

# NEBRASKA

## Work Based Learning Manual

### PART V

## CAREER AWARENESS ACTIVITIES GUIDE



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# Work Based Learning

## CAREER AWARENESS ACTIVITIES GUIDE

### Executive Summary

Career awareness often focuses on *group* activities that help students develop a general awareness of themselves, the world of work and its connection to education. They provide the basis for guiding students into future career decision making. When properly planned and structured, they can be valuable learning experiences that are integral to classroom learning and enjoyable for students. The career awareness activities covered in this guide include: Career Fairs/Career Day, Classroom Guest Speakers, and Field Trips (Business/Industry Tours).

<b>Career Awareness Activities</b>	
<b>Career Fairs/Career Day</b>	Career fairs and career days provide opportunities for students to explore a variety of career path clusters of interest to them
<b>Classroom Guest Speakers</b>	Guest speakers provide students with an understanding of the career choices available at their place of business, how academic and technical skills are integrated on the job, how they have adapted to technological change, and their role in the economic development of the community.
<b>Field Trips</b>	Student tours with local businesses willing to share their expertise and provide insight into the variety of career pathways available in their business. The tour should emphasize all aspects of the industry.



## A. CAREER FAIR/CAREER DAY

### Overview

Career fairs and career days provide opportunities for students to explore a variety of career path clusters of interest to them. The event can involve a large number of students and provides an opportunity for students to practice social skills and solicit job shadowing opportunities. A career day can be held more than once a year and are often sponsored by community service organizations, the Chamber of Commerce, Tech Prep consortia, School-to-Careers Partnerships, community colleges, universities and/or elementary, middle, or high schools.

**All Aspects of the Industry.** Depending upon the grade level of the students, career fair and career day presenters should be encouraged to provide students with an understanding of all aspects of their industry or industry sector by showing them how academic and technical skills are integrated on the job, emphasizing the career choices available, indicating how they have adapted to technological change, and explaining their company's role in the economic development of their local community.

### Nebraska Success Stories

#### ABC CAREER FAIR

**Description.** Each spring Kearney area local contractors join with Associated Builders and Contractors out of Omaha to host a Construction Fair. At this fair, various careers in the building field are showcased. Attendees are invited to get involved with numerous "hands-on" construction activities. Examples are: bricklaying, surveying, concrete finishing, electrical wiring, sheetmetal work, welding, plumbing, landscaping, drywall finishing, and heavy equipment operation. This is largely an outside, parking area activity.

In 1997 the Work Keys consortium got on board, and assisted with this fair, expanding it and expanding its attendance area. Technical and construction careers are highlighted and a new element of including the educational institutions related to such careers. Students, family members and community members are invited to visit displays, try some "hands-on" activities and visit with persons employed in various construction careers. They are able to visit with schools and training institutions about education, costs, etc. Future fairs will work towards increasing attendance and assuring that participants receive all possible information regarding training needs, costs, and futuristic considerations about careers in which they have an interest.

**Program Areas.** All Areas

**Grade Level.** 6 - 12th Grades, Adults

**Contact.** Deb Eickhoff, Kearney Public Schools, 310 West 24th, Kearney, NE 68847, (308) 237-6067.

#### CAREER ADVENTURES

**Description.** High school students interested in elementary education use a puppet to provide career exploratory activities to first graders. This program is based on a similar program developed by the Gender Equity Coordinator for the state of South Dakota. It was modified to meet the needs of the Omaha Job Clearinghouse partnership.

The puppet "O<sub>2</sub>" has landed on earth. It (O<sub>2</sub> is neither male or female) is from the planet "Ortem" and would like a job. The first-grade students assist O<sub>2</sub> in exploring a variety of possible career areas in thirty-minute lessons that are held once a month during the academic year. Participants also complete a coloring book, drawing themselves in each of highlighted careers as well. Suggested corollary activities are provided to the host teachers for follow-up and continuity.

The high school students are recruited from Future Teachers of America Clubs and the student body at large. Training and on-going support and supervision is provided.

**Program Areas.** All Areas

**Grade Level.** 1st and 9 - 12th Grades

**Contact.** Penny Boykins, Omaha Job Clearinghouse, PO Box 3777, Omaha, NE 68103-077, (402) 457-2598.

#### CAREER CAMP

**Description.** Young women who have completed grades 10 through 12, and who live in the 20-county area served by Northeast Community College (NECC) are encouraged to attend this three-day career camp. Camp activities are designed to further the elimination of gender bias and stereotyping in career fields. Each year the featured career fields are identified from interests expressed on camp applications.

All camp participants complete career assessment activities which include aptitude testing and personality profiling. Career options are explored through speaker presentations, panel sessions, and individual research. Camp participants also have the opportunity to network with women employed in nontraditional career fields and NECC students enrolled in nontraditional programs of study. The NECC Career Camp also addresses other topics of concern or interest to young women. In the past, presentations have been made on date rape and self defense.

**Program Areas.** All Areas

**Grade Level.** 10 - 12th Grades

**Contact.** Karen Severson, Northeast Community College, PO Box 469, Norfolk, NE 68702, (402) 644-0650.

**CAREERS CAMP**

**Description.** Students are given the opportunity to attend a Careers Camp on the campus of the Western Nebraska Community College (WNCC) during a week in the summer. They listen to various presenters in a workshop format. Curtis & Associates present interview skills, mock interviews, application writing and resume writing.

Students are taken on tours to various industry/business sites in the community during the camp. Over 40 students attended the last camp. It was noticed at the end of grades six through nine camp, that the ninth graders could handle more learning. The next camp will be divided into sixth through eighth grades and ninth through twelfth grades. Transportation is offered by school bus and van from the various small towns to WNCC for the camp. The students had a great time. One of their favorite presenters was a female mortician. Each student left with a resume that had been written on the computer.

**Program Areas.** All Areas

**Grade Level.** 6 - 12th Grades

**Contact.** Lisa Pool, Western Nebraska Community College, 1601 E 27th Street, Scottsbluff, NE 69361, (308) 635-6054.

**Sample Forms for Career Fairs/Career Day**

The forms on the following pages show the process that the Beatrice **Career Opportunity Fair** Planning Committee went through to provide the structure for making the fair a valuable experience for students and participating business/industry representatives.

TITLE	DESCRIPTION	PAGE #
<b>Letter to Area Counselors/Teachers</b>	Copy of the letter sent to area schools on Beatrice Chamber of Commerce letterhead. The letter invites them to participate and encourages them to complete pre-fair activities designed to enhance student learning at the <b>Career Opportunity Fair</b> .	5
<b>Informational Packet for Schools</b>	Packet sent to areas schools with the letter inviting them to participate. The packet contains registration information, student and teacher/counselor evaluation forms, pre-fair and during-fair student activities and assignments, promotional materials.	7-17

**(LETTER TO AREA SCHOOLS ON BEATRICE CHAMBER OF COMMERCE LETTERHEAD)**

Dear Counselor / Teacher:

Thank you for your interest and dedication in working with today's youth. As you know, preparing young people for the future is a serious responsibility. Your students are our future doctors, educators, political leaders, computer experts and employees in career areas that we cannot imagine today.

The enclosed packet of information has been designed to assist you in preparing your students to attend the Career Opportunity Fair. Involving your students in some pre-career fair activities should help them become more focused and ready to utilize the excellent resources available to them at the event. Our hope is that the information students receive at the Career Opportunity Fair will reinforce lessons that you have taught, and will assist them in making immediate and long-term decisions about their goals and future careers.

Also enclosed in the packet, are student and teacher/counselor evaluation forms. This year we would like you to work with your class or student group attending the fair to complete an evaluation summary and return to the Beatrice Chamber of Commerce after the event.

As you assist students in completing the activities, please consider the objectives of the fair. Students will:

- explore their career interests
- view career role models from the Beatrice area demonstrating their jobs
- become aware of the diversity of jobs available in SE Nebraska and educational preparation, skills and training required
- become aware of appropriate school courses to support their career choice
- become aware of various uses of technology in the workplace
- help supply information to the public on job availability in the area after school hours

This year we added the use of Internet to help you keep up-to-date on career fair planning progress and information. View the Career Opportunity Fair information on the Gage County School-To-Work web site, [www.gced-stw.org](http://www.gced-stw.org). The site includes a current list of business participants that plan to attend, information about special career fair activities and a listing of additional resources that can help as you prepare student to get the most out of the career fair. The planning committee felt this would be the best means of communications to keep you informed on the latest career fair developments. Share this web site information with your students and their parents so they can keep current as well.

Without your support there would be no Career Opportunity Fair. It is up to you to prepare your students to make the best use of the information they receive and provide the necessary follow-up to better enable students to fully comprehend their experiences. We hope that your experiences at the fair will be as rewarding and pleasant for you as they will be for your students.

Sincerely,

The Career Opportunity Fair Planning Committee

**Beatrice Chamber of Commerce**

Kelly Berke, Executive Vice President - Beatrice Chamber of Commerce

**Career Opportunity Fair Committee Co-Chairs:**

Dawn Kirkwood, Project Manager at Gage County School-to-Work

Glennis McClure, Area Tech Prep Coordinator at Southeast Community College

**Other Planning Committee Members:**

Linda Ament RN, BSN, Director of Home Health  
for Beatrice Community Hospital

Jackie Amos, Service Representative at Manpower

Dr. Mike Barricklow, Assistant Superintendent for  
Beatrice Public Schools

Charlotte Campbell, Director of Human Resources at  
Beatrice Community Hospital

Bill Curry, Administrator at Good Samaritan Center

Rich Douglas, Agriculture Instructor at SECC

Sandra Dresser, Service Representative at Manpower

Scott Firebaugh, Recruiter at the Army Recruiting Office

Janet Harms, Manager at Nebraska Job Service

Glen Heideman, Retired School Superintendent

Cindy Jurgens, MFG/Pro Iso 9000 Coordinator at Exmark

James Klar, Purchasing Agent for Dempster

Bob Kluge, Placement Specialist at SECC

Ken Liefeld, Facility Manager at SITEL

Lisa Liekhus, Attorney at Willet, Liekhus, & Carothers

Arlene Overbeck, Human Resources Director at  
Dempsters

Dr. Kathleen Remmers, Director of Vocational & Educational  
Services at Beatrice State Development Center

Carol Schulz, STW Coordinator for Beatrice Public Schools

Dave Schuster, Recruiter for the Army National Guard



Sponsored by  
BEATRICE CHAMBER OF COMMERCE

# **CAREER OPPORTUNITY FAIR**

BUILDING SKILLS FOR THE FUTURE

**INFORMATIONAL PACKET for SCHOOLS**

**Wednesday, September 24  
9:00 am - 6:00 pm  
National Guard Armory  
Beatrice, Nebraska**

## PACKET CONTENTS

### Career Opportunity Fair Forms (Informational or Evaluative)

**Checklist of To Do's** -- Before the Career Fair and after the Career Fair.

**Posters** - Career Opportunity Fair posters are enclosed so you may post around your school building / community.

**Map of Career Fair Location/Grounds** -- Includes student loading and unloading and parking instructions.

**Sample Questionnaire for Students to Use at the Career Fair** -- You may use this sheet as an assignment guide for your students while at the Career Opportunity Fair or you may use this to help students prepare their own relevant questions ahead of time to ask at the fair.

**Sample Parent Letter** -- Sample letter to be sent to parents/guardian prior to the Fair explaining the purpose and inviting them to participate with their child. Edit and use as you wish.

**Sample News Release** --To be sent to your local newspaper. Please edit and use as you wish.

**Student Evaluation Form** -- This year the student evaluation form should be completed as a class or group activity. Tabulate student "votes" (answers) and write the total for each question or list the most frequent answers in the space provided on the evaluation form. It is imperative that we receive your students evaluation information from you. To be completed and returned by October 1.

**Counselor / Teacher and/or Sponsor Evaluation Form** -- The evaluation form should be completed individually. Include your recommendations! Please send all completed evaluation forms by October 1 to: Kelly Berke, Beatrice Chamber of Commerce, 226 South 6th Street, Beatrice NE 68310.

### Extra Informational Resources

**Technology Show and Tell Invitation** -- Plan to visit the SCC-Beatrice Campus on the 24th for the Technology Show and Tell (a supplement to the Career Fair.)

**Web Site**--Up-to-date Career Opportunity Fair info on the Gage County STW web site. [www.gced-stw.org](http://www.gced-stw.org)

### Beatrice Educational Tours & Speakers Booklet

**Career Prep Handbook** -- A career prep handbooks have been made available to schools in the Southeast Community College area through the local Tech Prep consortium. Parts of this booklet have been added to the web site information noted above. You may request copies of the handbook for your students if your school is a member of the SE Nebraska Tech Prep consortium. There will be a \$1.50/book cost charged for non Tech Prep school requests.

**"Enter Here" Videos List** --The Enter Here series is a unique resource that introduces students to the wide range of important, challenging entry-level jobs. Included in this packet is a listing of the 100 Enter Here careers as they are grouped into ten primary clusters. The Enter Here materials (videos and print materials) are available for your classroom use through your ESU.

**Pre-Fair Goal Setting and Career Interest Activities** -- It is highly recommended that students complete goal setting activities and career interest inventories prior to the Fair.

**Please use these resources to prepare your students to get the full benefit of the  
CAREER OPPORTUNITY FAIR!**

## Career Opportunity Fair CHECKLIST FOR BEFORE, DURING AND AFTER THE FAIR

**Date:** Wednesday, September 24

**Location:** National Guard Armory, (just off Hwy 136 on the West end of Beatrice)

- ▶ The Career Opportunity Fair will open at 9:00 AM and close by 6:00 PM.
- ▶ Buses will enter the Armory grounds from Hwy 136 and unload students at the North doors then proceed through the grounds to Scott Street to the Gage County Fairgrounds to park. (Map of grounds enclosed)
- ▶ Lunches will be available during the hours of 11:00 AM to 1:00 PM at no charge. (Includes hot dog, chips and pop.)
- ▶ Allow approximately 1 ½ hours for your group to visit the Career Fair. *RSVP* to the Beatrice Chamber (see below).
- ▶ Students must remain on the Armory grounds until buses return to pick them up for departure.
- ▶ Tours to Beatrice area businesses can be arranged by individual schools (Beatrice Educational Tours & Speakers Booklet encl.)
- ▶ Southeast Community College - Beatrice campus is located just across the highway from the Armory. See flyer insert for details as to activities planned for the 24th to coincide with the Career Fair.

### Teachers/Counselors - To Do's Before the Career Fair

\_\_\_\_\_ Confirm group numbers and schedule your time of arrival to the Fair with the Beatrice Chamber of Commerce office at (401 223-2338 or e-mail Kelly Berke at [kberke@beatrice.ne.com](mailto:kberke@beatrice.ne.com) by September 15. Please provide the following:

School Name \_\_\_\_\_ Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

1st Time Choice: Arrive at \_\_\_\_\_ 2nd Time Choice: Arrive at \_\_\_\_\_

\_\_\_\_\_ Arrange bus transportation. Need help with transportation costs? E-mail or call Glennis McClure, Area Tech Prep Project Coordinator at SE Community College 1-800-223-5027 Ext. 320 or [[gammclur@sccm.cc.ne.us](mailto:gammclur@sccm.cc.ne.us)] to receive prior approval to be granted .30/c bus mile to and from the Career Fair + reimbursement for bus driver's pay. This offer applied only to current SE Nebraska Tech Prep consortium schools. Upon pre-approval, you'll be sent a form to fill out and return after the Fair.

\_\_\_\_\_ Arrange and orient chaperones for Career Fair. Invite parents to participate.

\_\_\_\_\_ Send letter of information to parents (see enclosed sample.)

\_\_\_\_\_ Publicize this activity to local media (see enclosed news release sample.)

\_\_\_\_\_ Refer to website for updated information on presenters / career representatives planning to attend.

\_\_\_\_\_ Prepare name tags for your students and sponsors to wear at the Career Fair. The Beatrice Chamber will send you blank name tags to use when you call in your group count. The name tags will help us add a personal/professional touch and should help with student behavior and accountability during the fair.

### Suggested To Do's With Your Students Before the Career Fair

\_\_\_\_\_ Refer to Career Interest inventories taken by students (current or in the past). *Goal Setting/Interest Inv. materials encl.*

\_\_\_\_\_ Utilize career information resources for example check out *Enter Here* videos from ESU.

\_\_\_\_\_ Provide Career Opportunity Fair information to the students including career representatives confirmed to be present. (See Website: [www.gced-stw.org](http://www.gced-stw.org))

\_\_\_\_\_ Help students choose and prepare for at least four to six interviews with career representatives during the fair. (See sample questionnaire enclosed)

\_\_\_\_\_ Assign projects to students using pre- or post Career Fair information. Perhaps a local education association would sponsor a Career Essay Contest.

### During the Fair To Do's

\_\_\_\_\_ Make sure students come with their interview sheets or paper and writing instrument.

\_\_\_\_\_ Provide map of Career Fair booths and displays to students.

\_\_\_\_\_ Students and sponsors wear name tags including their school's name

\_\_\_\_\_ Bring camera and B & W film to take photos for school and local papers

\_\_\_\_\_ Teachers and chaperones supervise students so there is an orderly progression to booths / cluster areas.

\_\_\_\_\_ Inform students of a meeting point and their departure time.

### After the Fair To Do's

\_\_\_\_\_ By October 1, complete student evaluation and submit summary to the Beatrice Chamber of Commerce (form enclosed)

\_\_\_\_\_ By October 1, return Teacher/Counselor/Sponsor evaluation forms to the Beatrice Chamber of Commerce (form enclosed)

\_\_\_\_\_ Assign and send thank you letters to Career Representatives/Career Fair organizers

\_\_\_\_\_ SE Nebraska Tech Prep consortium schools may turn in mileage and bus driver pay form to the Area Tech Prep office.

**Career Opportunity Fair**

# Building Skills for a Career

Welcome!  
Students  
9th-12th Grades  
College Students,  
Career-minded Adults,  
Parents, Educators,  
and Counselors



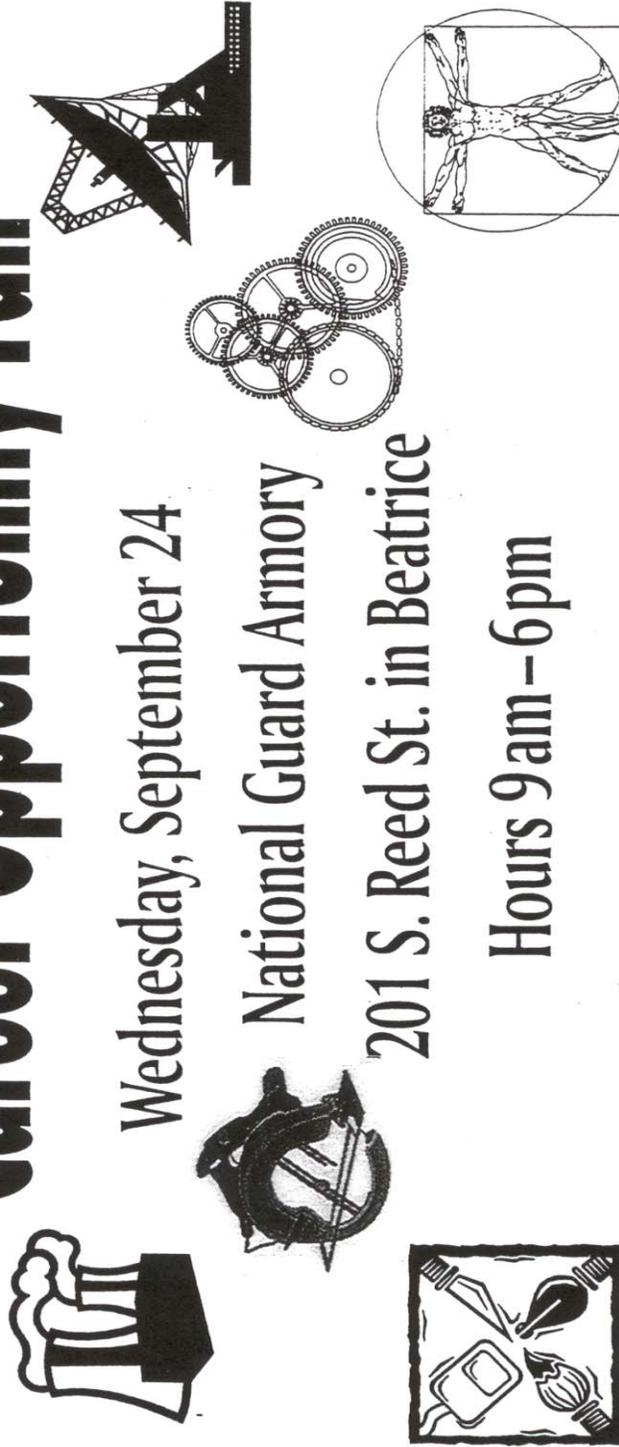
Meet with...  
Business  
& Industry  
Representatives  
& Specialists  
from  
Varied Career Areas





# Southeast Nebraska

# Career Opportunity Fair



Wednesday, September 24

National Guard Armory

201 S. Reed St. in Beatrice

Hours 9am – 6pm

The Career Opportunity Fair is sponsored by the Education Committee of the Beatrice Chamber of Commerce.

For more information call Kelly Berke, Beatrice Chamber of Commerce (402)223-2338,  
Glennis McClure, SE Area Tech Prep Coordinator, (402)228-3468 or (800)233-5027 Ext. 320  
or Dawn Kirkwood, Gage County School-To-Work Coordinator at (402)228-4447.

Check our Website @ [www.gced-stw.org](http://www.gced-stw.org) for weekly Career Fair updates!

**Career Opportunity Fair**  
**SAMPLE STUDENT QUESTIONNAIRE**

Students Name \_\_\_\_\_

*Students should interview at least four to six various career representatives*

<b>Occupational Title(s)</b> _____		
<b>Career Cluster</b>		
<input type="checkbox"/> Arts & Communication	<input type="checkbox"/> Business, Management & Technology	<input type="checkbox"/> Health Services
<input type="checkbox"/> Human Services	<input type="checkbox"/> Industrial & Engineering Technology	<input type="checkbox"/> Natural Resources & Ag
<b>Career Representatives Name</b> _____		
<b>Company or Organization they work for</b> _____		

① **What basic skills are needed for the occupation(s) noted above?**

② **Training/Education Required**

High School    2-year degree    4-year degree    Internship/Apprenticeship    On the job

*Based on the answer to #2, follow-up questions might include:*

→Do you consider a GED equivalent to a high school diploma?

→What high school courses do you believe would benefit me the most to take?

→Are there postsecondary education programs that you would recommend?

③ **How does the educational level affect salary?**

④ **Is on-the-job training provided? Is this paid for by the company?**

⑤ **Is there opportunity for advancement?**

⑥ **What other related career occupations appear favorable for the future?**

⑦ **What career areas could be phased out or drastically changed?**

⑧ **Other questions I have or pertinent information to note:**

**Career Opportunity Fair**  
**SAMPLE PARENT LETTER**

PARENTS: WE NEED YOUR HELP IN MAKING THE **CAREER OPPORTUNITY FAIR** A VALUABLE LEARNING EXPERIENCE FOR YOUR SON/DAUGHTER

On September 24, your child along with other 9-12th grade students from Southeast Nebraska will visit the **Career Opportunity Fair** held at the National Guard Armory in Beatrice, Nebraska. The Fair is sponsored by the Beatrice Chamber of Commerce. It is an annual event involving approximately seventy business and community persons who volunteer one work day to demonstrate their jobs and talk to students about the relationship of staying in school to future success in the work world.

Objectives of the **Career Opportunity Fair** are to enable students to:

- explore various career interests,
- view career role models from the Beatrice area demonstrating their jobs,
- become aware of the diversity of jobs available in SE Nebraska and the educational preparation, skills and training required,
- become aware of appropriate school courses to support their career choice,
- become aware of various uses of technology in the workplace

After school hours an additional objective for the event is to:

- help supply information to the public on jobs available in the area.

Students will participate in some pre-career fair planning activities at school. A Career Prep Handbook and other planning resources are available for students. We want to help make the **Career Opportunity Fair** a worthwhile activity to participate in, and we'd like our students to be prepared ahead of time to make the best possible use of it. You may view **Career Opportunity Fair** information contained on the Gage County School-To-Work web site – [www.gced-stw.org](http://www.gced-stw.org)

**HOW CAN YOU HELP YOUR CHILD PREPARE FOR THE EVENT?**

1. Encourage your child to take the day seriously--to treat the experience as an opportunity to prepare for the future--not just a day out of school.
2. After your child has completed the pre-fair activities at school, encourage him/her to discuss which careers seem most interesting. Do not try to change your child's mind or discourage interest in a specific career area. After all, one of the goals of the day is for students to explore career areas. As you know, some interests will be due to curiosity, not commitment.
3. After the fair, listen to your child's experiences and discoveries. Do not be overly concerned if your child speaks of a career decision that is different from what you may have expected. Most students change their minds repeatedly.
4. Encourage your child to explore career interests further. Students may do this by checking out books from the library, visiting work sites or writing professional or labor organizations. Ask your child's teacher or counselor for suggestions.
5. You may wish to attend the **Career Opportunity Fair** with your child's class or attend after school hours with your child (open until 6:00 PM).
6. You may wish to volunteer to visit your child's school and discuss your career area with students.
7. Let your child know that you appreciate and are willing to assist his/her effort to learn as much as possible to prepare for the future.

**Career Opportunity Fair**  
**SAMPLE NEWS RELEASE**

Teachers and students from \_\_\_\_\_ High School plan to attend a **Career Opportunity Fair** in Beatrice on September 24.

An estimated 1400 students from Southeast Nebraska will be participating in the second annual **Career Opportunity Fair**, Wednesday, September 24, at the National Guard Armory in Beatrice, Nebraska. The purpose of the event is for students to: explore their career interests; observe career role models demonstrating their jobs; recognize the diversity of jobs; and become aware of educational preparation, skills and training required in various career options. The Fair is sponsored by the Beatrice Chamber of Commerce.

Approximately seventy area businesses, industries and professionals will provide an opportunity for students to learn more about careers in the fields of: Arts and Communication, Business, Management and Technology, Health Services, Human Services, Industrial and Engineering Technology, Natural Resources and Agriculture.

The Fair is unique in that the focus is on exploring careers. Students will not be there to seek employment. This will be an opportunity to actively explore their career interests by visiting with career representatives from a vast array of occupations and participating in some hands-on and visual demonstration activities like exploring vehicles and equipment used in some occupations. At the fair, one could possibly see a paramedic demonstrating the latest equipment, an iron worker rigging demonstration, and an electronic meter testing display, just to name a few examples.

Ninth through twelfth grade students from area high schools will be attending from 9:00 AM - 3:00 PM with their school counselors and teachers. The **Career Opportunity Fair** will be open for students, parents, and the general public until 6:00 PM.

**Career Opportunity Fair  
STUDENT EVALUATION FORM**

School \_\_\_\_\_ Teacher \_\_\_\_\_

- |   |     |    |          |
|---|-----|----|----------|
| 1. Did you learn new career information at the <b>Career Opportunity Fair</b> ?                       | YES | NO | SOMEWHAT |
| 2. Do you know more about the skills, training, and education required in your career interest areas? | YES | NO | SOMEWHAT |
| 3. Did career exhibitors talk about the importance of education?                                      | YES | NO | SOMEWHAT |
| 4. Will the fair and the activities assist you in selecting school courses? Explain.                  | YES | NO | SOMEWHAT |
5. List pre-fair planning activities that were helpful to you in preparing to attend the event (e.g., goal setting).
6. Comments or recommendations.
7. List career exhibitors that you would visit if they were at a future **Career Opportunity Fair**.

- **PLEASE COMPLETE AND RETURN THIS EVALUATION BY OCTOBER 1.**  
to: Kelly Berke, Beatrice Chamber of Commerce, 226 South 6th St., Beatrice NE 68310

<b>Career Opportunity Fair</b> <b>COUNSELOR/TEACHER EVALUATION FORM</b>
--

Your answers will help us evaluate this year's **Career Opportunity Fair** and improve future fairs. As you answer the questions, please consider the objectives of the fair.

**Objectives of the Career Opportunity Fair**

To enable students to:

- explore various career interests,
- view career role models from the Beatrice area demonstrating their jobs,
- become aware of the diversity of jobs available in SE Nebraska and the educational preparation, skills and training required,
- become aware of appropriate school courses to support their career choice,
- become aware of various uses of technology in the workplace.
- help supply information to the public on jobs available in the area.

School \_\_\_\_\_ Name \_\_\_\_\_

- |  |     |          |    |
|--|-----|----------|----|
| <p>1. <b>Career Opportunity Fair</b> activities effectively met the objectives.<br/>How can it be improved?</p>  | YES | SOMEWHAT | NO |
| <p>2. The Fair was well organized.<br/>How can it be improved?</p>   | YES | SOMEWHAT | NO |
| <p>3. Pre-fair information helped us adequately prepare students for the Fair.<br/>How can it be improved?</p>   | YES | SOMEWHAT | NO |
| <p>4. List the names, titles, addresses and phone numbers of recommended career exhibitors for future fairs.</p> |     |          |    |

- **PLEASE COMPLETE AND RETURN THIS EVALUATION BY OCTOBER 1.**  
to: Kelly Berke, Beatrice Chamber of Commerce, 226 South 6th St., Beatrice NE 68310

**Career Opportunity Fair**  
**SPECIAL TECHNOLOGY DEMONSTRATIONS**



**Special Technology  
 Demonstrations Scheduled  
 To Coincide with the Career  
 Opportunity Fair on September 24, \_\_\_\_\_**

Schedule a visit to the SCC - Beatrice campus for some special demonstrations on campus in conjunction with your trip to Beatrice and the SE Nebraska Career Fair. Please RSVP your school group's planned attendance at these demonstration sites on campus by Friday, September 19 .

**Ag Center - Animal Health Classroom** -- UltraSound Demonstration. You'll see a demonstration of ultrasound technology used to evaluate expected carcass composition of a live market animal.  
 Starting times (select one): \_\_\_\_\_ 10:30 AM or \_\_\_\_\_ 11:30 AM    Anticipated group size \_\_\_\_\_

**Lincoln Center Building** -- At this stop you can see Biotechnology, Chemistry and Computer Interactive English (Daedalus) demonstrations. In Chemistry the demonstration will show how to determine caffeine content of soft drinks using high pressure liquid chromatography. In Biotech see DNA in action and in English, see how SCC uses computers to teach College Comp 1.  
 Starting times (select one): \_\_\_\_\_ 11:00 AM or \_\_\_\_\_ Noon.    Anticipated group size \_\_\_\_\_

**Ford Hall (Rooms 119 and 110)** -- The Agribusiness Management and Technology Program staff will demonstrate the use of a Global Positioning System to map the variability in wheat yields. In room F110, see how technology helps in agricultural marketing.  
 Starting times (select one): \_\_\_\_\_ 10:00 AM or \_\_\_\_\_ 12:30 PM    Anticipated group size \_\_\_\_\_

**Adams Hall** -- Nursing Department will show a 10 minute nursing career video, demonstrate nursing lab equipment and offer a self-test for health careers. Dr. Alesio in the Music Department will show the electronic piano lab and provide a MIDI music demonstration. While in Adams Hall you can stop by the Broadcasting facilities and see students broadcasting live!  
 Starting times (select one): \_\_\_\_\_ 11:15 AM or \_\_\_\_\_ 12:15 PM    Anticipated group size \_\_\_\_\_

**Jackson Hall** -- Business Department will have a PowerPoint Software Demonstration available.  
 Starting times (select one): \_\_\_\_\_ 10:00 AM or \_\_\_\_\_ 11:30 AM    Anticipated group size \_\_\_\_\_

School Name \_\_\_\_\_  
 Sponsor / contact person \_\_\_\_\_ Phone # \_\_\_\_\_

Please check-off the demonstrations and the times you'll plan to have your group attend. Photocopy this entire page, complete it and send or fax (402)228-2218 it in to Robert Kluge, Southeast Community College - Beatrice Campus, RR2 Box 35A, Beatrice NE 68310 or call Bob at 800-233-5027 Ext. 216 for more information or to RSVP. We must receive your response by Friday, September 19, \_\_\_\_\_ so demonstration arrangements can proceed. If you like to have a complete campus tour arranged for the 24th in addition to the listed demonstrations please let us know.



## B. CLASSROOM GUEST SPEAKER

### Overview

When properly planned and structured, guest speakers can be valuable learning experiences which are integral to classroom learning and enjoyable for students. Local school-to-career facilitators, Tech Prep consortium coordinators, or career staff within your school may provide help in arranging individual or groups of speakers willing to share their expertise in an educational setting.

**All Aspects of the Industry.** Depending upon the grade level of the students, guest speakers should be encouraged to provide students with an understanding of all aspects of their industry or industry sector by showing them how academic and technical skills are integrated on the job, emphasizing the career choices available, indicating how they have adapted to technological change, and explaining their company's role in the economic development of their local community.

### Nebraska Success Stories

#### APPLIED COMMUNICATION GUEST SPEAKERS

**Description.** Minatare High School students enrolled in Applied Communication take this course for a two-period block of 20 English credits. As a result, many rigorous communication and language skills are addressed; one of which is vocabulary. Rather than arbitrarily choosing a list of words from either an English textbook or a newspaper, these vocabulary words focus around the world of work. Thus, the students come to understand not only a variety of words actually needed and used by employees, but they also recognize the amount of specialized terminology required to be successful in nearly every position. To make these vocabulary lessons even more realistic, they are not taught by the regular Applied Communication teacher, instead, guest speakers who are actually employed in a related position present the vocabulary words within a presentation on the occupation.

These guest speakers come from anywhere in the workplace and dress appropriately as indicated by their profession. They speak to the students for approximately fifty minutes. The students usually have many questions, from salary and requirements to benefits and personal stories. Many speakers have brought flyers, business cards, and other materials to be distributed as highlights to their presentations. Throughout each speech the students take notes (which are graded for accuracy and thoroughness). Each student must also complete an evaluation which addressed not only the information provided but the delivery style of the presenter. The students then prepare individual, personalized thank-you notes which are mailed with the Applied Communication teacher's thank you note to the speaker. Many students have found that businessmen and women recognized and remember them from a presentation in class. Again, this serves to foster those positive relationships between adolescents and adults.

**Program Areas.** All Areas

**Grade Levels.** 10 - 12th Grades

**Contact.** Sue Rorabaugh, Minatare High School, 1107 7th Street, Minatare, NE 69356, (308) 783-1733.

#### HAT DAYS

**Description.** In order to assure that students in the lower elementary grades get to see different occupations, ESU #13 and the local School-to-Careers partnership decided to try a different approach. People of various occupations who wear hats are contacted. A time is set up for a presenter to meet with a kindergarten class which fits in with each one's schedule. The career person goes to the kindergarten class in uniform for a ten-minute presentation on her/her occupation, e.g. NPPD, Sprint, police officers, fire fighters, maintenance personnel, railroad, fast food people, etc. There are many occupations that wear hats.

The presenter is asked to bring a brand-new hat from his/her occupation and leave it with the class. The teacher starts a basket of "Occupation Hats" for a center that the students enjoy all year long. Hat Day has been very popular with kindergarten teachers. The students see workers from many occupations and get some idea of the services that they provide in their communities and neighborhoods. The presentation helps students to not be afraid of certain occupations (e.g. police officers) by virtue of their hats alone. Often, field trips to the appropriate business are also incorporated.

**Program Areas.** All Areas

**Grade Level.** Kindergarten

**Contact.** Lisa Pool, Western Nebraska Community College, 1601 E 27th Street, Scottsbluff, NE 69361, (308) 635-6054.

### **PARENT CAREER SPEAKERS BUREAU**

**Description.** Parents of all Omaha Public School (OPS) fifth graders were surveyed at the end of the year regarding interest in participating in the speakers bureau. Using teachers as consultants, a training curriculum was developed for assisting the parents in making their presentations interesting, hands-on and appropriate to a sixth-grade audience. The parents participate in the training in the fall.

At the same time this program is marketed to all sixth grade teachers. They are able to contact the Omaha Job Clearinghouse for parent career speakers during the second semester. This supports the curriculum established by the OPS Early Awareness Advanced Education program and increases parental involvement in the schools and the overall school-to-work systems building effort. For more information on the Early Awareness Advance Education program, contact Maureen Hay (402) 557-2700.

**Program Areas.** All Areas

**Grade Level.** 6th Grade

**Contact.** Mimi Bosco, Omaha Job Clearinghouse, PO Box 3777, Omaha, NE 68103-0777, (402) 449-8491.

### **Sample Forms for Classroom Guest Speakers**

The forms on the following pages provide the structure required to make these opportunities a valuable experience for both the students and speakers.

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>PAGE #</b>
<b>Guest Speaker Request</b>	Use to request that your local school-to-career facilitator set up a classroom guest speaker.	21
<b>Business Panel Request</b>	Use to request that your local school-to-career facilitator set up a business panel for your classroom .	22
<b>Guest Speaker Guidelines</b>	Providing a copy of the guidelines to a speaker prior to their scheduled classroom presentation will ensure that your speaker covers the objectives for the presentation and provides the type of career information students need to fully understand the nature of the career in questions.	23
<b>Guest Speaker Notes</b>	Completed by students as the speaker is presenting.	24
<b>Thank You Letter</b>	Instructions for writing a thank you letter to the speaker.	25

**SAMPLE**

**GUEST SPEAKER REQUEST**

We are privileged to set up a speaker for your class. Please provide us with the following information:

Teacher Name \_\_\_\_\_ School \_\_\_\_\_ Rm. No. \_\_\_\_\_

School Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ School Phone No. \_\_\_\_\_

Name of Class \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

Date for Speaker \_\_\_\_\_ Second Choice \_\_\_\_\_

Time \_\_\_\_\_ Number of Students \_\_\_\_\_

Where should the speaker go when they arrive at school? \_\_\_\_\_

Suggested speakers or businesses:

\_\_\_\_\_  
\_\_\_\_\_

Specific Topics to be covered:

\_\_\_\_\_  
\_\_\_\_\_

**GUIDELINES**

1. Request speaker arrangements at least 4 weeks in advance.
2. Help your students learn something about the business the speaker is in.
3. Help your students develop questions to ask the speaker.
4. Remind your students that their conduct reflects on their school as well as their teachers, parents, and especially themselves. (They may want to work in the business in the future!)
5. Have your students write a thank you note to the speaker. (Remember the reason most people stop volunteering is because they are not thanked!)
6. Contact our office as soon as possible after the speaker visits your class to give us feedback. We want to maintain a list of good speakers.

**AFTER RECEIVING YOUR REQUEST WE WILL**

1. Obtain a speaker for your class.
2. Make every effort to return to you within 10 days the arrangements made with the speaker.
3. Provide the speaker with suggested topics to cover.

**MAIL REQUEST TO**

Name \_\_\_\_\_  
Work Based Learning Facilitator \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**SAMPLE**

**BUSINESS PANEL REQUEST**

We are privileged to set up a panel for your class. Please provide us with the following information.

Teacher Name \_\_\_\_\_ School \_\_\_\_\_ Rm. No. \_\_\_\_\_

School Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ School Phone No. \_\_\_\_\_

Name of Class \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

Date for Panel \_\_\_\_\_ Second Choice \_\_\_\_\_

Time \_\_\_\_\_ Number of Students \_\_\_\_\_

Where should panelists go when they arrive at school? \_\_\_\_\_

Suggested panelists or businesses:

\_\_\_\_\_  
\_\_\_\_\_

Specific Topics to be covered:

\_\_\_\_\_  
\_\_\_\_\_

**GUIDELINES**

1. Request panel arrangements at least 4 weeks in advance.
2. Help your students learn something about the businesses on the panel.
3. Help your students develop questions to ask the business people.
4. Remind your students that their conduct reflects on their school as well as their teachers, parents, and especially themselves. (They may want to work in the business in the future!)
5. Have your students write a thank you note to the business person. (Remember, the reason most people stop volunteering is because they are not thanked!)
6. Contact our office as soon as possible after completing the panel discussion to give us feedback. We want to maintain a list of good panelists.

**AFTER RECEIVING YOUR REQUEST WE WILL**

1. Call the businesses to line up the panel.
2. Make every effort to return to you within 10 days a list of business panelists.

**MAIL REQUEST TO**

Name \_\_\_\_\_  
Work Based Learning Facilitator \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**SAMPLE****GUEST SPEAKER GUIDELINES**

Teacher Name \_\_\_\_\_ School \_\_\_\_\_ Rm. No. \_\_\_\_\_

School Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ School Phone No. \_\_\_\_\_

Name of Class \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

Date for Speaker \_\_\_\_\_ Second Choice \_\_\_\_\_

Time \_\_\_\_\_ Number of Students \_\_\_\_\_

Where should the speaker go when they arrive at school? \_\_\_\_\_

Thank you for volunteering your time to talk with our students. In organizing your thoughts, please plan to cover a variety of areas. Hopefully, this outline may help.

- I. Introduce yourself and your career
- II. Background
  - A. Important influences in your career development
  - B. Education— yours as well as current recommendations
- III. Description of job
  - A. Specialized skills/abilities required (also refer to general skills, e.g., technology, problem solving, teamwork, time management, and project management)
  - B. An average day
  - C. People involved—what various careers are represented among your cohorts, clients and customers
  - D. Example(s) of long-range projects in which you become involved
- IV. Important considerations
  - A. What's great!
  - B. What's not!
- V. Interesting anecdotes (where they fit)
- VI. Future opportunities and ways to start
- VII. All Aspects of the Industry.

Depending upon the grade level of the students, please provide students with an understanding of all aspects of your industry or industry sector by showing them how academic and technical skills are integrated on the job, emphasizing the career choices available, indicating how your company/industry has adapted to technological change, and explaining your company/industry's role in the economic development of the local community.

**SAMPLE**

**GUEST SPEAKER NOTES**  
**INSIGHT INTO INDUSTRY - CONCERNS, COMMITMENTS, CHALLENGES**

Student's Name \_\_\_\_\_

Business Guest's Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Job Role of Guest in His/Her Company/Industry \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Career Paths:</b> What types of careers are there in this business/industry? Who are the <b>stakeholders</b> who are concerned about the success of the organization (internal and external customers)?</p>	<p><b>Technology:</b> What are the <b>tools of technology</b> used to solve problems in this business/industry?</p>
<p><b>Problem Solving:</b> What examples did the speaker give that showed the necessity of having good problem solving skills?</p>	<p><b>Teamwork.</b> What <b>teamwork skills</b> are needed to be successful in this business/industry? (E.g., attitudes, open-mindedness, social skills, etc.)</p>
<p><b>Job Seeking Tools.</b> What is required to apply for and get hired for a position in this business/industry? (portfolio, letters of recommendation, application form, samples of work, etc.).</p>	

**SAMPLE**

**Guest Speaker  
THANK YOU LETTER**

Student's Name \_\_\_\_\_

Business Guest's Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Job Role of Guest in His/Her Company/Industry \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ASSIGNMENT**

Write a letter of positive feedback and reflection on what you learned and how what the guest speaker said can be of use to you. The requirements of the letter are:

\_\_\_\_\_ Business letter using student's personal return address or letterhead

\_\_\_\_\_ Full title and mailing address of speaker

\_\_\_\_\_ Block style; open punctuation format

\_\_\_\_\_ First paragraph: What is the purpose for writing the letter? (Include why guest was at school and date of visit to class)

\_\_\_\_\_ Second paragraph: At least three main ideas gained from the speaker. Writing about specific information and ways in which the speaker helped you understand his/her job and the business/industry they work in.

\_\_\_\_\_ Third paragraph: What else did the speaker cause you to wonder about? What more would you like to know? Are there some additional questions or curiosities or concerns you would like to explore further (with that guest or others) as a result of what the speaker had to say?

NOTE: Please paper clip this sheet to your letter and turn in no later than \_\_\_\_\_.  
All thank you letters will be mailed to the Guest Speaker in one envelope. (Due Date)



## C. FIELD TRIPS (Business/Industry Tours)

### Overview

When properly planned and structured, field trips can be valuable learning experiences which are integral to classroom learning and enjoyable for students. Local school-to-career facilitators, Tech Prep consortium coordinators, or career staff within your school may provide help in arranging student tours with local businesses willing to share their expertise and provide insight into the variety of career pathways available in their business.

**All Aspects of the Industry.** Depending upon the grade level of the students, the business owner and/or employees should be encouraged to provide students with an understanding of all aspects of their industry or industry sector by showing them how academic and technical skills are integrated on the job, emphasizing the career choices available, indicating how they have adapted to technological change, and explaining their role in the economic development of their local community.

### Nebraska Success Stories

#### **BUSINESS AFTER HOURS**

**Description.** While working with the Boy Scouts director, it was decided to ask business and industry personnel to open their doors after 6 p.m. to have students come and interview employers about their occupations.

This actually blossomed into a much more dynamic program with businesses offering hands-on learning about their business/industry after dark. Appointments are arranged for students with the area counselors beginning at 6 to 6:45 p.m.

Then the students have a 15-minute time period to transport themselves to their next appointment. In Denver they do this with buses doing the transporting, but these students generally have their own cars so they are on their own.

On a March evening, the event begins with a kick-off at the Gering Civic Center at 5:30 p.m. and from there, students go to their various appointments. Many businesses such as the hospital, ambulance, airport, implement dealers, car dealers, pharmacy, clothing stores, discount stores, industries such as B & C Steel, etc. sign up to open their doors. The fire station goes all out and provides students with opportunities to get on the truck, hold the hoses, and climb down the pole!

For the next event there are over 200 students signed up as well as 30 business/industry sites. The business people are generally prepped as to the hands-on nature of the activity so that they are just not lecturing to the students.

**Program Areas.** All Areas

**Grade Level.** 8 - 12th Grades

**Contact.** Lisa Pool, Western Nebraska Community College, 1601 E. 27th Street, Scottsbluff, NE 69361, (308) 635-6054.

#### **SUPERMARKET FIELD TRIP**

**Description.** The supermarket learning experience offers students structured activities in four or five areas of a grocery store. Students should be in groups of no more than five or six with one adult supervisor per group. The activities require about 15 minutes at each station. The following is a description of the experience provided to all fourth and fifth grade teachers who schedule directly with the storeowner. The grocery store department heads select the employees most appropriate for the activity in their area.

**Shopping/Cashiering.** Students bring one dollar to make a purchase; they determine which item(s) they can buy and make a decision. One student from each group is the cashier as the students go through the checkout line. As the store employee helps the student scan purchases, run the cash register and make change, he or she also discusses the important job functions of a cashier, emphasizing customer service.

**Bakery.** Students learn about quantity baking, calculating proportions and ingredient labeling. Each student gets to decorate a piece of sheet cake.

**Produce.** Students learn to identify various fruits and vegetables, to weigh produce, and estimate the cost and/or calculate price per pound.

**Shipping and Receiving.** Students participate in merchandise check in, matching invoices against items received.

**Meat Department.** Students observe how meat comes into the department, how it is cut and packaged, and which part of the animal is the source of various cuts of meat.

**Price Coordination.** Students observe how the Price Coordinator programs price changes and adds or deletes items from the cash registers from a central computer.

**Letter Writing** (at school). Students and teachers write thank you letters to the store owner immediately upon returning to school, mentioning what they liked best about the experience.

**Program Areas.** Language Arts, Mathematics, Science, Social Sciences, Technology

**Grade Level.** 4 - 5th Grades

**Contact.** Dana Hydo, Gage County School-to-Work Partnership, PO Box 684, Beatrice, NE 68310, (402) 228-4447.

### **VEHICLE DAYS**

**Description.** Vehicle Days is a collaboration of ESU #13 and the local School-to-Careers partnership. It is held at the airport in the spring for two days. First and second grade students from all small towns and rural schools are invited. Vehicles with the appropriate cluster come to the airport in the morning and are assigned a place based on their cluster, such as transportation (buses, taxis, plane), public safety (fire trucks, ambulance, police cars), utilities, military (National Guard vehicles), etc.

Students are divided into small groups. They are treated to a ten-minute presentation at each vehicle site and are able to get in the vehicles. The most popular is the garbage truck and the air ambulance as well as the National Guard helicopters! Two days are given to this activity because of the number of primary youngsters. The airport gives part of a runway for this (of course, one not being used). The students also get to see the big hangars for the airplanes at the airport.

**Program Areas.** All Areas

**Grade Level.** 1 - 2nd Grades

**Contact.** Lisa Pool, Western Nebraska Community College, 1601 E. 27th, Street, Scottsbluff, NE 69361, (308) 635-6054.

### **Sample Forms for Field Trips**

The forms on the following pages provide the structure required to make these opportunities a valuable experience for both the students and those involved with the tour at the business.

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>PAGE #</b>
<b>Business Tour Request</b>	Use to request that your local school-to-career facilitator set up a business tour for students.	29
<b>Tour Director Guidelines</b>	Providing a copy of the guidelines to the person conducting the tour prior to the student tour will ensure that the objectives for the tour and the type of career information students need to fully understand the nature of the business/industry are covered.	30
<b>Student Observations/ Evaluation</b>	Completed by students during or shortly after the tour.	31
<b>Thank You Letter</b>	Instructions for writing a thank you letter to the business.	33

**SAMPLE**

**BUSINESS TOUR REQUEST**

We are privileged to set up a tour for your students. Please provide us with the following information:

Teacher Name \_\_\_\_\_ School \_\_\_\_\_

Name of Class \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

Date of Tour \_\_\_\_\_ Second Choice \_\_\_\_\_ Time of Arrival \_\_\_\_\_

Number of Students \_\_\_\_\_ Length of Time Allowed for Tour \_\_\_\_\_

**GUIDELINES**

1. Request tour at least 4 weeks in advance.
2. Have at least two choices of tour dates.
3. Help your students learn something about the businesses you are touring prior to the tour.
4. Help your students develop questions to ask at the business.
5. Remind your students that their conduct reflects on their school as well as their teachers, parents, and especially themselves. (They may want to work in the business in the future!)
6. Arrive at the business on time.
7. If there are changes in your plans, please contact our office, even if you call the business to tell them of your change in plans.
8. Have your students write a thank you note to the business. Send one to the owner or manager and one to the person(s) who gave the tour, if they are different. (Remember the reason most people stop volunteering is because they are not thanked!)
9. Call or write our office the day after the tour to let us know how the tour went. This feedback will help us develop positive experiences for students and businesses.

**AFTER RECEIVING YOUR REQUEST WE WILL**

1. Call the businesses to line up the tour.
2. Make every effort to contact you within 10 days concerning who will meet you, where you should meet, etc.
3. Double check plans with the business the day before the tour.

**MAIL REQUEST TO**

Name \_\_\_\_\_  
Work Based Learning Facilitator \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**SAMPLE**

**Business Tour  
TOUR DIRECTOR GUIDELINES**

Teacher Name \_\_\_\_\_ School \_\_\_\_\_ Rm. No. \_\_\_\_\_

School Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ School Phone No. \_\_\_\_\_

Name of Class \_\_\_\_\_ Grade Level of Students \_\_\_\_\_

Date for Tour \_\_\_\_\_ Second Choice \_\_\_\_\_

Time \_\_\_\_\_ Number of Students \_\_\_\_\_

Where should the students go when they arrive at the work site? \_\_\_\_\_

Thank you for volunteering your time to talk with our students and provide them with a tour of your business. In organizing your thoughts, please plan to cover a variety of areas. Hopefully, this outline may help.

- I. Introduce yourself and your career
- II. Background
  - A. Important influences in your career development
  - B. Education— yours as well as current recommendations
- III. Description of job
  - A. Specialized skills/abilities required (also refer to general skills, e.g., technology, problem solving, teamwork, time management, and project management)
  - B. An average day
  - C. People involved—what various careers are represented among your cohorts, clients and customers
  - D. Example(s) of long-range projects in which you become involved
- IV. Important considerations
  - A. What's great!
  - B. What's not!
- V. Interesting anecdotes (where they fit)
- VI. Future opportunities and ways to start
- VII. All Aspects of the Industry.

Depending upon the grade level of the students, please provide students with an understanding of all aspects of your industry or industry sector by showing them how academic and technical skills are integrated on the job, emphasizing the career choices available, indicating how your company/industry has adapted to technological change, and explaining your company/industry's role in the economic development of the local community.

**SAMPLE**

**Business Tour  
STUDENT OBSERVATIONS/EVALUATION**

Student's Name \_\_\_\_\_

Name of Class \_\_\_\_\_

Name of Business Toured \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Business \_\_\_\_\_

Name of Tour Director \_\_\_\_\_

1. What did you observe at this site? List ten observations you made regarding the environment, personnel, administration, products made or utilized, work conditions, etc. State your overall impression of this workplace, including the reasons for your opinion.

2. For people who might tour this facility in the future, list at least three suggestions regarding ways to improve your learning experience during this tour.

3. What purpose does this industry/business/agency serve to the community? Explain.

4. List three employment positions (jobs) available at this site and provide the following information about each.

	Position # 1	Position # 2	Position # 3
Job title			
Brief job description			
List of specific tasks seen (include academic and skill specific tasks)			
Personal skills necessary for the job			
Education necessary for the job			
Education necessary beyond high school			
Is this a position you think you would want in the future?			
Lease at least three (3) reasons why you would or would not be interested in this position in the future.			

**SAMPLE**

**Business Tour  
THANK YOU LETTER**

Student's Name \_\_\_\_\_  
Name of Business Toured \_\_\_\_\_  
Location of Business \_\_\_\_\_

Name of Class \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Name of Tour Director \_\_\_\_\_

**ASSIGNMENT**

Write a letter of positive feedback and reflection on what you learned from touring the business. The requirements of the letter are:

- \_\_\_\_\_ Business letter using student's personal return address or letterhead
- \_\_\_\_\_ Full title and mailing address of speaker
- \_\_\_\_\_ Block style; open punctuation format
- \_\_\_\_\_ First paragraph: What is the purpose for writing the letter? Include the name of the class and the date of the tour.
- \_\_\_\_\_ Second paragraph: At least three main ideas gained from the tour of the business. Write about specific things that you observed or information that you were given that helped you understand how the business operates.
- \_\_\_\_\_ Third paragraph: What else did the tour of the business cause you to wonder about? What more would you like to know? Are there some additional questions or curiosities or concerns you would like to explore further (with the Tour Director or others) as a result of the tour?

NOTE: Please paper clip this sheet to your letter and turn in no later than \_\_\_\_\_.  
All thank you letters will be mailed to the Tour Director in one envelope. (Due Date)



## BIBLIOGRAPHY

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- A Guide to Work-Based Learning: Business and Industry Risk Management Plan*, Michigan Department of Education, Office of Career and Technical Education, PO Box 30008, Lansing, MI 48910
- Academies in Context*, CORD Communication, Vol 3, No. 4, Aug/Sept., 1997, PO Box 21206, Waco, TX 76702-1206, Phone: 817-772-8756
- Career Academies Presentation*, December 1997, GMS Partners, Inc., National Career Academy Coalition, 1122 Kersey Road, Silver Spring, MD 20902
- Career Academies: Communities of Support for Students and Teachers—Emerging Findings from a 10-Site Evaluation*. James J. Kemple, Manpower Demonstration Research Corporation, December 1997, MDRC, 16 East 34 Street, New York, NY 10016-4326
- Career Opportunity Fair 1997*, Beatrice Chamber of Commerce, 226 South 6th Street, Beatrice, NE 68310, Phone: 402-223-2338
- Consensus Framework for Workplace Readiness*, CCSSO Workplace Readiness Assessment Consortium, July 1995, Council of Chief State School Officers, One Massachusetts Avenue, N.W., Washington, D.C. 20001
- Designing Marketing Tools*, Steve Walter, Tri-County Technical College, Pendleton, SC, Phone: 803-646-8361 X2253, Copyright 1994
- Developing and Implementing School-to-Work in South Carolina*, South Carolina Department of Education, 1429 Senate Street, Columbia, SC 29201, Phone: 803-734-8492, Fax: 803-734-8624
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