Student Prep Information for Teachers

Save the Date: XXX

# Teachers

Thank you for your support of our college and career fair this year. Please use the following information and the student handouts to prepare your students for the fair. Thanks to you, you will help make sure our students have a meaningful experience. If you have access to a projector, consider show- ing a few pictures of a College and Career Fair for students to have a visual while you are presenting. Pictures from the 20XX-20XX College and Career Fair can be found here (insert link of dropbox folder/google drive/social media page where your school has posted college and career fair pictures from past years).

Please cover this information with your XX period class 1-2 days before the College and Career Fair. After the fair, there are debriefing notes that we also ask you to facilitate in your class. See Debriefing Notes for more details.

Objective: Students will understand the logistics and benefits of the upcoming college and career fair, expected etiquette, and will prepare ahead of time in order to best utilize their time during the event.

# Facilitate a discussion with each of the questions below. You may read aloud the information in blue.

Handouts needed (attached) are:

* Bell Schedule
* Sample Questions
* Participation Sheet
* Preparing for the College and Career Fair student hand- out

* College and Career Fair diagram/map

Note for Coaches: Provide sufficient handouts for all the students in each teacher’s class.

# What is the purpose of the College & Career Fair?

On date, XHS and GEAR UP will host a College and Career Fair in the location. Our class will attend during X period. The purpose of this fair is to provide you an opportunity to talk with representatives from a variety of careers about their jobs, and education and training needed to get into that field. You’ll also meet college representatives, so you can ask questions, especially questions that aren’t easily answered by online resources.

# What does a College & Career Fair look like?

College and Career Fairs typically have several tables or booths where college representatives and career represen- tatives display handouts, pictures, and visuals about their school or organization. Students can walk around to each table and talk to the representatives to learn more about a specific career or institution. Some booths have handouts and free giveaways.

Attending this fair is an opportunity to learn about career options and to find out the steps you can take to be com- petitive for positions that interest you. You’ll also learn the education requirements for specific careers, and then talk to college representatives to see which colleges offer programs for the careers that interest you.

The time will go by very fast, so you’ll want to prepare ahead of time to prioritize the careers that most interest you, and make the most of your conversations with those repre- sentatives.

You have probably already covered some of the information we will cover today with your counselor or GEAR UP Coach, but let’s review to make sure you remember!

# What types of postsecondary schools will participate?

**Community College**

A public postsecondary institution offering courses to area residents. Students may earn associate’s degrees or tech- nical certificates, or may take courses towards a bachelor’s degree before transferring to a four-year university. The community colleges that will be at the fair are: Fill in participating community colleges here.

**Four-year University**

A postsecondary institution/school that offers undergraduate (bachelor’s) degrees. Many four-year universities also offer graduate (master’s) degrees. The universities that will be at the fair are: Fill in your participating universities here.

**Technical School**

These schools that provide training for skilled labor, such as welding and culinary arts. Programs generally take no more than two years to complete. The technical schools that will be at the fair are: Fill in participating technical schools here.

College representatives may have contact cards for you to fill out, please remember to bring a writing utensil with you and to write legibly (use your legal name and appropriate email address).

Consider asking students to share examples of the types of schools they intend to talk with.

**What types of careers will be represented at the fair?** There will be at least one representative from each of these career clusters:

# What to expect (handouts needed – fair diagram/map)

Provide a participant list/map and give students time to look at the college and career fair participants and their location.

I'm passing out a fair diagram/map that shows where each business and school will be set up. Please take a look and prioritize the tables you want to visit.

# College and Career Fair Etiquette. (Consider reading the list below or asking for input from students).

* Standard school policies apply during the fair.
* Ask representatives questions; the more you engage, the more you’ll learn.
* Listen attentively to the speakers, especially when you ask questions.
* Feel free to take notes.
* When asking about salaries, be sensitive. For example, “How much does a veterinarian typically make in this area?” is better than, “How much do you make?” Some people are happy to share their salary, but others might feel this information is private.
* Make good use of your time.
* Some booths may have giveaways (candy, pens, stick- ers or brochures), please take only one item per table. If you take flyers or brochures, do not throw them on the floor.
* Dress appropriately. include school-specific dress code. See examples on the next page.

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| **16 Career Clusters** |
| Agriculture, Foods, & Natural Resources | Government & Public Administration | Manufacturing |
| Architecture & Construction | Health Services | Marketing Sales and Services |
| Arts, A/V Technology, & Communications | Hospitality and Tourism | Transportation, Distribution, & Logistics |
| Business Management & Administration | Human Services | Science, Technology, Engineering, & Mathematics |
| Education & Training | Information Technology |  |
| Finance | Law, Public Safety, Corrections, & Security |

**How to dress:**

Insert dress code. If your school has uniforms, this section may not be necessary. If not, we suggest students be

encouraged to dress ‘nicely’— as they might for church or a job interview. There is no need to go out and purchase new clothes, but students want to dress to impress. Who knows? A job or college admission could come out of their interactions at this event.

# Student Questions (pass out handout)

To maximize this opportunity, you will want to ask each representative questions.

I am passing out sample questions to get you started.

Give students time to review the questions and/or draft their own and/or ask them to review the sample questions at home.

# Purpose of Participation Sheets

(Show students one sample Participation Sheet, hand them out to each student on the day of the Career Fair).

The Participation Sheets will help you keep track of the tables you visit. As you go from table to table, select ones most interesting to you. Fill out the Company or College name on the sheet. After talking to each representative and learning more about their career or college, ask the

representative to sign or stamp the area marked “Representative.” Before you move on to the next table, jot down a sentence or two summarizing what you learned.

We encourage you to visit at least three career tables and three college tables; however, you can visit more if you like. Mark up the Participation Sheets as needed to accommodate this change.

Keep your Participation Sheets and bring them to class on XX day. We’ll discuss what you learned, and then I will collect them and turn in your participation sheets to GEAR UP because every student who met with at least six representatives will be entered into a drawing. After the drawing, your participation sheets will be returned to you.

# Event Logistics (handout needed – bell schedule)

Share copy of bell schedule with your students.

On date, after X period, please meet me here in this class- room. I will take attendance and pass out your student participation sheets that you will bring with you to the fair, so you can have them signed/stamped by number represen- tatives. I will escort you to the location and will be walking around during the fair in case you have any questions. All students who complete X signatures on their participation sheets will be entered in a drawing for prizes! When the bell rings, you will need to report to your X period class. Don’t forget to bring your participation sheets to class on XX date, so I can collect them and turn them in for the drawing.

