



Middle Michigan
MiCareerQuest™

SCHOOL PARTICIPATION GUIDE

— 2019 —

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Event Coordination



**Saginaw Valley State University
Ryder Center, 7400 Bay Road
University Center, MI 48710**

MiCareerQuest Middle Michigan, the region's largest career exploration event for middle- and high-school students, is almost here! Thanks for joining us. In this guide you will find all the information you need to make the day a special one for you and your students.

We're very excited to host the inaugural MiCareerQuest Middle Michigan on Wednesday, Oct 30, 2019. Your students should be ready for a very busy day, packed full of fun and engaging activities.

No matter where they are in their "quest" towards a career, this innovative event will provide a great opportunity to expand their knowledge of options for the future.

This is not a job fair. It is a career exploration event on steroids, designed to spark your students' curiosity and introduce them to many of today's most in-demand occupations in middle Michigan and across the state.

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Michigan Works! agencies across the region are always being asked how to connect employers, schools and students. This event does that. MiCareerQuest Middle Michigan features hundreds of enthusiastic working professionals in a broad range of jobs. They are volunteering their time and are eager to share what skills are needed to succeed and how to get them. This is an incredible opportunity for them to interact with young people in a new and creative way.

This guide is designed to help you and your students prepare for the event in advance, including what to expect upon arrival at the venue, the best way to experience the industry sectors and other key information to make MiCareerQuest Middle Michigan impactful for everyone.



Pre-Event Planning

OCCUPATION REVIEW

MiCareerQuest Middle Michigan will showcase occupations in five distinct industry sectors:

-  Advanced Manufacturing
-  Agri-Business
-  Construction
-  Health Sciences
-  Information Technology
(interspersed in other four sectors)

Each industry will feature a variety of in-demand, rewarding jobs that have a talent shortage today and it is anticipated there will be even greater demand in the future. A list of highlighted occupations is included in this guide. This information also can be found at micareerquestmm.com along with other career exploration resources. Students will be required to visit all industry sectors during their visit. We encourage each student to review the occupation list and note their “must see” jobs.

TRANSPORTATION

Bring as few buses as possible since SVSU is an active campus, and parking is limited. In addition, because this is a highly timed event, late arrival could jeopardize your ability to experience it. Early arrival is encouraged.

“We encourage each student attending the event to review the occupation list and note their ‘must see’ jobs.”

EVENT FORMAT

Your students will participate in one of four 90-minute sessions: 8:15 AM-9:45 AM, 9:50 AM-11:20 AM, 11:25 AM-12:55 PM or 1:00 PM-2:30 PM. Each of these sessions will be split into four, 22 minute blocks, giving your students the opportunity to visit each industry sector. This does not include time to check-in your school in advance, or depart the venue.

DRESS CODE

Students should follow their school's dress code. Comfortable, closed-toe shoes are required – please no sandals or flip flops. Long pants also are recommended – no shorts or dresses. In addition, no loose hanging jewelry should be worn. **Backpacks are not allowed** – they should remain at school or on board the bus. If a student does not want to wear a coat inside, it should stay on the bus.

STUDENT BEHAVIOR

All students will be subject to their school's student code of conduct. Once inside, they will not be allowed to leave the building until they depart for the return trip to their schools. (In the event of an emergency, volunteers will instruct students where to go.) Fighting, foul language and other disrespectful behavior toward anyone will not be tolerated at any time. There is no smoking or vaping allowed in the building. Volunteers will lead the students from one industry sector to the next. Security officers and law enforcement will be present throughout the event to assure all rules are obeyed.

LANYARDS AND NAME TAGS

During the week of Oct 21, registered schools will receive lanyards and badges for distribution to students. Badges will be printed with school name on the front and information about a student contest and survey on the back. Students must wear them at all times during the event. We recommend they are handed out on the bus ride to the venue. A limited supply of extra lanyards will be available at the school information desk the day of the event, if necessary.

The lanyards will be color coded, which identifies the industry sectors starting point (students will meet in the color-coded staging area at the front of the building). They will be expected to stay closely with their groups until the doors open to start the event.

CELL PHONES

We understand some districts may not allow technology use during the school day. However, at MiCareerQuest Middle Michigan we ENCOURAGE it! Employers and the event planning team will be actively using social media throughout the day and will be encouraging students to do so with a photo contest and event survey. Ask students to treat requests by businesses and event staff as if it were an employer/employee relationship.

Arrival

EAT BEFOREHAND

No food will be sold at MiCareerQuest Middle Michigan so, depending on what session your school is attending, please eat a sack breakfast or lunch on the bus beforehand. Please leave food on the bus. A snack and bottle of water will be provided in small backpacks supplied to each student during check-in.

“Please plan to arrive 20 minutes before the start of your assigned session, if possible.”

TRAVELING TO THE EVENT

Each high school is responsible for transporting its students.* Please plan to arrive 20 minutes before the start of your assigned session, if possible.

In the event a bus arrives in the middle of a session, students will not be able to start at the beginning. They will be quickly sent to the industry sector where they are scheduled to be at that time.

**If transportation costs are a detriment for attending, contact us as soon as possible. There may be limited assistance available to help offset costs.*

SCHOOL BUS DROP-OFF LOCATION

Upon arrival to the SVSU Ryder Center, school buses should follow the directions of parking lot attendants and signage to the student drop-off area located in front of the building toward the west end. Attendants will direct the buses where to park to unload students. Once this is completed, drivers should move the buses to the designated parking area.

WELCOME AND CHECK-IN

A MiCareerQuest Middle Michigan bus greeter will greet each group of students on their bus at the drop-off location. Once they unload, the volunteer will lead students and chaperones to the student staging area inside the building. Your bus greeter will check you in and direct you to the color-coded industry sector that corresponds with your lanyards. All students from the same school will have the same color lanyard – they are required to stay together during their visit. We ask chaperones to help keep the students together in the staging area. Volunteers will be holding up colored pool noodles, corresponding to each industry sector. This volunteer will be your time keeper and will guide you through the event. Students and chaperones should gather near them once their group is checked in. *If there is a student with special needs, please notify your bus greeter at this time.*

“Your bus greeter will check you in and direct you to the color-coded holding area corresponding with your lanyards.”

RESTROOMS

Men's and women's restrooms are located near the main entrance. Restrooms also are located on the first floor of the exhibit area. Students will be able to use the restrooms at any time.

WHAT'S NOT ALLOWED INSIDE

No weapons of any kind are allowed in the facility. Law enforcement officers will be on hand. Outside backpacks or knapsacks also are not allowed, as well as food and drink. There are drinking fountains located at various spots inside the venue.

PHOTOGRAPHY AND VIDEOTAPING

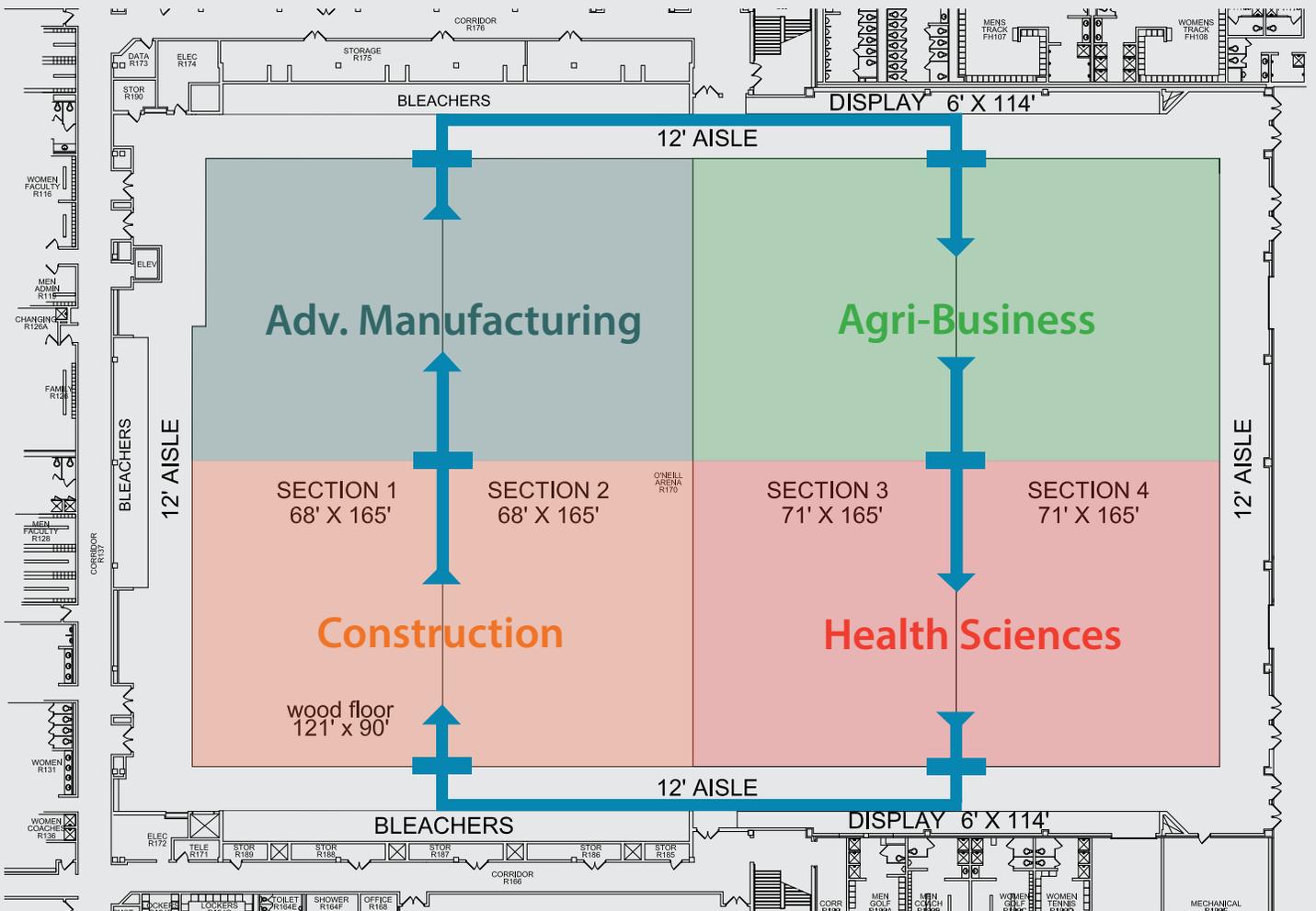
Students are welcome to use their personal cell phones to take pictures and shoot video at the event to share. For liability reasons, we request students not bring 35mm DLSR or similar cameras or video equipment. We will have professional photographers/videographers on hand to capture sights and sounds from the event, which we will share with the schools afterwards.

By entering the MiCareerQuest Middle Michigan event, attendees may be interviewed, photographed or videotaped for marketing and promotion purposes.

“Students are welcome to use their personal cell phones to take pictures and shoot video at the event to share.”

INCLEMENT WEATHER

Mother Nature will not cancel MiCareerQuest Middle Michigan, although we recognize school bus transportation may not be available if a school district cancels classes that day. Please check the event website for additional information in the event of inclement weather.



What to Expect Inside

INTERACTIVE, HANDS-ON DISPLAYS

Students will not be standing around at this event. The hands-on nature invites participation. We have asked exhibitors to highlight their occupations through engaging, interactive demonstrations and activities. Students may be building something, testing a product, driving a simulator, conducting surgery or exploring a new world.

ENTHUSIASTIC, EXCITED PEOPLE

A broad range of working professionals have volunteered their time to participate in MiCareerQuest Middle Michigan. They love their jobs and look forward to meeting your students and sharing the skills, education and other important information needed to succeed.

“A broad range of working professionals have volunteered their time to participate in MiCareerQuest Middle Michigan.”

ASK QUESTIONS

One of the best ways to learn about a job is to ask someone who does it plenty of questions. The volunteers in the exhibits are anxious to share information about what they do. They love their jobs and like to talk about them. There is no such thing as a bad question, but students should be respectful. A list of potential questions to ask is found below.

QUESTIONS TO ASK EMPLOYERS

Regardless of where your students are in their career “quest,” MiCareerQuest Middle Michigan provides a great opportunity for them to talk to working professionals who really enjoy what they do. Students are encouraged to ask them about their career paths and how/why they decided to go into their respective fields.

Let your students devise meaningful questions on their own. However, if they hit a snag use the list below as a means to help them out. Here are some questions they may want to consider:

- When did you decide to pursue a career in this field?
- What other jobs did you consider?
- What skills and education are required for your current position?
- What do you like most about your job? Least?
- Describe a typical day on the job. What are your hours/days of work?
- What personal qualities or abilities are important to being successful in this job?
- Do you work alone or on a team most often?
- What can cause stress on this job?
- What is your perception of the job outlook for this career field?
- What are some of the surprises you have had in this job?
- Were you employed in another profession before taking this job? If so, why did you change professions?
- What kind of training do companies like yours provide incoming employees? What skills are you expected to have beforehand?
- What advice would you give someone considering the same career?

ROTATING THROUGH THE INDUSTRY SECTORS

You and your students will be spending 22 minutes in each industry sector, with a few minutes in between to gather and move on to the next one. Music will be played overhead indicating it is time to move to the next sector. Pool-noodle volunteers will help direct the students to the next sector. After the fourth sector, they will head to the back exit area. Please see the sector chart in this guide for information on the flow through the sectors.

“You and your students will be spending 22 minutes in each industry sector, with a few minutes in between to gather and move on to the next one.”

SPEND TIME WISELY

Students are required to visit all four industry sectors, so they may not have the chance to visit each exhibitor, especially if one or more really grabs their attention. Please encourage them to use their time wisely. We strongly suggest your students prepare in advance a list of occupations they do not want to miss (see list in this guide).

SOCIAL MEDIA

We encourage you and your students to share your experiences at MiCareerQuest Middle Michigan with friends, family and others via social media using #bestofquest. Please see below for our social media contact information.

-  micareerquestmm
-  @micareerquestmm
-  @micareerquestmm
-  @micareerquestmm

There will be an employer-driven initiative to engage students in an Instagram contest.

MEDIA INTERACTION

We expect local media to report on MiCareerQuest Middle Michigan. If a television or newspaper reporter or photographer approaches you or your students, we encourage you to talk to them about the event or have your picture taken, if you are comfortable. Please note, news media typically do not need a student's approval to be included in photographs and video footage used to cover a news event such as this. Regardless, all students attending MiCareerQuest Middle Michigan should have a signed marketing/publicity waiver at their school.

EMERGENCY PROCEDURES

Everyone's safety is a top priority at MiCareerQuest Middle Michigan. In the event of an emergency, law enforcement, security team and event volunteers will quickly direct the school chaperones and students on what to do.



Wrapping Up the Visit

BUS LOADING ZONE

To make your departure as smooth as possible, chaperones should let students know where the departure location is located. Volunteers will direct students to the exit doors on the east side of the building, adjacent to the bus staging area. The departure process may take 15 minutes, given the number of buses that will be leaving the venue at the end of each session. Our volunteers will help the chaperones gather the students to facilitate loading. If using a charter bus, be sure to display a large sign with your school name on the front windshield to help facilitate quick loading. Please check to make sure all students are on board before the bus departs for the return trip to school. We encourage schools to have water on the bus for thirsty students.

STUDENT SURVEYS

As students leave the venue, they will be asked to complete a brief online survey within 24 hours after the event. The online survey address is on the back of their lanyards. They will be entered into a special drawing for prizes. The information gathered will be strictly used for enhancing future events and not shared with anyone.

ON-SITE STUDENT INTERVIEWS

At the end of their session, students and their chaperones may be asked by a camera crew hired by event organizers to briefly comment on camera about MiCareerQuest Middle Michigan. The sound bites will be packaged in a promotional video to market next year's event. Participation is strictly voluntary.

POST-EVENT TEACHER SURVEYS

A more detailed post-event survey will be emailed to the teachers listed for each school. Like student feedback, yours is very important to make MiCareerQuest Middle Michigan better each year. There will be a special drawing for four winners of \$250 Amazon gift cards for their classrooms/schools.

“The departure process may take 15 minutes, given the number of buses that will be leaving the venue.”



Check List

BEFORE LEAVING FOR THE EVENT

- ✓ If you have significant changes to the number of students attending, please email micareerquestinfo@gmail.com.
- ✓ Coordinate bus transportation to arrive at the SVSU Ryder Center 20 minutes ahead of your session's start time, if possible.
- ✓ Plan on an appropriate number of chaperones for the event.
- ✓ Review expectations for student behavior and provide an overview of the event for students.
- ✓ Record your district's bus dispatch phone number in case of transportation issues.
- ✓ Distribute lanyards and name tags for each student and staff member on the bus.
- ✓ Distribute parking instructions to bus drivers, including where to go if they are waiting on-site.
- ✓ Review the exit plan from the event with your students.

AT THE EVENT

- ✓ Instruct your bus driver(s) to follow the parking lot volunteers' directions and pull up to the north entrance of the SVSU Ryder Center.
- ✓ A volunteer will direct them where to idle if other buses are unloading students. When your bus does unload, you will be met by a bus greeter who will direct your group inside.
- ✓ Once your students are unloaded, please move your bus(es) to the designated parking area.
- ✓ If possible, exchange cell numbers with your bus driver(s) in order to facilitate communications after the event when it is time for departure.
- ✓ Be sure all of your students are wearing their lanyards. The color of the lanyard will determine which sector your group starts in.
- ✓ Students should stay together and visit each sector as a group.
- ✓ Look for event volunteers in neon t-shirts if you need assistance.
- ✓ Use social media to share your experience at MiCareerQuest Middle Michigan with your network of friends and others (both students and their chaperones).



Occupations to be Showcased

(subject to change)

ADVANCED MANUFACTURING

Assembler	Instrument technician	Process controls engineer
Building maintenance technician	Laminator	Production technician
CAD operator	Machine operator	Quality assurance
Chemical engineer	Machinist	Quality control testing
Civil engineer	Maintenance engineer	Refrigeration technician
Civil technician	Manufacturing engineer	Reliability engineer
CNC machinist	Material handler	Research and development
CNC operator	Mechanical design	Robotics
Continuous improvement	Mechanical engineer	Sewing
Controls engineer	Millwright	Scheduler
Dialectic welder	Painter/coater	Thermoforming concepts – processor/ operator
Electrical engineer	Parts technician	Thermoforming - manufacturing assembly
Electrician	Pipe fitter	Upholstery
Electric motor mechanic	Planner	Warehouse technician
Fabricator	PLC engineer	Welder
Human resources	PLC technician	Winder
Induction welder	Printer 3D	Woodshop
Instrumentation engineer	Process controls technician	

AGRI-BUSINESS

Agronomist	High skilled operations worker	Researcher
Agronomy and soil scientist	Integrated solutions	Sales
Chemist	Interpretive naturalist	Service technician
Distribution	Lab technician	Skilled trades
Environmental educator	Miller	Visitor services
Federal wildlife officer	Natural resources manager	Warehouse associate
General laborer	Packaging	Wildlife biologist
	Quality control	

CONSTRUCTION

CAD technician	Field technician	Pipe fitter
Carpenter	Fleet mechanic	Project manager
Civil engineer	Foreman	Purchasing agent
Electrical apprentice	Gas line construction worker	Renewables
Electrical line worker	Gas line worker	Structural steel/iron worker
Electrician	Manager	Superintendent
Engineer	Millwright	Surveyor
	Painter	Welder

HEALTH SCIENCES

American Sign Language interpreter	Health fitness specialist/personal trainer	Physical therapist
Athletic trainer	Infection control	Physical therapy assistant
Communication sciences and disorders	Information technology	Physician
Cybersecurity	Kinesiologist	Physician assistant
Dietetics/nutrition	Licensed practical nurse (LPN)	Public health
EMT basic	Nurse assistant	Radiography
Exercise scientist	Occupational therapist	Registered nurse (RN)
Fire service	Paramedic	Respiratory therapist
Health care management	Pharmacy technician	Scribe
	Phlebotomist	Social worker
	Physical education teacher	Speech language pathologist
		Surgical technician

INFORMATION TECHNOLOGY

Application developer	Cybersecurity	Programmer
Coding	Insurance IT	Teller services
	Library science	

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**For more information, visit
micareerquestmm.com**

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