everything you need to host a:

CAREER & COLLEGE DAY

Prepared for schools participating in the
AZ GEAR UP
ACT/EXPLORE Program
STUDENTS WHO KNOW THAT THEY NEED A COLLEGE DEGREE FOR THE JOBS THAT INTEREST THEM ARE MORE LIKELY TO GO TO COLLEGE.

Encouraging students to explore careers they are interested in is a key way to demonstrate the relevance of a college degree. A Career and College Fair (or similar event) raises awareness about the importance of college, connects students with many different professions and gives community members a chance to share their expertise with students.

WHERE DO I START?

This toolkit provides examples of three different types of events that introduce students to different careers, related education requirements, and basic information about college, as well as checklists that serve as a guide for each event. In addition, there are links to Word documents that can be customized for your own school.

DON’T GO IT ALONE!

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

DECIDE ON TYPE OF EVENT:

♦ Career Guest Speaker Series
Good for middle and high school students; least amount of effort/preparation. Can be held on one day or spread throughout the school year. Best during the school day.

♦ Career & College Fair
Good for middle and high school students; medium amount of effort/preparation. Can reach large numbers of students and parents at one time. Can be held during or after the school day.

♦ Career Carnival
Good for elementary and middle school students; greatest amount of effort/preparation. Can reach large numbers of students and parents at one time in a fun atmosphere. Best after the school day.
RESOURCES FOR PREPARING STUDENTS FOR EVENTS:

Use the EXPLORE results to prepare students ahead of time by exploring the types of careers they might be interested in.

♦ **Arizona Career Information System (CIS)**

Online curriculum on careers for Arizona’s students; includes information about occupations and industries, postsecondary programs and schools, and financial aid. Membership required.

♦ **Arizona GEAR UP and Expect More Arizona - College and Career Planning Guide and website for students**

Students in Arizona need to know they’re not alone. There are many resources out there to help them be successful regardless of their age or grade level. The College and Career Planning guide and website includes, checklists, definitions and postsecondary requirements.

**About Kids.gov**

Brought to you by USA.gov, Kids.gov is the official U.S. government portal for kids. It links kids, parents and teachers to U.S. government information and services on the web from government agencies, schools, and educational organizations, all geared to the learning level and interest of kids.

♦ **ACT EXPLORE Your Career Possibilities**

EXPLORE Score Report helps students start focusing on a few career areas. Exploring careers is easier if they have a good map. Launch the **World-of-Work Map** on this site to have students begin exploring careers and occupations that might be right for them.
CAREER GUEST SPEAKER SERIES

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

What to do:

Have a staff member on hand for the community member/speaker. Have students choose the careers they wish to hear about and rotate to different rooms after short (15-20 minute) presentations.

Resources:

- Presenter Invitation
- Presenter Information
- Poster/Flyer
- Survey
- Presenter Thank You

_Adapted from Oregon GEAR UP 2012_

The month or two before:

- Contact community businesses
- Advertise to and prepare students
- Find a location to host event
- Plan for food and beverage if applicable

The week or two before:

- Remind guest presenters with times, parking, directions, what to bring
- Remind students
- Print surveys

The day of:

- Go over expectations with students, have them brainstorm/write 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:

- Thank presenters and volunteers
- Review surveys
- Reinforce learning outcomes with exploration in class, job shadowing, internships or other activity

“LET’S DO LUNCH”

Consider a lunch for students and professionals. Students can sign up to participate in lunch-time conversations with local community members from a variety of career fields. It is also a low-effort, low-cost way for students to learn about different occupations.
**WHAT DO YOU WANT TO BE WHEN YOU GROW UP?**

Learn about different careers and what it takes to get there.

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CAREER (& COLLEGE) FAIR

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 program.

What to do:

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

Resources:

Presenter Invitation
Presenter Information & Registration
Presenter Spreadsheet
Poster/Flyer
Passport for Students
Pennants for Presenter Tables
Survey
Presenter Thank You
Mesa EXPLORE Parent Letter

The month or two before:

- Contact community businesses/colleges
- Advertise to and prepare students
- Find a location to host event
- Plan for food and beverage if applicable

The week or two before:

- Remind guest presenters with times, parking, directions, what to bring
- 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; fill out surveys
- Take photos and have fun!

The next day:

- Thank presenters and volunteers
- Review surveys
- Reinforce learning outcomes with exploration in class, job shadowing, internships or other activity

Adapted from Oregon GEAR UP 2012.

MESA PUBLIC SCHOOLS- EXPLORE WHAT’S IN STORE


Explore What’s In Store, an event for eighth-graders and their parents. Faculty from Mesa Public Schools, Mesa Community College, Arizona State University and the University of Arizona introduce students and parents to college options. Explore What’s In Store has hands-on activities and straight talk about college and careers.
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NORTHERN ARIZONA UNIVERSITY

Preparing Students for Success
CAREER & COLLEGE CARNIVAL

Games and activities that students can participate in to learn the importance of college, how to pay for higher education, and the kinds of jobs they might be interested in.

What to do:

Start students (and families) thinking early about college and what it takes to get there. Have stations with different activities for groups to rotate through; at the end of the night present certificates in a “graduation” ceremony.

Resources:

Poster/Flyer

Activities:

- Careers, College and Cash
- Carnival and College BINGO

Certificate/Diploma

Survey

Volunteer Thank You

Adapted from Oregon GEAR UP 2012

The month or two before:

- Contact community businesses, parents and teachers as volunteers
- Advertise to and prepare students
- Find a location to host event
- Plan for food and beverage if applicable
- Plan for childcare if applicable
- Prep games and print/buy items as needed

The week or two before:

- Send reminders to volunteers
- Clarify times, parking and directions, what to bring
- Remind students
- Print surveys

The day of:

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

The next day:

- Thank presenters and volunteers
- Review surveys
- Reinforce learning outcomes with exploration in class or other activity

GAMES

Our friends at Wyoming GEAR UP have a plethora of fun, quick, and low-cost games that reinforce what students have learned about college. Easy to adapt to have a career focus as well! [http://bit.ly/gearupgames](http://bit.ly/gearupgames)
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Additional Helpful Links

A comprehensive guide of postsecondary institutions in the State of Arizona, published by Arizona Commission for Postsecondary Education.

College and Career Checklists for grades K - 12 - from the Arizona Dept. of Education

My Next Move is an interactive tool for students to learn more about their career options. My Next Move has tasks, skills, salary information, and more for over 900 different careers.

Expect More Arizona Digital College Career Planning Guide

nau.edu/COE/Gear-Up/Explore-Program/
Adapted from Oregon GEAR UP 2012