

OREGON GEAR UP TOOLKIT



Career & College Day

everything you need to host an event

REACHING HIGHER

RIGOR

RELEVANCE

RELATIONSHIPS

RAISING AWARENESS

7 8 9 10 11 **12** 13+

Parents **Community** Teachers



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Updated November 2018

RELEVANCE

Link students' career aspirations with their educational goals.

Strategy

- Provide opportunities for students to learn about a wide array of careers.

Measurable Objective

- Increase engagement of community and business partners in college and career readiness events and learning opportunities.



DOWNLOAD PRINT-AND-USE RESOURCES: bit.ly/22vNs2d

Look for the printer icon and green text throughout the toolkit!

- Presenter Invitation & Registration
 - Surveys
 - Student Passport
 - Presenter Information
 - Presenter/Volunteer Thank You
 - Presenter Table Pennants & Nametags
 - Flyer
 - Presenter Spreadsheet
- Activities:**
- Name That Job
 - Building a Career Pathway
 - Career Photo Booth
 - Pre-Carnival Lesson Plan
 - Carnival Activities

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Sources & More Information

The Bridgespan Group: [Reclaiming the American Dream](#)

Oregon Department of Education: [Oregon Skill Sets](#)

Resources adapted from:

- Coquille Valley School
- Sweet Home High School
- Glendale Junior/Senior High School
- Myrtle Point Junior/Senior High School
- Lost River Junior/Senior High School
- Lorna Byrne Middle School

WHAT THE RESEARCH SAYS

Studies report that understanding the link between education and career aspirations may be the single largest impact on an individual student's likelihood of completing college. In fact, high school graduates who expect they will need a college degree for the career they are interested in are more than *six times* as likely to earn their bachelor's degrees.



Students who understand the relevance of a college education on their career interests are also more likely to be academically prepared for college and career.

CHOOSE YOUR EVENT

Consider your audience, the purpose of the event, and your budget when deciding what type of event to hold. Events should be grade-level appropriate and build on each other from 7th-12th grade.

Career Guest Speaker

Audience: Middle and high school students

Effort: ★☆☆

Timing: During the school day.

Bonus: Can be held on one day or spread throughout the school year.

Career & College Fair

Audience: Middle and high school students

Effort: ★★☆☆

Timing: During or after the school day.

Bonus: Reach many students and parents at once.

Career & College Carnival

Audience: Elementary and middle school students

Effort: ★★★☆☆

Timing: During or after the school day.

Bonus: Reach many students and parents in a fun atmosphere.

THINK BROADLY

Try to have a range of presenters that represent each of the six career skill sets, as determined by the Oregon Department of Education, as well as jobs that require different types of degrees.

CAREER SKILL SETS

- Agriculture, Food & Natural Resource Systems
- Business & Management
- Human Resources
- Arts, Information & Communications
- Health Services
- Industrial & Engineering Systems

DON'T GO IT ALONE!

Recruit a team of parents, teachers, students and even community members or business leaders to serve on the planning committee.



BEFORE & AFTER

Career and College Days are most effective when paired with opportunities both before and after the event to explore interests, career options and the requisite education. Prepare students before the event and then reinforce learning outcomes with further exploration in class, job shadows, internships or other activities.

EXPLORE INTERESTS & CAREERS

Consider using one of the online resources below in conjunction with our **Building a Career Pathway** worksheet or **Name That Job** activity.



Our **Career Photo Booth** can also be done as a fun, interactive activity in class before or after an event, or done as part of a College and Career Fair or Carnival.

► OREGON CAREER RESOURCES

Oregon CIS: An online curriculum with information about occupations and industries, postsecondary programs and schools, and financial aid. A school membership is required.

oregoncis.uoregon.edu

Oregon Careers: An annual publication geared towards students that includes career profiles, information on Oregon colleges, and articles. A resource and activity guide for educators is also available. Order free copies in Spanish and English from Worksource Oregon.

qualityinfo.org/pubs

For more resources, visit oregongearup.org/resources/search and search by "Careers & Majors" or "Relevance".

QUESTIONS FOR PROFESSIONALS

Students should also be prepared with appropriate questions for presenters. Encourage students to brainstorm questions, using the list below for guidance. Discuss appropriate etiquette and behavior, as well.

- What kind of degree or certificate do you have?
- From which college or program did you graduate?
- What do you like/dislike about your job?
- What is a typical day for you?
- How did you decide this was the career for you?
- What can I expect to earn as a beginner in this field? What is the average mid-salary?
- What other careers could I have with your degree?
- Will I need to go back to college and receive more degrees or training in this career?
- How do you see jobs changing in this field in the next 5 years?
- If you could go back, would you change anything about how you reached where you are now?
- What classes should I take in high school to be prepared for this field?
- What advice can you give me about this field?



CAREER GUEST SPEAKER

WHAT TO DO

Invite local businesses and community members to share their story—how they got into their chosen field, education requirements for the profession, and a typical day on the job.

HOW TO DO IT

Have one classroom/presenter with a school staff member on hand. Have students choose the careers they wish to hear about and rotate to different rooms after short (15-20 minute) presentations.

Alternatively, have one presenter come during the lunch hour each month and invite interested students to attend.

Another option is to have virtual presenters using free video chat software. Check out [Oregon Connections](#) and [Skype a Scientist](#) to interact with STEM professionals across the state and the nation.

PIZZA WITH A PROFESSIONAL

At Coquille Valley School, students can sign up to participate in lunch-time conversations with local community members from a variety of career fields. A popular program, it's a low-effort, low-cost way for students to learn about different occupations.

CAREER GUEST SPEAKER CHECKLIST

The month or two before:

- Contact community businesses with [Presenter Invitations](#)
- Find a location to host event
- Advertise the event with [Posters](#)
- Prepare students
- Plan food and beverage if applicable

The week or two before:

- Send [Presenter Information](#) with times, parking, directions, etc.
- Remind students
- Print [Surveys](#)

The day of:

- Go over expectations with students, have them think of questions to ask
- Welcome/reassure presenters
- Ask questions if students are silent
- Have students thank presenters and fill out surveys
- Debrief with presenters; fill out surveys
- Take photos and have fun!

The next day:

- Send [Presenter Thank You](#)
- Review surveys
- Reinforce learning outcomes with exploration in class, job shadowing, internships or other activities



CAREER & COLLEGE FAIR

WHAT TO DO

Local businesses, community members and colleges set up tables/booths in a central location to talk to students and parents who are interested in their field or programs.

HOW TO DO IT

Group similar businesses near each other, organized by career pathways. Provide students with a “passport” that they must fill out during the fair that connects degree programs with careers.



North Marion High School's annual Career Fair

STUDENT-LED FAIR

At Lowell Junior/Senior High School, students are the experts. As part of a class assignment, high school students researched and presented about a college of their choice during a student-led college fair.

CAREER & COLLEGE FAIR CHECKLIST

Two to three months before:

- Contact businesses and colleges with **Presenter Invitations & Registration** & keep track of who's coming with **Presenter Spreadsheet**
- Find a location to host event
- Advertise the event with **Posters**
- Prepare students
- Plan food and beverage if applicable

The week or two before:

- Send **Presenter Information** with times, parking, directions, etc.
- Remind students
- Print **Nametags** , **Pennants** , table assignments, **Passports** , **Surveys** , stickers

The day of:

- Go over expectations with students, brainstorm/write questions
- Welcome/reassure presenters
- Give orientation, have students fill out passports and surveys
- Debrief with presenters; surveys
- Take photos and have fun!

The next day:

- Send **Thank You** to presenters
- Review surveys
- Reinforce learning outcomes with exploration in class or other activity



CAREER & COLLEGE CARNIVAL

WHAT TO DO

Provide games and activities for students to learn the importance of college, how to pay for higher education, and the kinds of jobs they might be interested in.

HOW TO DO IT

Start students (and families) thinking early about college and what it takes to get there. Prepare students ahead of time with key information and samples of activities. Have a variety of booths with different activities (each with a key concept about careers and colleges) for participants to rotate through in a fun and festive environment.

▶ GAMES & ACTIVITIES TOOLKIT

Games can introduce or reinforce college & career topics in engaging ways. Use our toolkit to learn how to use them strategically in your work with a variety of audiences. Includes sample activities with instructions and questions.

oregongearup.org/resources/games-activities-toolkit



Lost River Jr/Sr High School's College Carnival

CAREER & COLLEGE CARNIVAL CHECKLIST

The month or two before:

- Recruit volunteers: consider using high school students, community businesses, parents and teachers
- Find a location to host event
- Advertise the event with **Posters**
- Prepare students using the **Pre-Carnival Lesson Plan**
- Plan food and beverage if applicable
- Plan childcare if applicable
- Prep **Carnival Activities** and print/borrow/buy items and prizes as needed

The week or two before:

- Send reminders to volunteers with times, parking and directions
- Remind students and parents
- Print **Surveys**

The day of:

- Go over expectations with students
- Debrief with volunteers; fill out surveys
- Take photos and have fun!

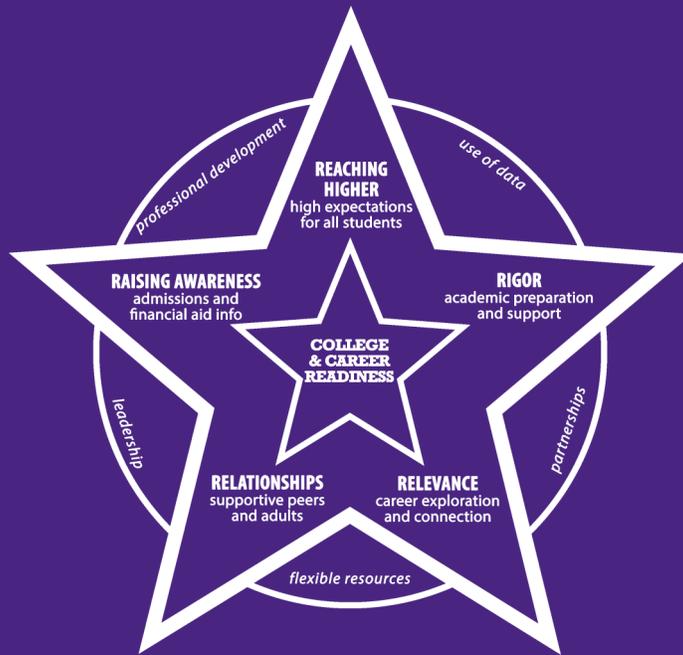
The next day:

- Send **Thank You** to volunteers
- Review surveys
- Reinforce learning outcomes with exploration in class or other activity

EXPLORING CAREERS CALENDAR

Plan the scope and sequence for career exploration across grade levels including classroom preparation, assignments and special events like guest speakers.

	7th	8th	9th	10th	11th	12th
FALL						
WINTER						
SPRING						



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COLLEGE. It's not a dream, it's a plan.