

CAREER FAIR



EDUCATOR GUIDE

October 24 & 25, 2023

EDUCATORS' GUIDE

This Educator's Guide is designed to help you and your students prepare for the big day. Please take time to review the information provided. Inside you will find:

- Pre-event planning and registration and activities for students
- Transportation and Parking information
- What to expect during the event
- Event wrap-up and reflection activities for students

We are very excited to host the annual MiCareerQuest Southwest and look forward to providing your students with an amazing opportunity to learn about and explore dozens of different careers.

Students will interact in person with local professionals and industry experts during the event to discover the abundant career possibilities available across in-demand industry pathways: Healthcare and Agricultural Sciences, Engineering and Manufacturing, Professional Trades, Information Technology and "Touch-A-Truck."

Check out www.micareerquestsw.org for more information and photos from previous events.

ABOUT MICAREERQUEST SOUTHWEST

About the Event

MiCareerQuest Southwest, the region's largest career exploration event for middle school students, is almost here! It is a fun and exciting career awareness and exploration event designed for 8th-grade students across southwest Michigan. More than 5,000 students experience this interactive, informational, and inspiring event annually, and we are thrilled to be able to provide this experience in person. During MiCareerQuestSW, students will explore pathways in Healthcare and Agricultural Sciences, Engineering and Manufacturing and Professional Trades, Information Technology and Touch-A-Truck. Students will talk directly with industry professionals who perform these jobs every day and will discover what it's like to be a Radiologist or Respiratory Care Therapist, a Design Engineer or Graphic Designer, a Welder, CNC Machinist, Robotics Technician, or IT Support Specialists and many more exciting careers.

Thank you for your commitment to Career Awareness and Exploration! Employers from key industries of West Michigan have been working hard to provide students with an interactive, hands-on experience. No matter where your students are in their "quest" to their future, this event will provide them an excellent opportunity to begin to connect the dots and deepen their career exploration. Visit the website at www.micareerquestsw.org for more information.

WHAT TO EXPECT

Please allow some class time to show the official MiCareerQuest Southwest promotional video to your students. The video is three minutes in length and will give your students a good idea of what to expect the day of the event. You can click the button below to access the video, or you can visit the [MiCareerQuest Southwest website](http://www.micareerquestsw.org) to watch the video there instead.

WATCH WELCOME VIDEO



PREPARING FOR MICAREERQUEST SOUTHWEST 2023

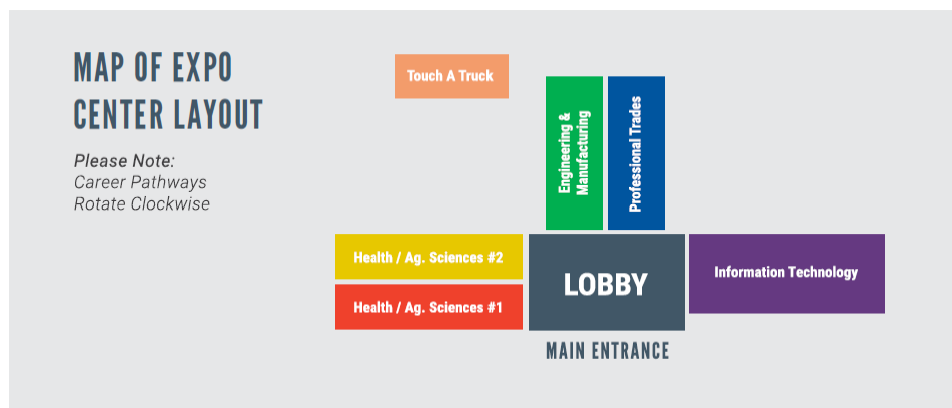
Pre-Activities

For students to get the most out of MiCareerQuest Southwest, we will provide activities before they attend MiCareerQuest Southwest. These will be sent to you via email separately. We also recommend showing the [MiCareerQuest Welcome Video](#) ahead of the event.

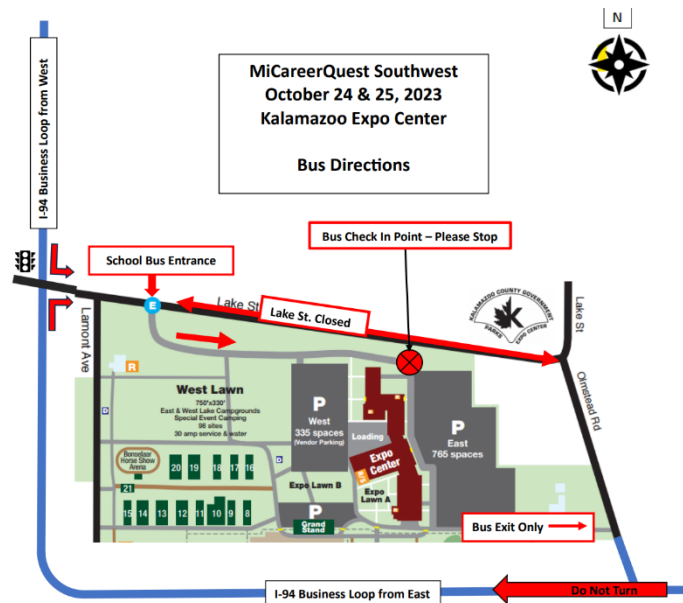
Bus Arrival

Buses will be directed to park in a designated area; whether the bus is staying or leaving (see map on page 4). Due to the volume of schools attending, plan to arrive with adequate time for unloading, so that students can have maximum time with employers. Upon arrival, please wait on your bus until volunteers greet you and lead you to your first pathway area.

Indoor Map



Bus / Outdoor Parking Map



School Schedule Rotation

Each session at the pathways above will be 15 minutes total, and there are 6 pathways that each school will visit for the duration of that time (see above). Each day of the event begins at 9:30 a.m., and the days are split up into a morning and afternoon schedule. The morning schedule runs from 9:30 a.m. to 11:25 a.m., and the afternoon schedule runs from 11:45 a.m. to 1:40 p.m.

AM Schedule:

- 9:30 - 9:45 a.m.
- 9:50 – 10:05 a.m.
- 10:10 – 10:25 a.m.
- 10:30 - 10:45 a.m.
- 10:50 - 11:05 a.m.
- 11:10 – 11:25 a.m.

PM Schedule:

- 11:45 - 12:00 p.m.
- 12:05 - 12:20 p.m.
- 12:25 - 12:40 p.m.
- 12:45 - 1:00 p.m.
- 1:05 - 1:20 p.m.
- 1:25 - 1:40 p.m.

In Case of Emergency

If someone in your group requires medical attention or a quiet place outside of the pathways, please find someone in a MiCareerQuest volunteer shirt who can assist you and the student(s).

PRE-EVENT PLANNING CHECKLIST

- If you have not already, **complete the [pre-registration survey](#)**. All schools are required to register ahead of the event. This will be used for scheduling and balancing attendance numbers so the career pathways are not overcrowded. Please contact Liz Jones at liz.jones@kresa.org if you have not already pre-registered.
- Kalamazoo RESA/ CAE will **confirm your student numbers and session time prior to the event**. If there are significant changes, please email liz.jones@kresa.org. We will make every effort to accommodate requests.
- If needed for your purposes, **share this [Field Trip Permission Form](#) with students' parents or guardians**. Access and print the Field Trip Permission Form [here](#).
- Complete your district's bus request** and coordinate with your transportation department regarding the specifics of your trip. Send your bus bill to Kris DeRyder: kris.deryder@kresa.org (Kalamazoo County only).
- Personal Items, coats, and phones:** If the bus is staying, students should leave their personal items and coats on the bus. There will be no coat or storage area inside. Students may have the opportunity to engage in social media extension activities while on-site with employers, so allowing students to access phones is permitted, depending on each school's policy. Masks are optional.
- Plan on an appropriate number of chaperones for the event.** We recommend 25:1 chaperone ratio. Chaperones are required to stay with their students for the duration of the event to monitor their activity within the pathways and encourage students to engage with employers. Please encourage Chaperones to review the [MiCareerQuest Southwest website](#) and [fact sheet](#) prior to attending.

- Review the **expectations for student behavior** according to your school’s code of conduct. Please remind students that they represent their school when they are interacting with adults and employers from our community. Although the event is not taking place at school, in a business or workplace setting, respectable behavior is expected. Students should adhere to the school dress code. Closed-toe shoes are recommended. MiCareerQuest is a smoke-free, drug-free, and weapon-free event. All visitors must adhere to these policies.
- **Provide an overview of the event for students.** Post the [MiCareerQuest Southwest Event flyer](#) in prominent places. Announcements should include [this MiCareerQuest Southwest video](#).
 - Please let students know that companies have invested significant time and money to make MiCareerQuest Southwest a great event for them. It is always nice for students and staff to thank employers for their commitment, and continued partnership. Impressions on employers can also bring future work-based learning or employment opportunities for students.
- **Watch for pre-event activities and lanyards** to be sent to your school. These will come via email or be dropped off.
- **Report significant changes to your student numbers** at any time prior to the event by contacting Liz Jones, liz.jones@kresa.org or text/ call 269-806-5961.

THE DAY OF THE EVENT CHECKLIST

- **Report significant changes to your student numbers** at any time prior to the event by contacting Liz Jones, liz.jones@kresa.org or text/ call 269-806-5961.
- **Complete the student participation count sheet** provided with the lanyards. Turn this into the volunteer who greets your bus.
- **Distribute lanyards** for each student on the bus on the day of the event and have the students write their first name only on the badge. Lanyards must be worn at all times while attending the event.
 - Prior to the event, schools will receive a box with lanyards. The number of lanyards provided will be based on the numbers confirmed with KRESA and/or the CAE team. Please distribute the lanyards to students on the bus. **NOTE:** Extra materials will be available upon your arrival if needed.
- **Review the expectations for student behavior** according to your school’s code of conduct.
 - Please remind students that they represent their school when they are interacting with adults and employers from our community. MiCareerQuest Southwest hopes to help students see the important relationship between secondary, post high school options and careers.
- **Follow the parking map provided** earlier in this packet. Buses should **drop off and pick up** students in the main parking lot on the EAST side. Staff will be directing traffic. No cars will be allowed into the East parking lot. Any student pick-ups/drop-offs should be done in the west/exhibitor lot at that entrance.

- **When you arrive, please stay on the bus.** A volunteer will greet you, collect your student count sheet and lead your students to their first session. Be sure all students are wearing their lanyards. The color determines the career pathway where your group begins.
- The Expo Center will be divided into six career pathway rotations: **Health Sciences, Agricultural Sciences, Engineering & Manufacturing, Professional Trades, Information Technology and “Touch-A-Truck”**. Students will rotate to all areas. Within the areas, students will have the opportunity to engage with interactive displays highlighting diverse career pathways. Please encourage students to talk with career representatives, employers, CTE/EFA/EMC staff members, teachers and post-secondary instructors about the skills and education required for success in their respective fields.
- **Listen for Music!** We will use music to cue the time to rotate to the next area. We know some students (and staff) will want to spend more time in some pathways than what is allotted. However, please help us move students with the planned schedule.
- **Look for event volunteers** throughout the day to help you during your time at MiCareerQuest Southwest. They will be wearing a colored MiCareerQuest Southwest t-shirt.
- **Listen for your dismissal/ bus pick-up.** Schools are dismissed by the PA system at the end of their scheduled time. Please do not leave the pathway your group is in until you are dismissed. To help with congestion, please conduct your student count on the bus.
- **Adhere to Parking Lot SAFETY:** please do NOT allow students to run to their bus. Safety is our priority, please monitor students as they exit the building and make them WALK to the bus. **Almost 1,200 students depart, and another 1,200 students arrive at the same time, along with all their buses.** We want the students to be safe!
- We encourage chaperones to take photos and videos throughout the event! Please use the hashtags #MCQSW, #MiCareerQuest and #MCQSW2023 on Facebook, Twitter, and Instagram to share your students’ time at MiCareerQuest Southwest.



KRESA: [@kalresa](https://www.instagram.com/kalresa)



KRESA: [@KalRESA](https://twitter.com/KalRESA)



KRESA: [@kalresa](https://www.facebook.com/kalresa)

KRESA Career Awareness & Exploration (CAE) [Facebook Group](https://www.facebook.com/kalresa)

EXPECTED BEHAVIOR

Code of Conduct

Registration to attend MiCareerQuest Southwest constitutes consent to adhere to the Code of Conduct where everyone feels welcome to participate, speak up, ask questions, and engage in conversation in a harassment

free and inclusive environment. We invite all those who participate to help maintain a safe and positive experience for everyone. MiCareerQuest Southwest event hosts will not tolerate harassment to or among participants in any form. Sexual or foul language and imagery is not appropriate during any aspect including talk, text, video chat or other on-line interaction. Following this Code of Conduct helps create the best experience possible for all attendees.

- **Expected Behavior:**

- Exercise consideration and respect in your speech and actions and refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be respectful of all displayed items which are the property of the company and only pick up items permitted. Theft is prohibited and will be reported.
- Be mindful of your surroundings and other participants. Adhere to the posted schedule and give others time to interact at the career booths.

Event organizers will enforce this Code of Conduct throughout the event's entirety. Alert the help desk if you notice a dangerous situation, someone in distress, or violations. Participants violating the Code of Conduct and expected behaviors will be reported to their school contact and be disconnected from the event.

POST-EVENT WRAP-UP

In lieu of a follow-up survey; all students will be asked to complete an Experiences Timeline post on their Xello Dashboard. CAE Consultants will use the direct messaging feature from the Educator Dashboard to also encourage students to complete this activity. Please help us by having your students follow the steps outlined [here](#).

Reflection and Post-activities using Xello.

Post-event activities are recommended to enhance the overall experience of MiCareerQuest for students. These activities can be done through an intentional guidance lesson or completed individually by students. Below are examples that are used in Kalamazoo County.

Along with the Experiences Timeline post, students can reflect on their MiCareerQuest Southwest experience, and document it in their Xello EDP Dashboard.

- Under the "About Me" tab, students can create a portfolio of attending MiCQSW and upload pictures of documentation about the experience.
- Under the "Explore Options" tab, students can search for and save careers of interest they learned about while at MiCareerQuest Southwest.
 - If the career selected isn't a match; encourage students to select "[Find Out Why](#)" and review the information to plan ways to increase the likelihood of the career match.
- Under the "Goals and Plans" tab, students can Make Future Plans or Set Personal Goals to achieve a career field they found interesting.

QUESTIONS?

Contact KRESA's Career Awareness and Exploration team

For educator and student related questions or concerns, please contact Liz Jones, CAE Career Development Consultant: liz.jones@kresa.org or text/call 269-806-5961

