

# Middle Michigan MiCareerQuest™



## SCHOOL PARTICIPATION GUIDE — 2023 —



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MiCareerQuest Middle Michigan, the region's largest career exploration event for 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 MiCareerQuest Middle Michigan on Friday, September 29, 2023. 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.

“The day will spark your students' curiosity like never before!”

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.

**NEW THIS YEAR!**

MiCareerQuest Middle Michigan 2023 will be livestreamed so parents can "participate" by checking in periodically throughout the day to see the activities their children are experiencing. We will provide you with livestream information to share with parents in your district. Also, let your students know they may be approached by livestream video crew members while participating in activities.



# 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](http://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

**Lanyard, badge and school ribbon must be on display at all times. Drawstring backpacks provided must also be worn.** 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. **Outside backpacks and coats are not allowed** – they should remain at school or on board 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

Starting Monday, September 25, registered schools will receive lanyards, badges, and drawstring backpacks for distribution to students. Badges will be printed with school name on the front and information about a student 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. 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.

“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. Buses arriving earlier than 30 minutes prior to assigned arrival will be directed to a holding area.

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.

## SCHOOL BUS DROP-OFF LOCATION

Upon arrival on campus, buses will go to G3 Lot for staging. Those arriving more than 20 minutes prior to assigned arrival will go to G2 Lots. In your school box there will be a large colored sign with your school name on it. When entering SVSU campus please put this sign on the front window/dash of the bus. This will assist parking attendants in directing you to the correct lot and minimize congestion in G3 and drop-off area. 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 students 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.*

## FREEBIES

While we don't encourage exhibitors to provide giveaways to students during MiCareerQuest Middle Michigan, some do as an incentive to get students to engage and participate. Let students know the primary goal of this event isn't to fill their cinch sacks with stuff but to open their minds to opportunities they never imagined existed!

## 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, nor 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 DSLR 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 afterward.

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.

“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

## 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. **There is a first aid station on the exhibit floor as well as an emergency snack station if needed.**

# 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.”





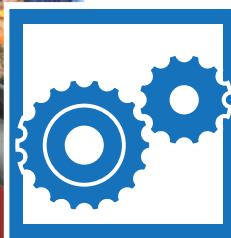
# Check List

## BEFORE LEAVING FOR THE EVENT

- ✓ If you have significant changes to the number of students attending, please email [onstottk@michiganworks.com](mailto:onstottk@michiganworks.com) or [lfriend@michworks4u.org](mailto:lfriend@michworks4u.org).
- ✓ 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, badges and drawstring backpacks 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 enter campus off M84 and follow the parking lot volunteers' directions for student drop off. Make sure you post your school's colored sign in the front window/dash of the bus.
- ✓ 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, badges and drawstring backpacks. 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 blue MiCareerQuest Middle Michigan 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**

Accounting & finance	Apprentice operator	Customer service representative	Manufacturing construction	Project manager
Aircraft maintenance technician	Apprentice pipefitter	Electrical engineer	Manufacturing engineer	Purchasing/procurement agent
Apprentice airframe and powerplant mechanic	Apprentice robotics technician	Electrician	Manufacturing technician	Quality controller
Apprentice electronic repair technicians	Apprentice welder	Electronics repair technician	Marketing	Quality engineer
Apprentice HVAC	Assembler	Environmental health & safety	Material scientist	Research & development
Apprentice instrumentation & electrical	CAD operator	Human resources	Mechanic	Safety & security
Apprentice machinist	Chemical process engineer	Hydraulic technician	Mechanical engineer	Sales representative
Apprentice maintenance technician	Chemical process operator	Industrial engineer	Mechatronics technician	Semiconductor process technician
Apprentice manufacturing technician	Chemist	Information technology	Millwright	Sewer
Apprentice mechatronics technician	Cleanroom operator	Instrumentation	Operations technician	Skilled trades
Apprentice millwright	CNC machinist	Lab technician	Pipefitter/welder	Software engineer
	CNC operator	Laborer	Process automation	Warehouse & logistics technician
	Community relations	Machine operator	Process designer	Welder
	Computer engineer	Machine repair technician	Production co-op	Welding & automation programmer
	Crystal growth engineer	Machinist	Production technician	Winder
	Crystal growth operator	Maintenance technician	Programmable logic controller	

## **AGRI-BUSINESS**

Agronomist	Fellowship	technician	Sales representative
Apprentice automotive mechanic	Heavy duty diesel mechanic	Maintenance technician	Soil scientist
CDL truck driver	Internship	Operator	Team member
Diesel mechanic	Logistics dispatcher	Research associate	Utility arborist
	Machine maintenance		Welder

## **CONSTRUCTION**

Apprentice carpenter	Electrician	Inspector	Quality controller
Apprentice electrician	Engineering assurance	Laborer	Research & development
Call center representative	Finisher	Line worker	Sales representative
Carpenter	Gas service worker	Manager	Steamfitter
Clean energy careers	Glass finisher	Millwright	Supervisor
Concrete finisher	Heavy equipment mechanic	Operator	Survey & construction services
Construction craft laborer	Heavy equipment operator	Painter	Technical service representative
Diesel mechanic	HVACR service technician	Pipefitter	Welder
Drywall finisher		Plumber	

## **HEALTH SCIENCES**

American sign language interpreter	Court-appointed special advocate	Kinesiologist	Physician assistant
Athletic trainer	Dietitian	Laboratory scientist	Public health careers
Audiologist	EMT	Legal advocate	Radiographer
Aviation/drone operator	Environmental health	Medical technologist	Registered nurse
Child advocate	Exercise science	Occupational therapist	Scribe
Child advocate intern	Firefighter	Organ allocation specialist	Social worker
Community engagement coordinator	Fire scientist	Organ donation support specialist	Sonographer
Corrections officer	Forensic interviewer	Paramedic	State police trooper
	Health & fitness specialist	Personal trainer	Surgeon
	Information technologist	Physical therapist	Surgical technologist
		Physical therapy assistant	Trauma nurse
			Respiratory therapist

## **INFORMATION TECHNOLOGY**

Additive manufacturer	Broadcast anchor	Construction manager	Manager
Airline transport pilot	Broadcast producer	Diesel truck service technician	Mechatronics engineer
Automotive service technician	CAD designer	Electrician	Reporter
Biologist	Chemist	Engineer	Sales representative
	Commercial pilot	Health science careers	Welder
	Computer programmer		

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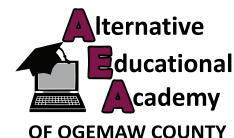
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## Key Contacts

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For more information, visit  
**[micareerquestmm.com](http://micareerquestmm.com)**

 [micareerquestmm](https://www.facebook.com/micareerquestmm)

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