Presenter Guidelines for the 8th Grade Career Days

April 11, May 31, and June 1, 2017

1. Introduction

- Who you are
- Your job title and company
- How long you have been with the company

2. Your career path from high school to today

- Tell the students what you thought your career would be in high school.
- Is it different now? If so, share with them the differences.
- What is the path that brought you to where you are today?
- What education was needed for the position you hold today and what additional training was/is needed along the way for your position?

3. Job / career / pathway information

- Brief company information (what goods and/or services it provides)
- Your position (job duties)
- Typical day:
    a. What type of technology, machines, tools or equipment do you use?
    b. Likes/dislikes with your position
    c. Work setting (indoors/outdoors, noisy etc.)
    d. Do you work mostly with people, things or ideas?
    e. What would you look for in someone you were going to hire?
- What other types of careers are available that are similar to yours?
- If there are companies around Muskegon that hire people in careers similar to yours, this would be a great time to mention them.

4. Present the relevance and connections between the classes and the world of work.

- How do you use the class content in your job (math, English, foreign language)?
- Help answer the age old school student question, "Why do I need to know this?"

COMMITMENT / LOGISTICS

For each AM or PM Career Day session that speakers have committed to, there will be two classroom breakout sessions with students that last 30 minutes. The first part of each classroom session will be time for the CTC instructor to highlight their CTC program and introduce the speaker. The speaker will have approximately 15 minutes to present about their career field, and should leave approximately five minutes for students to be able to ask questions if they so desire. Please keep in mind the age of your audience – they will do best with **engagement** and **interaction** and being able to take an active role in the session.

AM Speakers: Please plan to be at the CTC from 9:15 AM until 10:30 AM
PM Speakers: Please plan to be at the CTC from 12:15 PM until 1:30 PM

Speakers should park in the CTC's south parking lot and check in at the south office (administration office). You will be directed where to go when you arrive.
LUNCH: All speakers are invited to lunch at the CTC on the day that they are speaking. A catered lunch will be served each day from 11:00 AM until 12:00 PM. Please let Bethanie Swier know if you plan to eat lunch:

bswier@muskegonisd.org or 231-767-3624.