**Sample 10 – Teacher Debriefing Guide**

**Thank you! Wow – with your support, our College & Career Fair was a success!**

**Please use this guide to debrief the experience with the students in your XX period class on date.**

* Hand out the College and Career Survey, collect it, and return completed event evaluations to XXX. Alternatively, provide the survey link to all students.
* Lead a discussion using the questions below (You may read the content in blue font).
* Prompt your students to fill out the final portion of the Participation Card titled “my next steps.” Collect completed Participation Cards and submit them to XXX by date.

**Survey (handout – College and Career Fair Evaluation Form or link)**

It is very important for our school and GEAR UP to improve the events we host – so that they are meeting your needs and expectations. I am passing out a survey with a few questions, that we ask that you complete. Please go to this link – **read link or write in on the board or projector**. Please give honest feedback about the College and Career Fair, and include your suggestions on how to improve this type of event in the future.

**Discussion –**

Now that you have had a chance to provide your feedback, let us talk a little bit about the fair:

Examples of possible discussion questions:

* What was your favorite aspect of the fair?
* What surprised you most about the fair?
* Name one business representative that you learned from, and share with the class what you learned.
* What college representative did you enjoy talking to, and what did you learn?
* Did attending the fair lead you to make any changes to your post high school plans?
* What are some examples of next steps that you will take to follow up on information you learned at the fair? Hints – sign up for a college trip, send an email to a career or college rep, and make an appointment to talk with my counselor.

**Participation Cards/booklets**

Take out your participation cards/booklets. Flip to the section that is called “My Next Steps” and take a few minutes to fill in that portion of the card.

**Optional follow-up/homework:**

If you have additional questions or if you want to thank someone in particular, we encourage you to email that representative. These emails should be short, clear, and professional.

At the end of the debrief, collect surveys (if you used a hard copy) and participation cards and replace them in their respective envelopes. Return them to XXXX by XXXXXXXXXX.

Thank you once again!

We would also like to get your feedback on the preparation, debrief, and actual College and Career Fair. Please complete our staff survey(insert link) by DD/MM/YY.