

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)

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 for School Counselors

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.”**

ASCA Ethical Standards for School Counselors

- 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.”

ASCA Ethical Standards for School Counselors

- **A.4.c. – “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.”**

ASCA Ethical Standards for School Counselors

- A.4.d - “Provide opportunities for all students to develop the mindsets and behaviors necessary to learn work-related 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.”

Create a Culture of Post-Secondary Readiness

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**



Handout 1

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 pennants 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 pennant 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.

District Resources



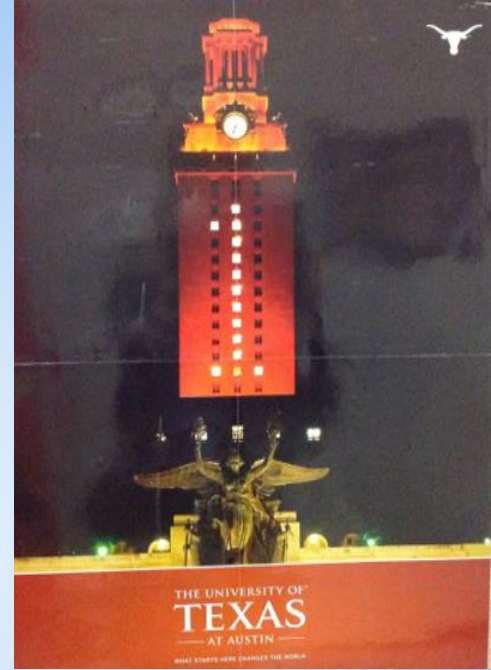
Attend your district's high school college/military fairs. These are usually held in the fall. You can get free stuff and pennants too.



- 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 class to individual speaker rooms.
- Students rotate to various speakers based on their interests and pre-selected choices.

Planning for Career Day

- 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.

Planning for Career Day

- 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?

Planning for Career Day

- 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

Keynote Speaker – Motivational Speaker – K-5th

8:30-8:55 – Cafeteria

- **Session 1**

- 9:10-9:30 (PK-1st)

- 9:10-9:40 (2nd-5th)

- **Session 2**

- 9:35-9:55 (PK-1st)

- 9:50-10:20 (2nd-5th)

- **Session 3**

- 10:00-10:20 (PK-1st) – **Kdgn Recess – 11:30-12:00**

- 10:30-11:00 (2nd-5th)

- **Session 4**

- 11:05-11:30 (Kinder) – Cowboy

- 11:30-12:00 (First Gr) - Cowboy

Combined
Career Day
Schedule

Planning for Career Day

- 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

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				

Planning for Career Day

- 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 ($300/15=20$).

Planning for Career Day

- 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.

Planning for Career Day



- 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.



**You are invited
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:



Roller Derby	Police Officer
STEAM Programs	HVAC/Plumbing
Optometrist	HBU Art Professor
Artist	Navy ROTC
Woodworking	Neonatal Respiratory Therapist
FBISD Trustee	Chemist
Walmart Truck Driver	Cosmetology
Health Care/Hospital Administration	IT Mangaged Services
Firefighter	Zumba Instructor
Accountant	Multi-Media Business
Criminal Intelligence Analyst	Paintball
Boxing Coach	Chef
Paralegal	Agriculture
Downtown Aquarium	Domino's Pizza
Fort Bend Museum	Culinary & Hospitality
Dual-Language Coordinator	

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
- 
- The slide features a light blue background decorated with several white snowflake graphics of varying sizes and orientations, primarily located on the right side.

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 only during the session)



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).

How Do You Find Presenters?

- Contact college admissions or recruiting departments in your area.
- Skype in the Classroom
- Always keep your eyes/ears open for potential presenters.

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. You may or may not want to do this because you could 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 _____

Sincerely,

Karen Powell
Counselor

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.

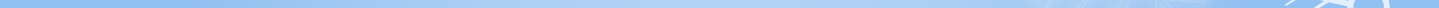
Contacting Potential Presenters



- 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.



2nd-5th
8:30-11:00



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

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 Friday, May 3, 2019. 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 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.

Handout 3

Sample – Initial Email for New Presenters

2nd-5th Grades

Dear

I would like to invite you to participate in our 11th 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 Friday, May 3, 2019. 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.

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

Handout 4

Initial Email for Returning Presenters

PK-1st Grades

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 11th 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 Friday, May 3, 2019. 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.

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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.

Thank you. I look forward to hearing from you soon.

Handout 4

Initial Email for Returning Presenters

2nd-5th Grades

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 11th 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.

Our career day is Friday, May 3, 2019. I am in need of speakers for 2nd-5th grade students. The general format is as follows:

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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.

I look forward to hearing from you soon.

Timeline for Contacting Presenters

Suggest 3 Emails at Strategic Intervals:

1. 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**
2. 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 **Friday, April 27th**. 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. **If you don't need a projector or any special equipment or supplies from us, please let me know that as well.**

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

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 bus ramp; students will start in classroom, 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 erase 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

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

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 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 **needs** (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!

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.**

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- **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 **needs** (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.

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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

Day Care

Buses Only

Walkers

Car Riders Drop Off and Pick Up

Front Parking Lot-Reserved for Presenters

Walkers

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



15 feet

Timeline for Contacting Presenters

- 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

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				

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

Hospitality Room

- 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.

Hospitality Room

- 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.

Hospitality 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.



Hospitality Room





Hospitality Room



One Week Prior to Career Day

- Send logistics email to staff

See Handout 8

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

standout 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

Keynote Speaker – Motivational Speaker – Kinder-5th

8:30-8:55 – Cafeteria

• PK – Possible Fire Truck – 8:30 (during Keynote Speaker)

• 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

o 10:00-10:20 (PK-1st)

o 10:30-11:00 (2nd-5th)

• Session 4

o 11:05-11:30 (Kinder) – Possible Fire Truck

o 11:30-12:00 (First Gr) – Possible Fire Truck

We will be using PK-5th 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 2nd-5th 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 5 minutes to presenters (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 go. 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 cancellations/additions by presenters.

Students (2nd-5th) 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. Do not bring notebooks and pencils to the cafeteria. It is best to tape schedules to the front of students' notebooks so they do not get lost. Teachers 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.

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

Dress for Career Day – 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 or Dress for Success. Teachers and staff, please Dress for Success on career day since we will have many visitors in our school.

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 3rd session. 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 also make a card/letter for the keynote presenter, in addition to the 3rd session presenter.
- PK-1st – Have some of your faster working students also 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 not 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:

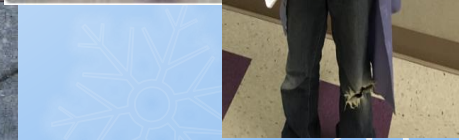
- 2nd-5th - Exit the cafeteria first.
 - Students return to their homeroom to get their notebooks, schedule, and pencil.
 - Students transition to the next session between 9:00-9:05.
- K/1st Grade - Exit the cafeteria once 2nd-5th have cleared out.
 - If time is short, please transition your class to 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 - Career Day Assistance

	Career Day Help
Staff Member	Helping Job
Aparicio	Presenter Escort; Station 6; Assist Mr. Moore (2nd) sessions
Armijo	Sub
Arnold, A.	Call classes to cafeteria (8:15); Hospitality
Arnold, H.	Cover Johnson (7:50-9:10); Specials Coverage (4th); Sub (9:10-10:15)
Arnold, L.	Front Office
Bonaventure	Station 7, 4
Bridgewater	Sub
Butler	Specials Coverage (5th, 3rd, 4th)
Camarillo	Hospitality; Room Hostess (10:30-11:00)- Music Rm
Casteel	Sub
Cruz, I.	Presenter Escort; Station 2
Escobedo	Escort Presenters (8:00-8:45); Station 1 & 4; Sub Coverage (8:45-11:00)
Flores	Station 7; Room Hostess (Chemist-Sci Lab)
Gomez	Specials Coverage (5th, 3rd, 4th)
Gonzalez	Specials Coverage (5th & 3rd)
Henriquez	Specials Coverage (3rd, 4th)
Klawitter	n/a
Le	Presenter Escort
Mallard	n/a
Medrano	Check in Presenters
Mouton	Presenter Escort; Station 5

Staff Member	Helping Job
Murphy	Specials Coverage (4th); Presenter Host-Cafeteria
Johnson	Powell Assistant
Edward	Sub (no presenter)
Randle	Sub
Rodriguez, J.	Front Office
Santiago	Presenter Escort; Cover L. Moore (9:30-10:20)
Smith	Photographer
Torres	Specials Coverage (5th, 3rd)
Tramble	Presenter Escort; Station 3
Villinueva	Station 1
White	n/a
Yanes	Front Office
Alonzo	SPED-3rd
Garcia	K-Edward
Makvandi	SPED-5th
Gadbois	SPED-4th
Louis	SPED-2nd (Simpson)

Adjusted Specials Times

5th - 8:25-9:15

3rd - 9:20-10:10

4th - 10:15-11:05

Specials-11:05-11:55 (Planning)

11:55-12:25 (Lunch)

Presenter Escorts - 8:10-8:55

Station Location & Times-see map

Handout 10 - Monitor Stations

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**Handout 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 I (Rotate)
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
4th	10:15-11:05	Edward	No Coverage Needed (no 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

Handout 12

Career Day Presenter Rooms - 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 bus ramp; students will start in classroom, 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 erase 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
4th	34	Lawson	Tank's Paintball	John Tankersley	Tank's Paintball	None
4th	39	Lane	Houston DT Aquarium	Laura Cherry	Houston Downtown Aquarium	Projector for ppt (on USB)

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 brightly 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 sign-up 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.



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



During Career Day

- 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.

During Career Day

- 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).

During Career Day

- If you have a last minute cancelation once schedules are run or 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.

Plan B



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

During Career Day

- 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.

Scheduling Students with 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

Primary Schedule



2017-2018 (PK-1st Grades)							
Teacher	Grade	Keynote Speaker 8:30 AM - 8:55 AM	Session 1 09:10 AM - 09:30 AM	Session 2 09:35 AM - 09:55 AM	Session 3 10:00 AM - 10:20 AM	Session 4 11:05 AM - 11:30 AM	Session 5 11:30 AM - 12:00 PM
Houchin	Pre-K	Not scheduled	Davis, Deputy Police Officer Fort Bend County Room 6 - Houchin	Medrano, Julie Pharmacy Technician Walgreens Room 10 - Armijo	Tankersley, John Entertainment Business Owner Tank's Paintball Room 13 - Haase	Not scheduled	Not scheduled
McConnell	Pre-K	Not scheduled	Arb, Michael Auto Mechanic Sharpstown Automotive Room 9 - McConnell	Patino, Clarissa Neonatal Respiratory Therapist Memorial Hermann Hospital Room 8 - Rivera	Tankersley, John Entertainment Business Owner Tank's Paintball Room 13 - Haase	Not scheduled	Not scheduled
Rivera	Pre-K	Not scheduled	Patino, Clarissa Neonatal Respiratory Therapist Memorial Hermann Hospital Room 8 - Rivera	Arb, Michael Auto Mechanic Sharpstown Automotive Room 9 - McConnell	Robinson, Jeremy Chef Benjy's and Local Foods Restau Room 11 - Arce	Not scheduled	Not scheduled
Davis	K	Handfield, Xavyance Motivational Speaker Cafeteria	Medrano, Julie Pharmacy Technician Walgreens Room 10 - Armijo	Thomas, Stacey Firefighter Southwestern College Music Room	Davis, Deputy Police Officer Fort Bend County Room 6 - Houchin	Hendrick, Carlos Cowboy Bus Ramp	Not scheduled
Burgess	K	Handfield, Xavyance Motivational Speaker Cafeteria	Davis, Deputy Police Officer Fort Bend County Room 6 - Houchin	Robinson, Jeremy Chef Benjy's and Local Foods Restau Room 11 - Arce	Medrano, Julie Pharmacy Technician Walgreens Room 10 - Armijo	Hendrick, Carlos Cowboy Bus Ramp	Not scheduled
Norton	K	Handfield, Xavyance Motivational Speaker Cafeteria	Thomas, Stacey Firefighter Southwestern College Music Room	Cooper, Jessica Real Estate Agent Keller Williams Room 15 - Smith	Patino, Clarissa Neonatal Respiratory Therapist Memorial Hermann Hospital Room 8 - Rivera	Hendrick, Carlos Cowboy Bus Ramp	Not scheduled
Saez	K	Handfield, Xavyance Motivational Speaker Cafeteria	Robinson, Jeremy Chef Benjy's and Local Foods Restau Room 11 - Arce	Warren, Darlene Eye Bank Technician Eye Bank Laboratory Room 12 - Pocero	Cooper, Jessica Real Estate Agent Keller Williams Room 15 - Smith	Hendrick, Carlos Cowboy Bus Ramp	Not scheduled

Scheduling Students with 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 (Excel or Google Docs) – More time consuming than hyperSuite

Problems with trying to manually schedule student choices.

- Very time consuming, even when using Excel or Google Docs. 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.

Using hyperSuite to Schedule Students

- 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

Disadvantages to the Student Choice Method

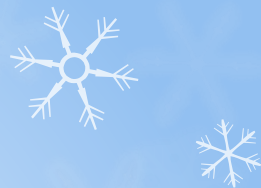
- Takes a little more planning than whole-class method.
- Slightly more time consuming for the coordinator than simply assigning an entire class to various presenters

Master Student Schedule



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

Sample Student Schedule



Grade: <u>2</u>	Student: [REDACTED]	Teacher: <u>SAAD</u>	
<u>Time of Session</u>	<u>Session</u>	<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 Entrepreneur-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

Scheduling a Career Day

Using hyperSuite®

www.schoolcareerday.com

What does hyperSuite do?



- Creates Career Day schedules for the students based on the speakers available, session sizes, and student preferences
- Allows you to add students, speakers, and session info, then 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 (subscription) – simply log in from an internet browser
 - www.schoolcareerday.com
- Create schedules from work or home
- Multiple logins allow more than one person to enter information



Welcome to hyperSuite



Secure | <https://www.hypertechnologies.net/hypersuite2/login/>



School: Demo School

District: Demo ISD

User: hypersuite



Log Out

[Usage Guide](#)

Career Day Event Scheduler

Database Menu

Speaker Menu

Student Menu

Schedule Menu

Welcome to hyperSuite® Career Day.





Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

hyperSuite®
Educational Productivity Software Suite

School: Demo School
District: Demo ISD
User: hypersuite

Log Out
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

New Edit Open Close Delete

Active Database: No Active Database

Steps
Name the Event
↓
Define the Event
↓
Confirm
↓
Complete

Step 1 - Name the Event
Career_Day_2017
The Name must be between 4 and 16 characters.
Valid characters include letters, numbers, and '_'
Next →



School: Demo SchoolDistrict: Demo ISDUser: hypersuite**Log Out**[Usage Guide](#)**Career Day****Event Scheduler****Database Menu****Speaker Menu****Student Menu****Schedule Menu****New****Edit****Open****Close****Delete**

Links are disabled while form is open.
Press 'cancel' to close form.

Active Database: No Active Database**cancel****Steps**

Name the Event

Define the Event

Confirm

Complete

How Many Sessions?

4 ▼

Session Type Scheduled:

These sessions will match students with the Career Day Speakers

Other:

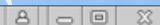
These sessions include breaks, lunch, a morning assembly, or any other part of the day on the schedule where Career Day speakers are not scheduled

Step 2 - Define the Event 'Career_Day_2017'**← Back****Next →**

	Type	Title	Start Time	End Time
1	<input type="radio"/> Scheduled <input checked="" type="radio"/> Other	Keynote Speaker Jerry Jones Location Gym	08:00 <input type="radio"/> AM <input type="radio"/> PM	08:30 <input type="radio"/> AM <input type="radio"/> PM
2	<input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 1	08:30 <input type="radio"/> AM <input type="radio"/> PM	09:00 <input type="radio"/> AM <input type="radio"/> PM
3	<input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 2	09:00 <input type="radio"/> AM <input type="radio"/> PM	09:30 <input type="radio"/> AM <input type="radio"/> PM
4	<input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 3	09:30 <input type="radio"/> AM <input type="radio"/> PM	10:00 <input type="radio"/> AM <input type="radio"/> PM



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Log Out

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Career Day

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Close

Delete

Links are disabled while form is open.
Press 'cancel' to close form.

Active Database: No Active Database

cancel

Steps

Name the Event

Define the Event

Confirm

Complete

Step 3 - Confirm the Event 'Career_Day_2017'

← Back

Next →

	Type	Title	Start Time	End Time
1	Other	Keynote Speaker - Jerry Jones Location - Gym	08:00 AM	08:30 AM
2	Scheduled	Session 1	08:30 AM	09:00 AM
3	Scheduled	Session 2	09:00 AM	09:30 AM
4	Scheduled	Session 3	09:30 AM	10:00 AM



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▼ ▲ Log Out
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

New Edit Open Close Delete

Active Database: Career_Day_2017

Steps
Name the Event
↓
Define the Event
↓
Confirm
↓
Complete

Congratulations! You have Created the Event 'Career_Day_2017'
It is now the Active Database



School: Demo School

District: Demo ISD

User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
Scheduler**

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[Add](#)[Edit](#)[Delete](#)[View All](#)[Import](#)[Export](#)Active Database: Career_Day_2017

Enter Speaker Information

Required fields are in **red****Last Name:** Smith**First Name:** John**Company:** ABC Engineering**Profession:** EngineerIMPORTANT! If multiple speakers have the same profession, spell it exactly the same way.**Class Limit** min: 10 max: 20

Room 100

Session Availability

Session	Time	Available	Not Available
Keynote	08:00:00 AM - 08:30:00 AM		
Session 1	08:30:00 AM - 09:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 2	09:00:00 AM - 09:30:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 3	09:30:00 AM - 10:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>

Add

School: Demo School
District: Demo ISD
User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Export

Active Database: Career_Day_2017

Speaker Import

- 1) Select Spreadsheet File to import. (.xls or .xlsx)
- 2) Confirm the fields to import.
Required fields are in red
If you skip an optional field, leave a blank column in its place.
- 3) hyperSuite will check field formats to make sure there is no missing information and proper formatting.

If there are no problems, it will upload the data to the speaker table. **ALL PREVIOUS SPEAKER INFORMATION WILL BE DELETED!**

If there are problems, you will get a message with the issues. No speaker information is deleted until upload confirmation.

Speaker session availability will default to 'Y' for all sessions.

A	B	C	D	E	F	G
Last Name	First Name	Company	Profession	Class Min	Class Max	Room (optional)

Select an Excel file to import (.xls or .xlsx)

Choose File No file chosen

This file contains a header row ☒

Continue

School: District: User: **Log Out**[Usage Guide](#)**Career Day****Event
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Naviance Import

Active Database: Career_Day_2017

Enter Teacher Information

Johnston, grade 8 has been added

Title	First Name	Last Name	Grade	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Title	First Name	Last Name	Grade	Edit	Delete
<input type="text"/>	<input type="text"/>	Johnston	8		

School: Demo School

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User: hypersuite

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Active Database: Career_Day_2017

Enter Student Information

Required fields are in **red****Last Name:**

Davis

First Name:

Tim

Student ID:

1000

Email Address:

Teacher:

Johnston, - grade 8

[Use the Teachers toolbar to add/edit/remove teachers](#)

Choice 1:

Engineer

Choice 2:

RANDOM

Choice 3:

RANDOM

Choice 4:

RANDOM

Choice 5:

RANDOM

Choice 6:

RANDOM

Choice 7:

RANDOM

Choice 8:

RANDOM

Choice 9:

RANDOM

Choice 10:

RANDOM

Add

School: Demo School
 District: Demo ISD
 User: hypersuite

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Navance Import

Active Database: Career_Day_2017Student Import

- 1) Select Spreadsheet File to import. (.xls or .xlsx)
 - 2) Confirm the fields to import.
Required fields are in red
If you skip an optional field, leave a blank column in its place.
 - 3) hyperSuite will check field formats to make sure there is no missing information and proper formatting.
- If there are no problems, it will upload the data to the student table. **ALL PREVIOUS STUDENT AND TEACHER INFORMATION WILL BE DELETED!**
- If there are problems, you will get a message with the issues. No student or teacher information is deleted until upload confirmation.

A	B	C	D	E	F	G	H
Last Name	First Name	Grade	Teacher Title (optional)	Teacher First Name (optional)	Teacher Last Name	Email Address (optional)	Student ID (optional)

Select an Excel file to import (.xls or .xlsx)

 No file chosen
This file contains a header row ☒

School: Demo School

District: Demo ISD

User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Active Database: Career_Day_2017

INSTRUCTIONS

The student login allows a student to choose their own preferences. They may only choose their own preferences if the feature is enabled from this screen.

Once enabled, the students will:

- 1) Go to <http://www.hypertechnologies.net/hypersuite2/studentLogin>
- 2) The student must enter the Student Login **Event ID** and **Pass Code**. This will place the student in a form for the correct event.
- 3) Once in the event, the student will enter their **Name**, **Teacher**, and **Student ID**. If all information matches, and if all choices are currently set to "RANDOM", they will gain access to choose their choices.

STUDENT LOGIN IS DISABLED

Event ID: CareerDayDemo

Pass Code: GoTigers

* Event ID and passcode must be between 8 and 16 characters, and only letters, numbers, and '_'

Enable Student Login

School: Demo School

District: Demo ISD

User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Active Database: Career_Day_2017**INSTRUCTIONS**

The student login allows a student to choose their own preferences. They may only choose their own preferences if the feature is enabled from this screen.

Once enabled, the students will:

- 1) Go to <http://www.hypertechnologies.net/hypersuite2/studentLogin>
- 2) The student must enter the Student Login **Event ID** and **Pass Code**. This will place the student in a form for the correct event.
- 3) Once in the event, the student will enter their **Name**, **Teacher**, and **Student ID**. If all information matches, and if all choices are currently set as "RANDOM", they will gain access to change their choices.

The Student Login has been enabled.**STUDENT LOGIN IS ENABLED**

Event ID: CareerDayDemo
Pass Code: GoTigers

Position Description File: **NO** [add file](#)

You can upload a file that describes each session.
The participant will be able to view this file when making their choices.
You can upload a Word document, PDF, text file, or Excel file.

Disable Student Login



Student Login

Event ID:

Pass Code:

Go



Student Login

District: Demo ISD

School: Demo School

Career Day: Career Day 2017

**Please provide student login information
to access Career Day options.**

First Name:

Last Name:

Student ID:

Teacher:

Go

Welcome to hyperSuite x

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Student Login

District: Demo ISD
School: Demo School
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**Please select your top preferences.
You may choose only the ones you want
and leave the rest as 'RANDOM'**


First Name: Tim
Last Name: Davis
Student ID: 1000
Teacher: Johnston, - grade 8

Choice 1: Engineer ▼
Choice 2: RANDOM ▼
Choice 3: RANDOM ▼
Choice 4: RANDOM ▼
Choice 5: RANDOM ▼
Choice 6: RANDOM ▼
Choice 7: RANDOM ▼
Choice 8: RANDOM ▼
Choice 9: RANDOM ▼
Choice 10: RANDOM ▼

Go

Welcome to hyperSuite x

Secure | https://www.hypertechnologies.net/hypersuite2/studentLogin/


Educational Productivity Software Suite

Student Login

District: Demo ISD

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The changes have been made.

First Name: Tim

Last Name: Davis

Student ID: 1000

Teacher: Johnston, - grade 8

Choice 1: Engineer

Choice 2: RANDOM

Choice 3: RANDOM

Choice 4: RANDOM

Choice 5: RANDOM

Choice 6: RANDOM

Choice 7: RANDOM

Choice 8: RANDOM

Choice 9: RANDOM

Choice 10: RANDOM

Complete

School: Demo School
District: Demo ISD
User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Global Choices

Active Database: Career_Day_2017

Schedule Forcing

[import file](#)

Grade	Schedule	Add
Choose a grade ▼	Session 1 - No Change ▼ Session 2 - No Change ▼ Session 3 - No Change ▼	<input type="checkbox"/>
Teacher	Schedule	Add
Choose a teacher ▼	Session 1 - No Change ▼ Session 2 - No Change ▼ Session 3 - No Change ▼	<input type="checkbox"/>
Student	Schedule	Add
Grade 8 - Davis, Tim - Johnston ▼	Session 1 - Do Not Schedule ▼ Session 2 - Smith, John - ABC Engineering - Engineer ▼ Session 3 - No Change ▼	<input type="checkbox"/>

There are no Schedule Forces in the system

School: Demo School
District: Demo ISD
User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Schedule Blocking

Grade	Profession	Add
Choose a grade ▼	Engineer ▼	<input type="checkbox"/>
Teacher	Profession	Add
Choose a teacher ▼	Engineer ▼	<input type="checkbox"/>
Student	Profession	Add
Choose a student ▼	Engineer ▼	<input type="checkbox"/>

There are no Schedule Blocks in the system

School: Demo School
District: Demo ISD
User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Global ChoicesActive Database: Career_Day_2017

Global Choices

Grade	Profession	Add
Choose a grade ▼	Engineer ▼	<input type="checkbox"/>
Teacher	Profession	Add
Choose a teacher ▼	Engineer ▼	<input type="checkbox"/>
Student	Profession	Add
Choose a student ▼	Engineer ▼	<input type="checkbox"/>

There are no Global Choices in the system

Welcome to hyperSuite 2 X

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KeyStarIcon

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School: Demo School

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User: hypersuite

▼▲

Log Out

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Global Choices

Active Database: Career_Day_2017

Choose a Student Schedule

Sort By: Student Last Name ▼ Ascending ▼

Email schedules

Export Room # Only

BLANK SCHEDULE

ALL STUDENTS

BY STUDENTGrade 8 - Davis, Tim - Johnston ▼

BY GRADE8 ▼

BY TEACHERJohnston, - grade 8 ▼

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School: Demo School ▼

District: Demo ISD

User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Active Database: Career_Day_2017

Choose a Student Schedule

Download Student Schedule**Download Schedule Spreadsheet****Download Warnings**

Sort By: Student Last Name ▼

Ascending ▼

☐ Email schedules☐ Export Room # Only**BLANK SCHEDULE****ALL STUDENTS****BY STUDENT**

Grade 8 - Davis, Tim - Johnston ▼

BY GRADE

8 ▼

BY TEACHER

Johnston, - grade 8 ▼

Student Schedule Example

Grade: 8

Student: Davis, Tim

Teacher: Johnston

<u>Time of Session</u>	<u>Session</u>	<u>Speaker</u>	<u>Location</u>
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		



Example Warnings-Student Menu

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





School: Demo School
District: Demo ISD
User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Choose a Speaker Report

ALL SPEAKERS**BY SPEAKER**

Smith, John - Engineer, ABC Engineering ▼

Speaker Report Example



<u>Smith, John</u>	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: <u>8</u>	
Session 2: 09:00AM - 09:30AM (0 students)			
No Students			
Session 3: 09:30AM - 10:00AM (0 students)			
No Students			



School: Demo School ▼

District: Demo ISD

User: hypersuite

**Log Out**[Usage Guide](#)**Career Day****Event
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Active Database: Career_Day_2017

Choose a Teacher Report

Sort By: Teacher Last Name ▼ Ascending ▼

ALL TEACHERS**BY TEACHER**

Johnston, - grade 8 ▼

Teacher Report Example

Teacher: <u>Johnston,</u>		Grade: <u>8</u>
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		

Master Student Schedule – Exported to Excel

Last Name	First Name	Teacher Title	Teacher First Name	Teacher Last Name	Grade	Keynote 08:30 AM - 08:55 AM	Session 1 09:10 AM - 09:40 AM	Session 2 09:50 AM - 10:20 AM	Session 3 10:30 AM - 11:00 AM
	ABRAHAM			ALQUICIRA	5	Eric Powers Cafeteria	Mann, John Computer Infrastructure-IT Mann Solutions Room 35 - 4th-Elliott	Husain, Rushdi Educational STEAM Programs Sugar Land Snapology Rm 34 - 4th-Callis	Paradeshi, Sunny Multi-Media Solace Media Room 43 - 5th-Alvarez
	ERIKA			JOHNSON	5	Eric Powers Cafeteria	Reuter, Dorothy Agriculture BHS FFA Room 38 - 4th-Larson	Jackson, Stacy Art Professor HBU Art Room-Simpson	Culton, Ashley Cosmetology FBISD Tech Ed Room 26 - 3rd-Eiland
	GERBER			LARSON	5	Eric Powers Cafeteria	Robinson, Jeremy Chef Benjy's & Local Foods Restaura Room 25 - 3rd-Shaw	Perdue, Jeanne Engineer-Petroleum Occidental Oil & Gas Room 27 - 3rd-Gillespie	Evertson, CAPT Navy ROTC BHS Room 29 - 3rd-Cruz
	CLARA			CALLIS	5	Eric Powers Cafeteria	Reuter, Dorothy Agriculture BHS FFA Room 38 - 4th-Larson	Culton, Ashley Cosmetology FBISD Tech Ed Room 26 - 3rd-Eiland	Vingle, Lynae Paralegal FBISD Room 31 - 5th-Alquicira
	WILFREDO			PETTICREW	5	Eric Powers Cafeteria	Robinson, Jeremy Chef Benjy's & Local Foods Restaura Room 25 - 3rd-Shaw	Johnson, Damon HVAC-Plumbing- Electrical Mechanical & Plumbing Room 20 - 2nd-Cardona	Pineda, Julio Truck Driver Walmart Room 17 - 2nd-Moore
	KAREN			MOORE	5	Eric Powers Cafeteria	Jackson, Stacy Art Professor HBU Art Room-Simpson	Robinson, Jeremy Chef Benjy's & Local Foods Restaura Room 25 - 3rd-Shaw	Russell, Linda Chemist Eco Lab Science Lab-Flores
	ALLISON			JOHNSON	5	Eric Powers Cafeteria	Reuter, Dorothy Agriculture BHS FFA Room 38 - 4th-Larson	Burgess, Wade Healthcare Grand Parkway Room 28 - 3rd-Arce	Robinson, Jeremy Chef Benjy's & Local Foods Restaura Room 25 - 3rd-Shaw
	JANETH			ALVAREZ	5	Eric Powers Cafeteria	Culton, Ashley Cosmetology FBISD Tech Ed Room 26 - 3rd-Eiland	Jackson, Stacy Art Professor HBU Art Room-Simpson	Robinson, Jeremy Chef Benjy's & Local Foods Restaura Room 25 - 3rd-Shaw

Thank You!

- Karen Powell – M.ED, CSC, LPC
- 281-435-0877 (cell)
- kep6mn@gmail.com



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