Benjy's & Local Foods Restaura	Room 25 - 3rd-Shaw	21	21	21
Chemist	Eco Lab	Science Lab- Flores	20	20	20
Woodworking	FBISD	Room 19 - 2nd-Saad Saoud	21	20	19





• If time allows, notate on Master List what session the student was reassigned to.





After Career Day

- Give teachers not more than 3 days to turn in the thank you notes/letters that students have written to the presenters. It's best if it can be done the same day.
- All students pick the presenter they heard last (as opposed to their favorite presenter) to write a note to. This ensures that all presenters get a fair amount of cards/letters. Faster students can also write one to the keynote speaker.





After Career Day

- Write a thank you letter of your own to each presenter to include with students' cards. If you want the presenter back next year, mention that you hope they will consider returning for a future career day. If you don't want them back, do not include that comment.
- Ask for Feedback from teachers and students and save feedback for tweaking the event next year.
- Clean-up, relax, and enjoy the awesome emails you receive from the staff about career day. Then go home early if you can. You will be exhausted.





<u>Scheduling Students with</u> Presenters – Whole Class Method

Whole Class Method

- Make a schedule 3-5 days prior to the event and give to teachers.
- Assign speakers to whole classes (either the speaker moves or the whole class moves).





Advantages & Disadvantages to Whole Class Method

Advantages

- Quick to organize
- •Works well for PK-1st grade students

Disadvantages

- •Not all students will be interested in the career they were assigned to hear about or they may have heard the presenter in prior years.
- Inconvenient for the speaker to move





Houchin Pre-K Not scheduled Davis, Deputy Police Officer Fort Bend County Room 6 - Houchin Room 10 - Armijo Pre-K Not scheduled Arb, Michael Auto Mechanic Not scheduled Davis, Deputy Police Officer Pharmacy Technician Walgreens Room 10 - Armijo Tank's Paintball Room 13 - Haase Tankersley, John Not scheduled N	Session 5 :30 AM - 12:00 PI Not scheduled
Not scheduled Pre-K Not scheduled Point Poin	30 AM - 12:00 PI V Not scheduled
Houchin Pre-K Not scheduled Davis, Deputy Police Officer Fort Bend County Room 6 - Houchin Room 10 - Armijo Tankersley, John Business Owner Tank's Paintball Room 13 - Haase McConnell Pre-K Not scheduled Arb, Michael Auto Mechanic Neonatal Respiratory Entertainment Room 10 - Armijo Entertainment Room 13 - Haase Not scheduled Not schedule	Not scheduled
Police Officer Fort Bend County Room 6 - Houchin McConnell Pre-K Not scheduled	
Fort Bend County Room 6 - Houchin Room 10 - Armijo Tank's Paintball Room 13 - Haase	
Room 6 - Houchin Room 10 - Armijo Tank's Paintball Room 13 - Haase McConnell Pre-K Not scheduled Arb, Michael Auto Mechanic Neonatal Respiratory Entertainment	
McConnell Pre-K Not scheduled Arb, Michael Patino, Clarissa Tankersley, John Not scheduled Neonatal Respiratory Entertainment	
McConnell Pre-K Not scheduled Arb, Michael Patino, Clarissa Tankersley, John Not scheduled Not Mechanic Neonatal Respiratory Entertainment	
Auto Mechanic Neonatal Respiratory Entertainment	
	Not scheduled
Sharpstown Automotive Therapist Business Owner	
Room 9 - McConnell Memorial Hermann Tank's Paintball	
Hospital Room 13 - Haase	
Room 8 - Rivera	
Rivera Pre-K Not scheduled Patino, Clarissa Arb, Michael Robinson, Jeremy Not scheduled N	Not scheduled
Neonatal Respiratory Auto Mechanic Chef	
Therapist Sharpstown Automotive Benjy's and Local	
Memorial Hermann Room 9 - McConnell Foods Restau	
Hospital Room 11 - Arce	
Room 8 - Rivera	
	Not scheduled
Motivational Speaker Pharmacy Technician Firefighter Police Officer Cowboy	
Cafeteria Walgreens Southwestern College Fort Bend County	
Room 10 - Armijo Music Room Room 6 - Houchin Bus Ramp	
	Not scheduled
Motivational Speaker Police Officer Chef Pharmacy Technician Cowboy	
Cafeteria Fort Bend County Benjy's and Local Walgreens	
Room 6 - Houchin Foods Restau Room 10 - Armijo Bus Ramp	
Room 11 - Arce	
Norton K Handfield, Xavyance Thomas, Stacey Cooper, Jessica Patino, Clarissa Hendrick, Carlos N	Not scheduled
Motivational Speaker Firefighter Real Estate Agent Neonatal Respiratory Cowboy	
Cafeteria Southwestern College Keller Williams Therapist	
Music Room Room 15 - Smith Memorial Hermann Bus Ramp	
Hospital	
Room 8 - Rivera	
	Not scheduled
Motivational Speaker Chef Eye Bank Technician Real Estate Agent Cowboy	
Cafeteria Benjy's and Local Eye Bank Laboratory Keller Williams	
Foods Restau Room 12 - Pocero Room 15 - Smith Bus Ramp	
Room 11 - Arce	

Primary Schedule





<u>Scheduling Students with</u> Presenters – Student Choice

Student Choice

- Using hyperSuite (School Career Day Software) – Start the student sign-up process 3-5 days prior to the event.
- Manual scheduling Takes a lot of time.





Problems with trying to manually schedule student choices.

- Very time consuming, even when using Excel. If you have a last minute cancelation, the lists have to be adjusted and this creates more work when time is short.
- Lots of room for error due to interruptions and students not signing up according to directions.





<u>Using hyperSuite to Schedule</u> <u>Students</u>

- hyperSuite takes the frustration out of career day scheduling and takes only a few hours of the coordinator's time.
- hyperSuite can be used for student choice or randomly assigning entire groups of students to various presenters.





Advantages to the Student Choice Method

- Students will be more engaged & excited.
- Students can learn about careers they are interested in.
- Can use Naviance and hyperSuite together





<u>Disadvantages to the Student</u> <u>Choice Method</u>

- Takes a little more planning than whole-class method.
- Slightly more time consuming for the coordinator





Stude	ent Teacher	Grade	Keynote Speaker	Session 1	Session 2	Session 3
			08:30 AM - 08:55 AM	09:10 AM - 09:40 AM	09:50 AM - 10:20 AM	10:30 AM - 11:00 AM
	ALLEN	2	Xavyance Handfield	Phillips, Coach	Taylor, Officer	Evertson, CAPT
			Cafeteria	Boxing Coach	Police Officer	Navy ROTC
				Bodies By Osby	FBISD	Bush High School
				Room 33 - 5th-Bell	Room 42 - 5th-Guevara	Room 18 - 2nd-Mancha
	CHAVEZ	2	Xavyance Handfield	McLemore-Catina, Mel	Perdue, Jeanne	Hernandez, Danya
			Cafeteria	Architect	Engineer-Petroleum	Printing & Embroidery
				Method Architecture	Occidental Oil & Gas	Corredor Concepts
				Room 26 - 3rd-Ramirez	Room 21 - 2nd-Maldonado	Room 25 - 3rd-Shaw
	CHAVEZ	2	Xavyance Handfield	Bushnell, Genevieve	Johnson, Damon	Nieves, Dan
			Cafeteria	Accountant	Project Manager-HVAC	Auto Mechanic
				Expanse Energy	&Plumbing	Christian Brothers Automotive
				Room 32 - 5th-Proctor	HVAC & Plumbing	Room 20 - 2nd-Chavez
	CHAVEZ	2	Xavyance Handfield	Chavez, Abraham	Raziuddin, Jasmine	Hernandez, Danya
			Cafeteria	Engineer-Mechanical	Graphic Designer	Printing & Embroidery
				NASA	FBISD	Corredor Concepts
				Room 41 - 4th-Casteel	Room 39 - 4th-Cary	Room 25 - 3rd-Shaw
	CHAVEZ	2	Xavyance Handfield	McLemore-Catina, Mel	Johnson, Damon	Bushnell, Genevieve
			Cafeteria	Architect	Project Manager-HVAC	Accountant
				Method Architecture	&Plumbing	Expanse Energy
				Room 26 - 3rd-Ramirez	HVAC & Plumbing	Room 32 - 5th-Proctor
	CHAVEZ	. 2	Xavyance Handfield	McLemore-Catina, Mel	Johnson, Damon	Nieves, Dan
			Cafeteria	Architect	Project Manager-HVAC	Auto Mechanic
				Method Architecture	&Plumbing	Christian Brothers Automotive
				Room 26 - 3rd-Ramirez	HVAC & Plumbing	Room 20 - 2nd-Chavez
	CHAVEZ	2	Xavyance Handfield	Perdue, Jeanne	McLemore-Catina, Mel	Bushnell, Genevieve
			Cafeteria	Engineer-Petroleum	Architect	Accountant
				Occidental Oil & Gas	Method Architecture	Expanse Energy
-				Room 21 - 2nd-Maldonado	Room 26 - 3rd-Ramirez	Room 32 - 5th-Proctor
	CHAVEZ	2	Xavyance Handfield	Perdue, Jeanne	Johnson, Damon	Sabino, Angel & Nancy
			Cafeteria	Engineer-Petroleum	Project Manager-HVAC	IT Managed Service Company
				Occidental Oil & Gas	&Plumbing	SabinoCompTech
-				Room 21 - 2nd-Maldonado	HVAC & Plumbing	Computer Lab - Ms. Cruz
	CHAVEZ	2	Xavyance Handfield	Johnson, Damon	Gillespie, Drew	Bushnell, Genevieve
			Cafeteria	Project Manager-HVAC	Sales Manager	Accountant
				&Plumbing	Houston Chronicle	Expanse Energy
	01141/57		V	HVAC & Plumbing	Room 27 - 3rd-Gillespie	Room 32 - 5th-Proctor
	CHAVEZ	2	Xavyance Handfield	Nieves, Dan	Bushnell, Genevieve	Johnson, Damon
			Cafeteria	Auto Mechanic	Accountant	Project Manager-HVAC
				Christian Brothers Automotive	Expanse Energy	&Plumbing
	01141	, ,	Version of Headers	Room 20 - 2nd-Chavez	Room 32 - 5th-Proctor	HVAC & Plumbing
	CHAVEZ	2	Xavyance Handfield	Sabino, Angel & Nancy	Johnson, Damon	Harris, Marion
			Cafeteria	IT Managed Service Company	Project Manager-HVAC	Realtor
				SabinoCompTech	&Plumbing	Keller Williams
			1	Computer Lab - Ms. Cruz	HVAC & Plumbing	Room 28 - 3rd-Alquicira

Master Student Schedule





Sample Student Schedule

Grade: <u>2</u>	Student	Teacher: SAAD	
Time of Session	Session	<u>Speaker</u>	<u>Location</u>
08:30 AM - 08:55 AM	Keynote Speaker	Xavyance Handfield	Cafeteria
09:10 AM - 09:40 AM	Session 1	Perdue, Jeanne Engineer-Petroleum Occidental Oil & Gas	Room 21 - 2nd- Maldonado
09:50 AM - 10:20 AM	Session 2	Powell, Aaron Enterpreneur-Bunch Bikes Bunch Bikes	Room 23 - 2nd-Larson
10:30 AM - 11:00 AM	Session 3	Johnson, Damon Project Manager-HVAC &Plumbing HVAC & Plumbing	Room 34 - 4th-Callis





hyperSuite Demonstration

Scheduling a Career Day

Using hyperSuite[©]





History

- My wife was a teacher at Bright Elementary, Frisco ISD in 2002
- She volunteered to help organize their Career Day and quickly realized how much work was involved.
- I was "volunteered" to build a solution to make it easier
- As a result, the first generation tool, hyperCareer[©], was developed





What does hyperSuite do?

- Creates Career Day schedules for the students based on the speakers available, session sizes, and student preferences
- Add students, speakers, and session info, and hyperSuite puts it all together
- Makes sure there are no blank schedules or empty speaker sessions
- Provides printable schedules for students, speakers, and teachers





How Does hyperSuite work?

- Online software simply log in from an internet browser
- Create schedules from work or home
- Multiple logins allow more than one person to enter information



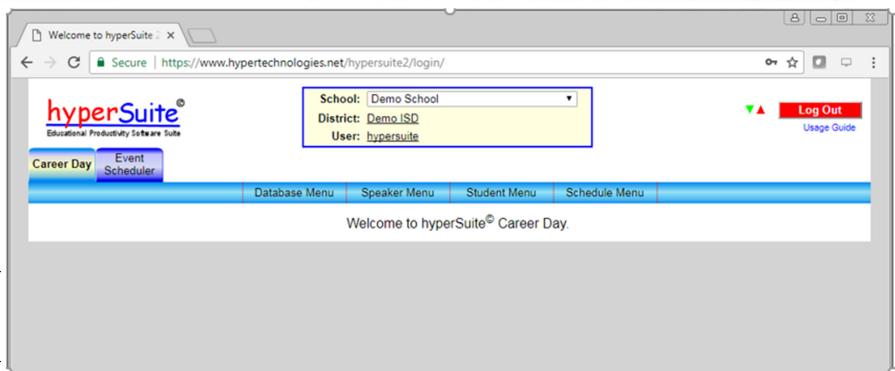


Main Screen

Header

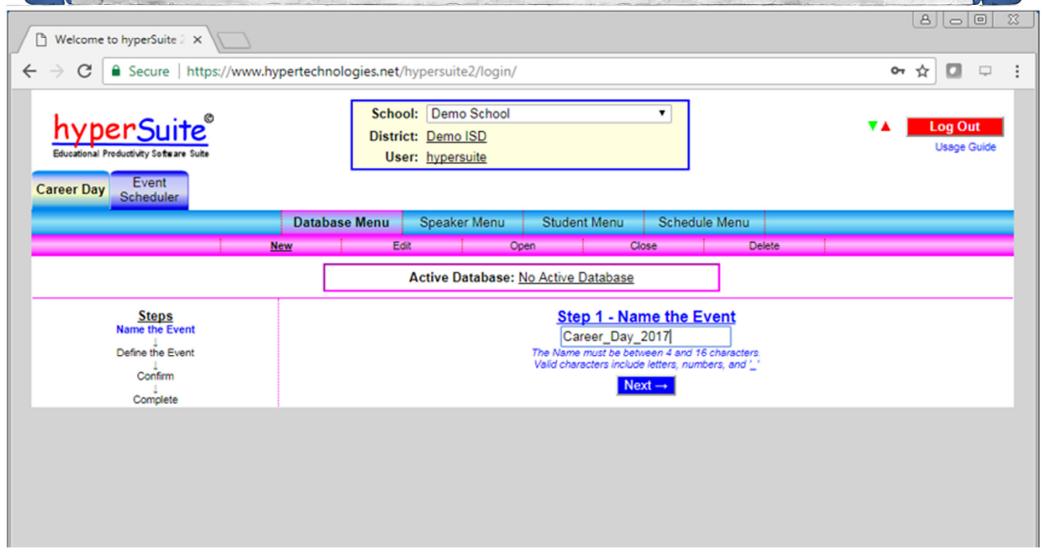
Toolbar \(\frac{1}{2} \)

Functional Area









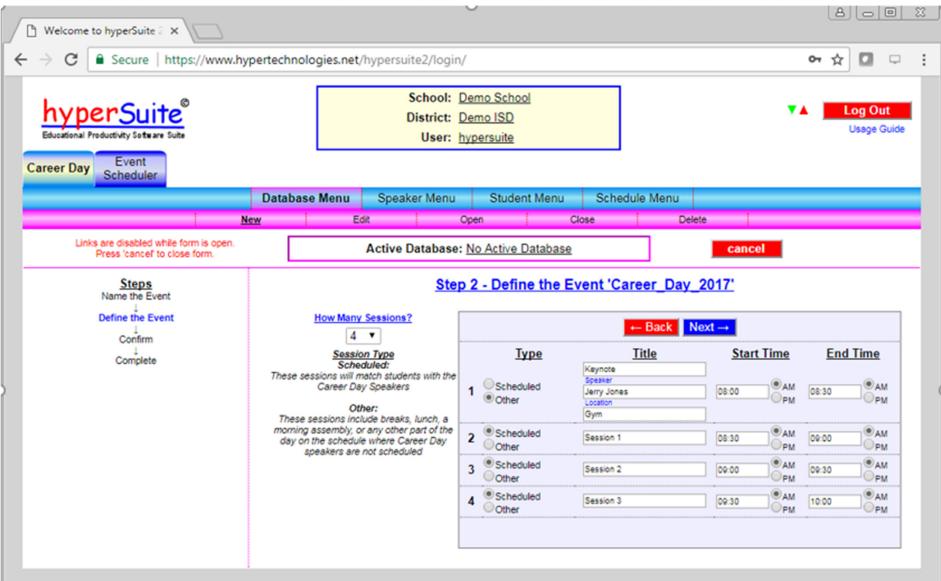
Database Menu New





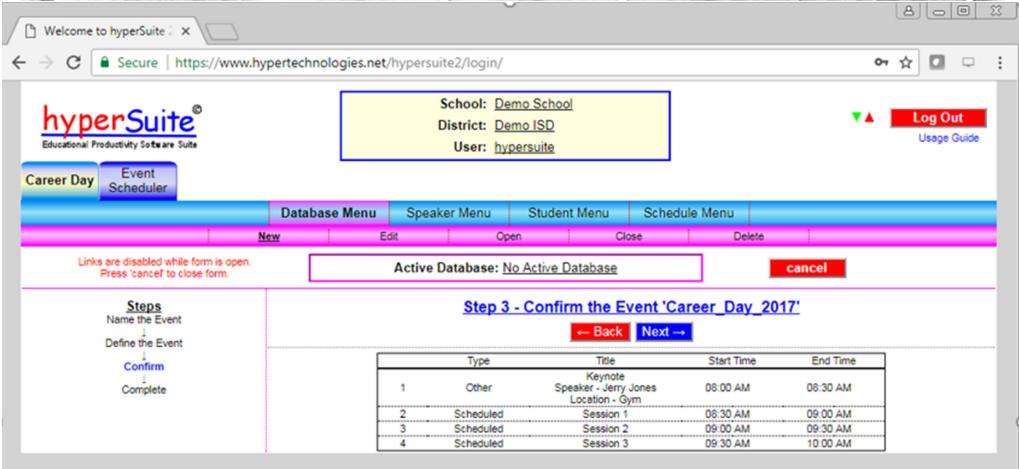
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New





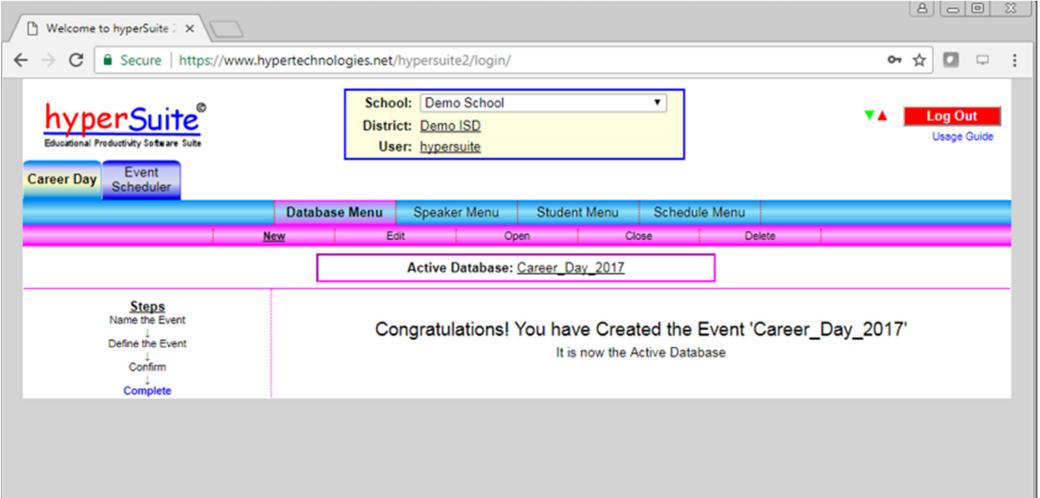




Database Menu - New







Database Menu

New

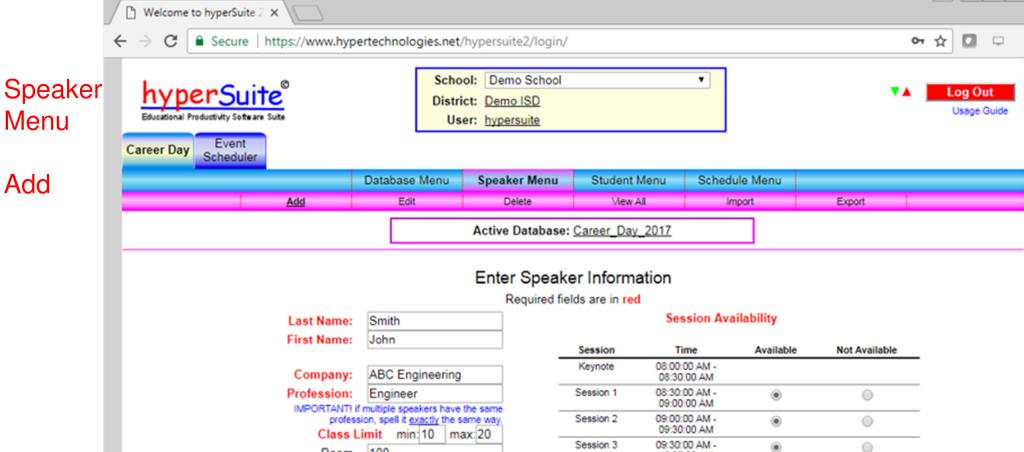


Menu

Add

REVOLUTIONARY IDEAS ASCA 2019 ANNUAL CONFERENCE





Add

10:00:00 AM

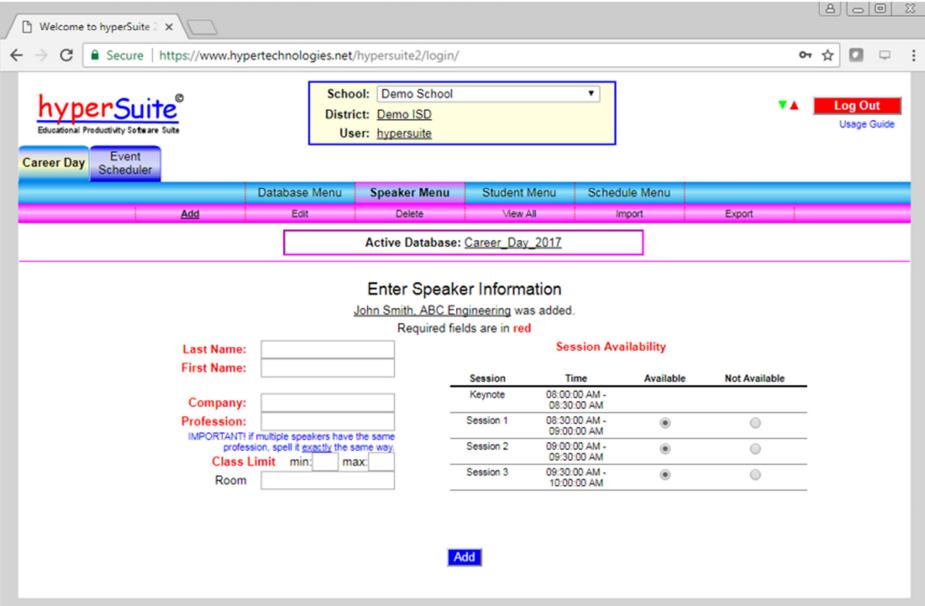
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Room





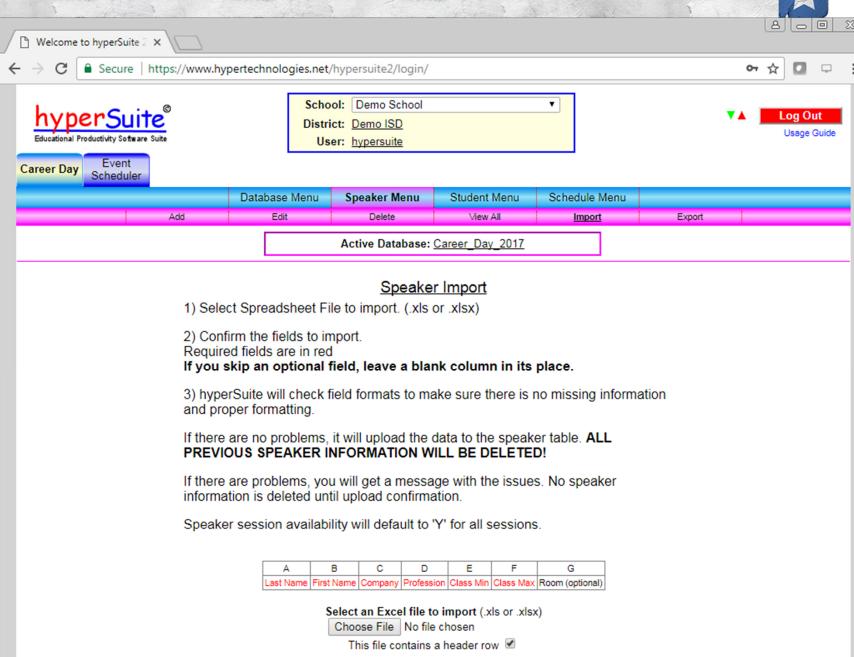
Add







Import

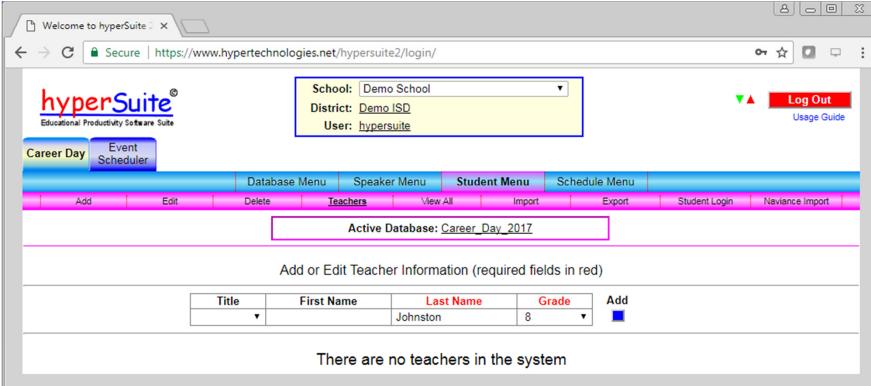


Continue





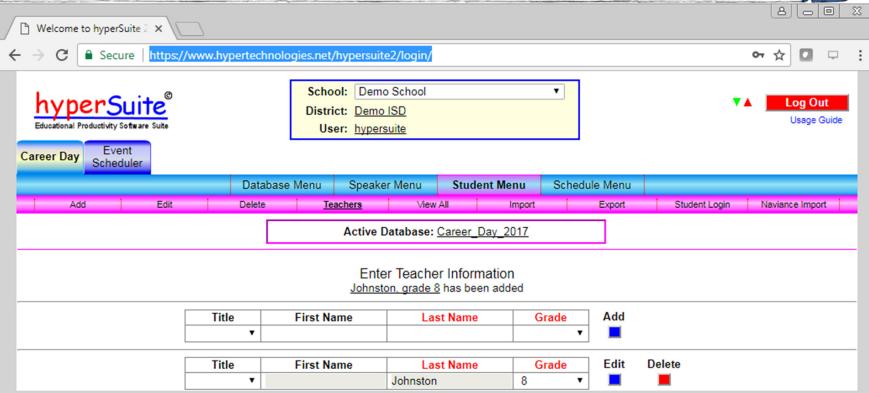
Teachers







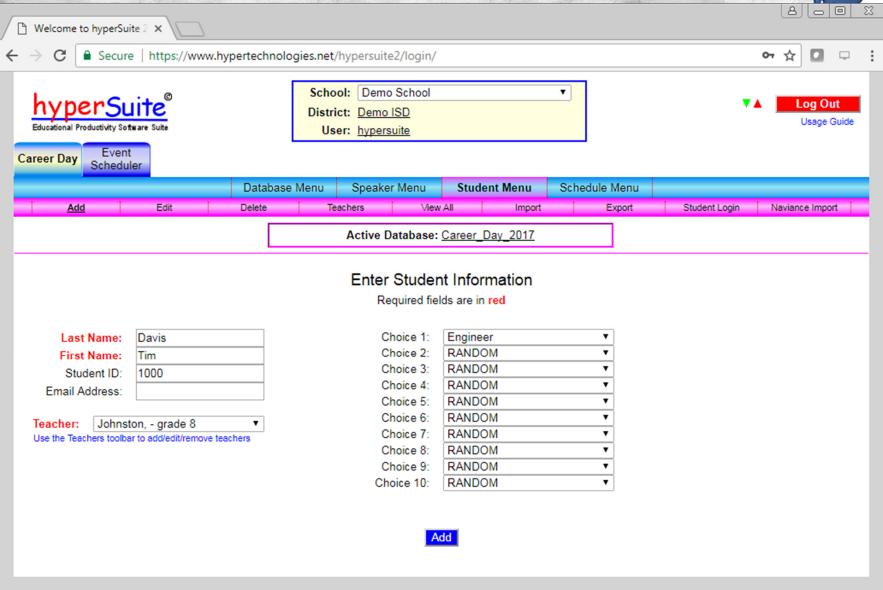
Teachers







Add

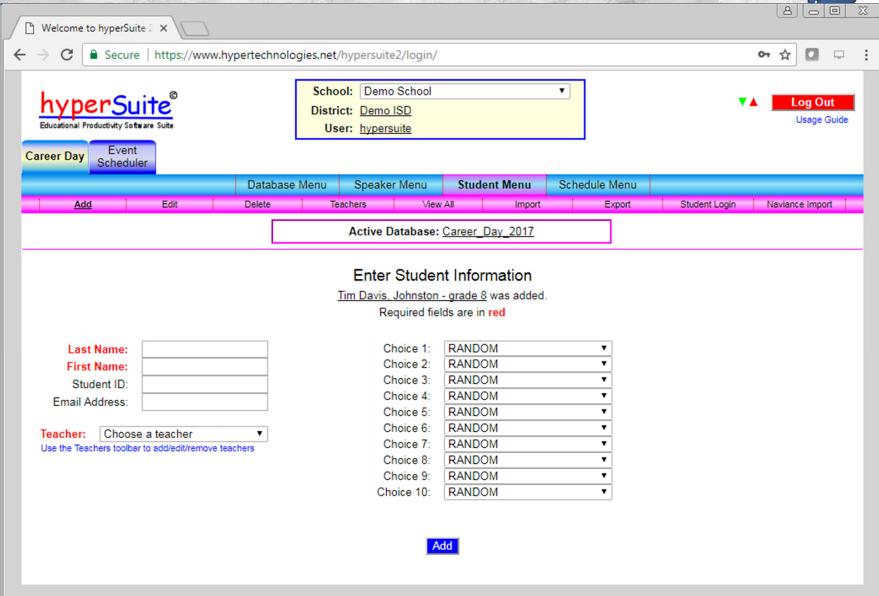






Student Menu

Add







Student Menu

Import

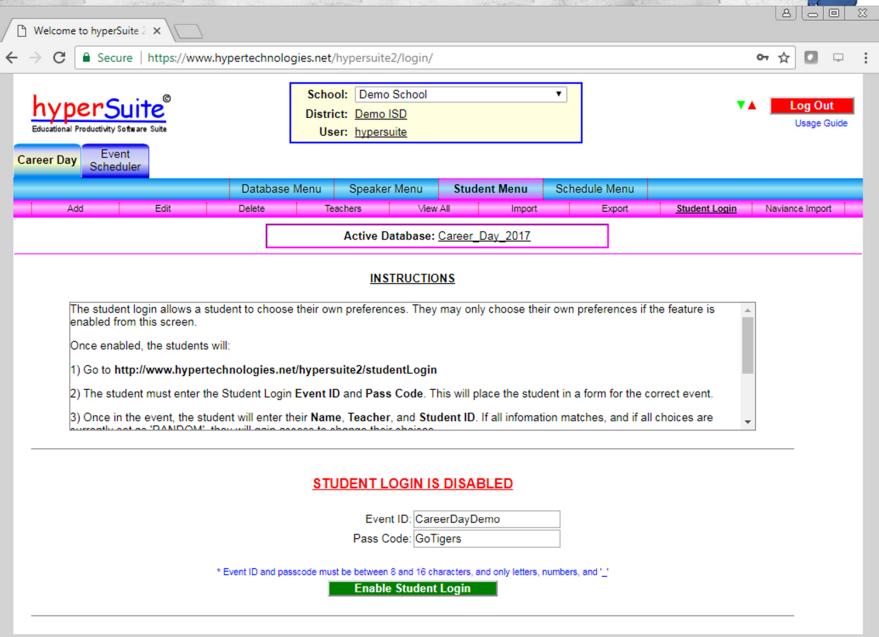






Student Menu

Student Login

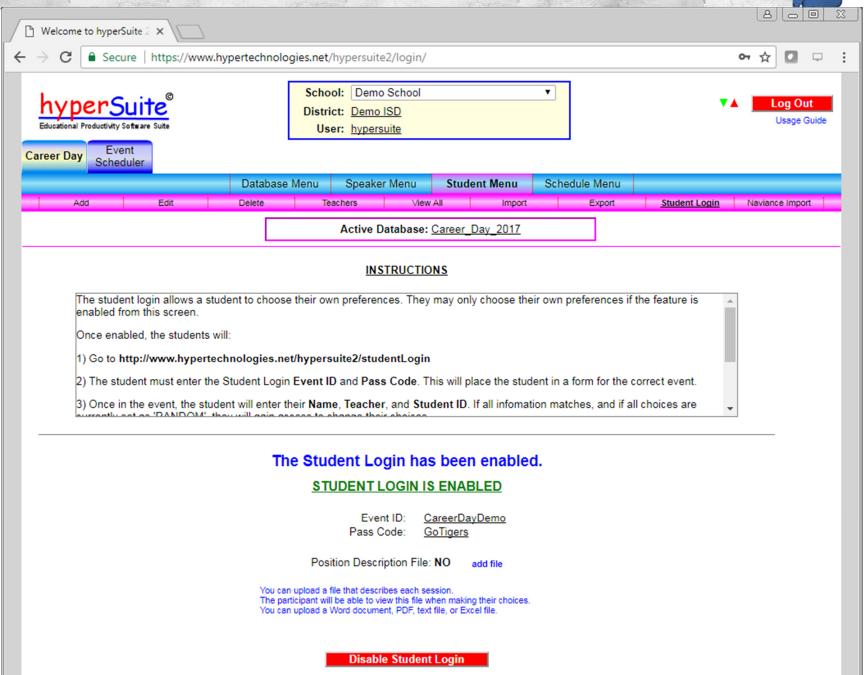






Student Menu

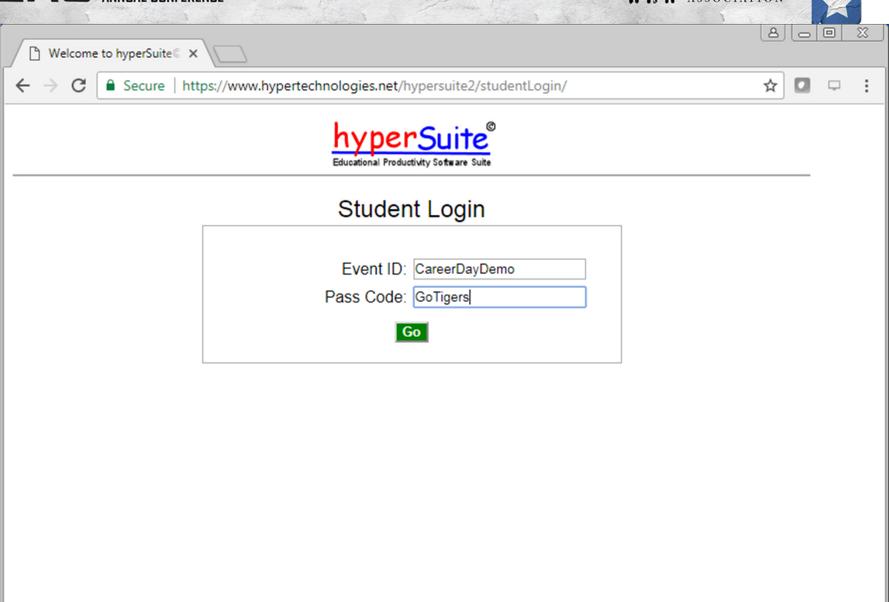
Student Login





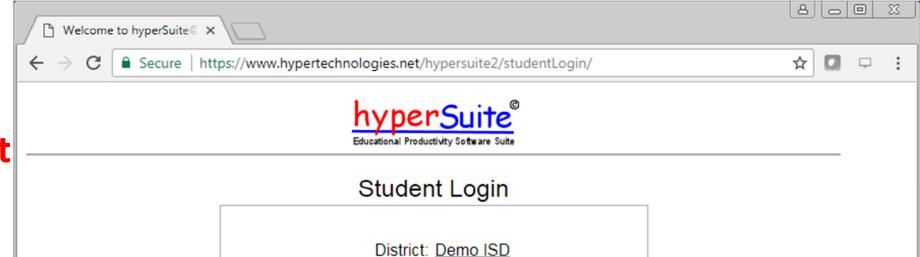


Student Login









Student Login

Please provide student login information to access Career Day options.

School: Demo School

Career Day: Career Day 2017

First Name: Tim

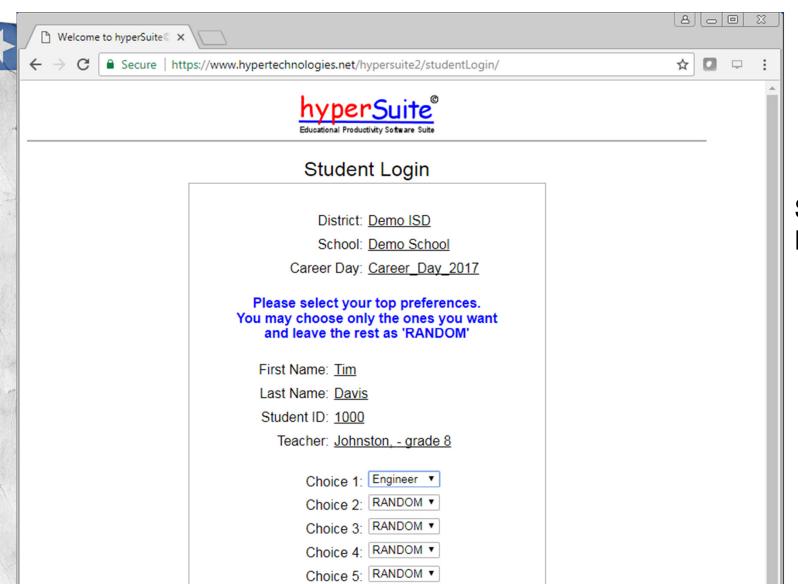
Last Name: Davis

Student ID: 1000

Teacher: Johnston, - grade 8 ▼

Go



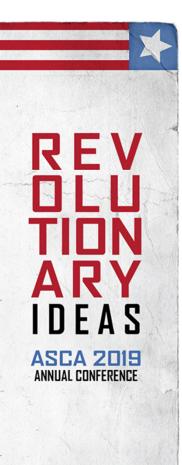


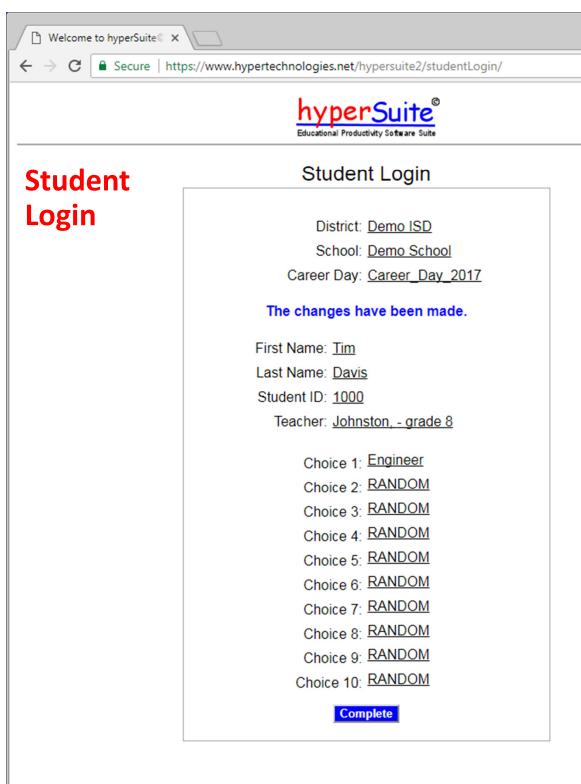
Choice 6: RANDOM
Choice 7: RANDOM
Choice 8: RANDOM
Choice 9: RANDOM
Choice 10: RANDOM

Go







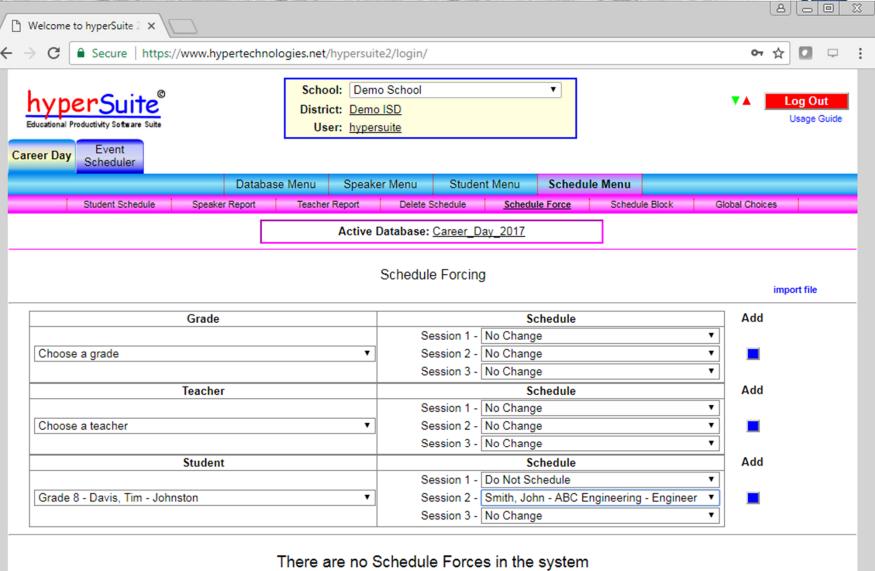


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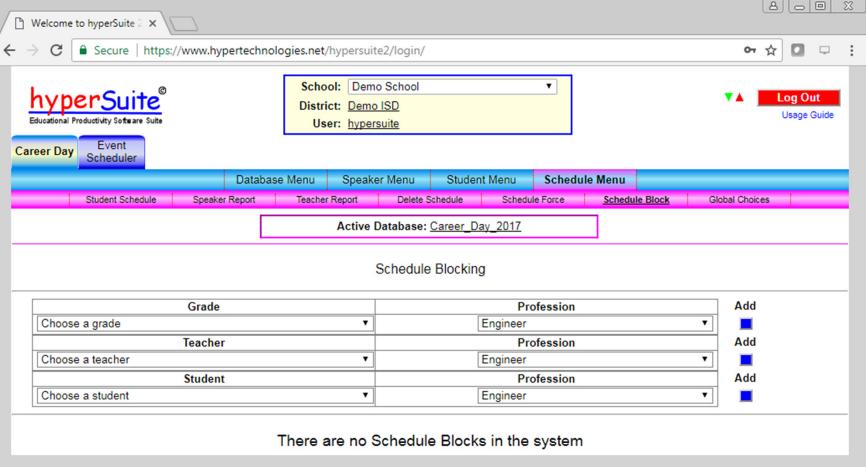
Schedule Forcing







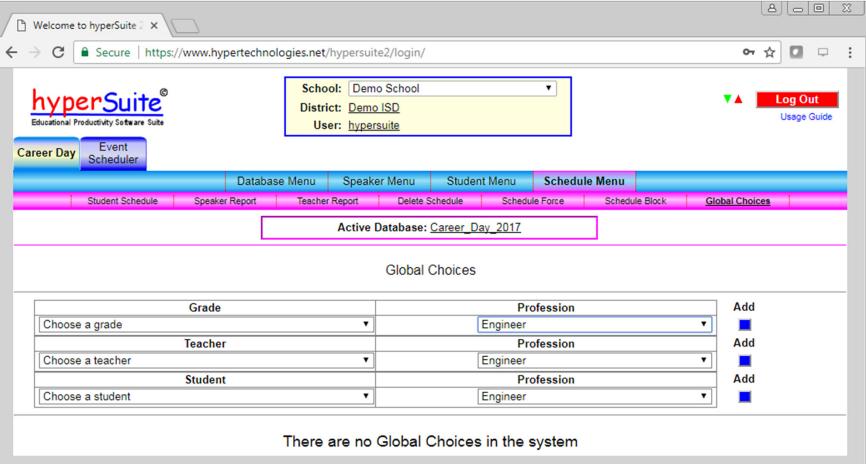
Schedule Blocking







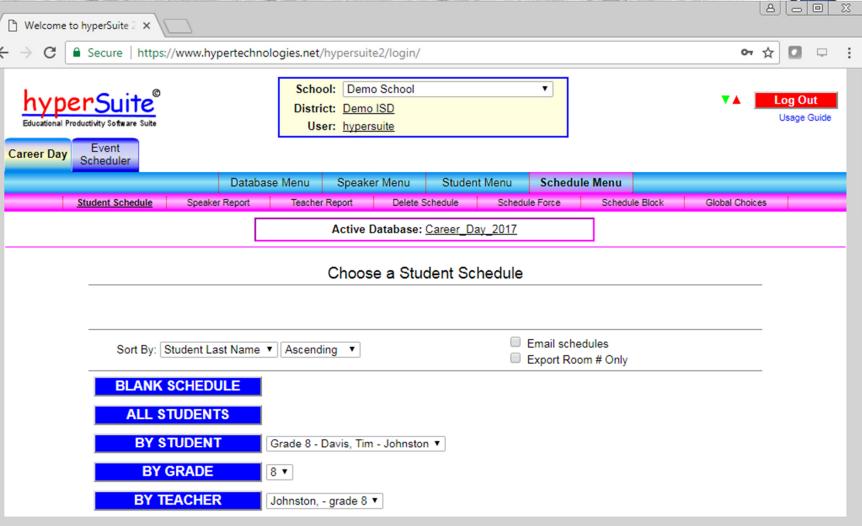
Global Choices







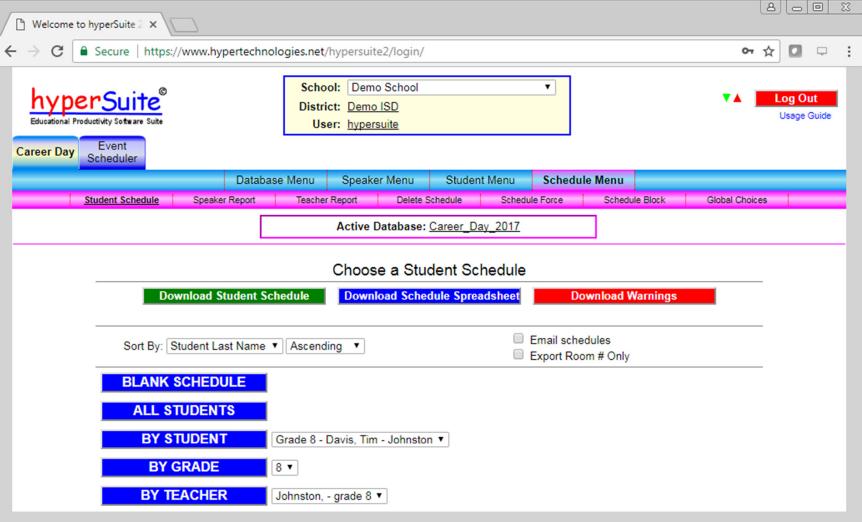
Student Schedule







Student Schedule







Student Menu

Schedule Example

Grade: 8	Student: Davis, Tim	Teacher: <u>Johnston</u>	
Time of Session	Session	<u>Speaker</u>	Location
08:00 AM - 08:30 AM	Keynote	Jerry Jones	Gym
08:30 AM - 09:00 AM	Session 1	Smith, John Engineer ABC Engineering	100
09:00 AM - 09:30 AM	Session 2		
09:30 AM - 10:00 AM	Session 3		





Student Menu

Example Warnings

The Following Speakers have classes with fewer than their minimum class size.

Try reducing the speaker's minimum class size or reducing other speakers' maximum class size.

Session 1 - Students: 1 - Min class size: 10 - Smith, John - Engineer - ABC Engineering

Session 2 - Students: 0 - Min class size: 10 - Smith, John - Engineer - ABC Engineering

Session 3 - Students: 0 - Min class size: 10 - Smith, John - Engineer - ABC Engineering

The Following Students have missing Schedules.

Try making your speakers more available for the sessions listed.

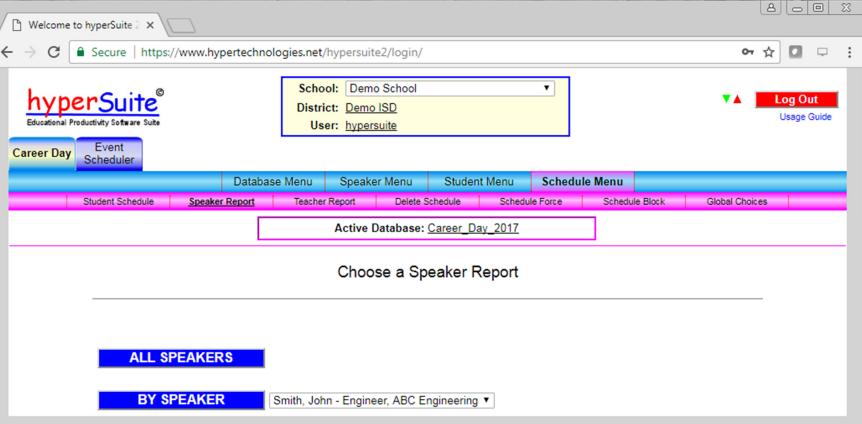
Session 2 - Davis, Tim - Johnston, GRADE 8

Session 3 - Davis, Tim - Johnston, GRADE 8





Speaker Report







Speaker Report Example

Session 3: 09:30AM - 10:00AM (0 students)

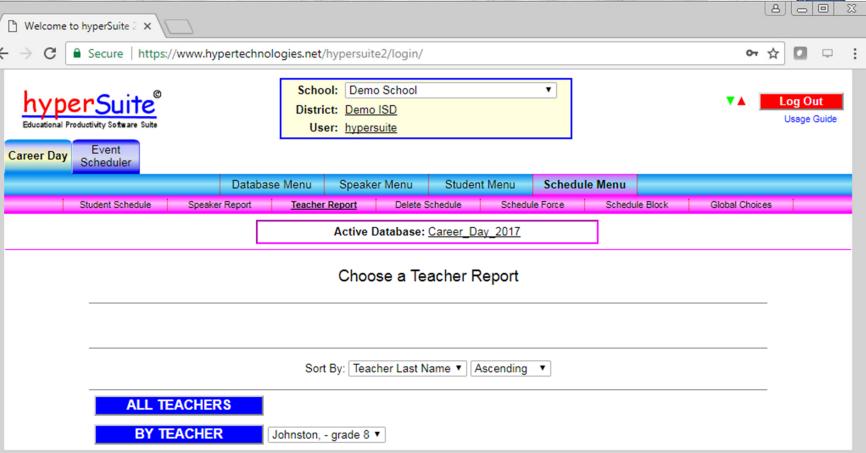
Smith, John Engineer		ABC Engineering	Room: <u>100</u>				
Session 1: 08:30AM - 09:00AM (1 student)							
Name: <u>Davis, Tim</u> Teacher: <u>Johnston</u>		Grade: 8					
Session 2: 09:00AM - 09:30AM (0 students)							
No Students							

No Students





Teacher Report







Teacher Report Example

Teacher:	<u>Joh</u>	nston, Grade: 8	
Session 1	-	08:30AM - 09:00AM	
<u>Student</u>		<u>Speaker</u>	<u>Room</u>
Davis, Tim		Smith, John - Engineer - ABC Engineering	100
Session 2	-	09:00AM - 09:30AM	
<u>Student</u>		<u>Speaker</u>	<u>Room</u>
Davis, Tim			
Session 3	-	09:30AM - 10:00AM	
<u>Student</u>		<u>Speaker</u>	<u>Room</u>
Davis, Tim			





Thank You!

- Karen Powell M.ED, CSC, LPC
 - 281-435-0877 (cell)

- Scott Sterrantino
 - 972-360-0970

www.schoolcareerday.com



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Using the QR Code