



MiCareerQuest[™]
SOUTHEAST

SCHOOL PARTICIPATION GUIDE — 2018 —



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Event Coordination

NOV
28
2018

Suburban Collection Showplace **46100 Grand River Ave | Novi, MI 48374**

MiCareerQuest Southeast, 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 the inaugural MiCareerQuest Southeast on Wednesday, Nov. 28, 2018. 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 southeast 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 Southeast 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 career quadrants and other key information to make MiCareerQuest Southeast impactful for everyone.



Pre-Event Planning

OCCUPATION REVIEW

MiCareerQuest Southeast will showcase occupations in four distinct career quadrants:

 Advanced Manufacturing

 Construction

 Health Sciences

 Information Technology

Each quadrant 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 OakGov.com/MiCareerQuestSE, along with other career exploration resources. Students will be required to visit all four career quadrants during their visit. We encourage each student to review the occupation list and note their “must see” jobs.

“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 three designated sessions: 8:00 to 10:00 AM, 10:00 AM to Noon, or Noon to 2:00 PM. Each of these sessions will be split into four, 27-minute blocks, giving your students the opportunity to visit each career quadrant. 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 strongly recommended – 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.

“All students will be subject to their school's student code of conduct during this event.”

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 career quadrant 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 Nov. 12, registered schools will receive lanyards and blank name tags for distribution to students. They 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 check-in desk the day of the event, if necessary.

The lanyards will be color coded, which identifies the career quadrant 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.

Arrival

EAT BEFOREHAND

No food will be sold at MiCareerQuest Southeast so, depending on what session your school is attending, please eat breakfast or lunch beforehand. Please leave food on the bus. There are drinking fountains in the Suburban Collection Showplace.

“Please plan to arrive 20-25 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 20-25 minutes before the start of your assigned session, if possible. In the event a bus arrives in the middle of a session, students will be quickly sent to the career quadrant where they are scheduled to be at that time.

**If transportation costs are a detriment for attending, schools should contact their Intermediate School District to discuss financial support.*

SCHOOL BUS DROP-OFF LOCATION

Upon arrival to the Suburban Collection Showplace, 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 Southeast volunteer will greet each group of students on their bus at the drop-off location. Once they unload, the volunteer will lead them to the school check-in and student staging area inside the building. A school chaperone should check in at the registration table and your group will be directed to the color-coded holding area corresponding 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 career quadrant. Students and chaperones should gather near them once their group is checked in.

“A school chaperone should check in at the registration table and your group will be directed to the color-coded holding area corresponding with your lanyards.”

RESTROOMS

Men's and women's restrooms are located near the staging area of the venue. Restrooms also are located in the back hallway of the facility, behind the Information Technology quadrant. Students will be able to use the restrooms at any time.

WHAT'S 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

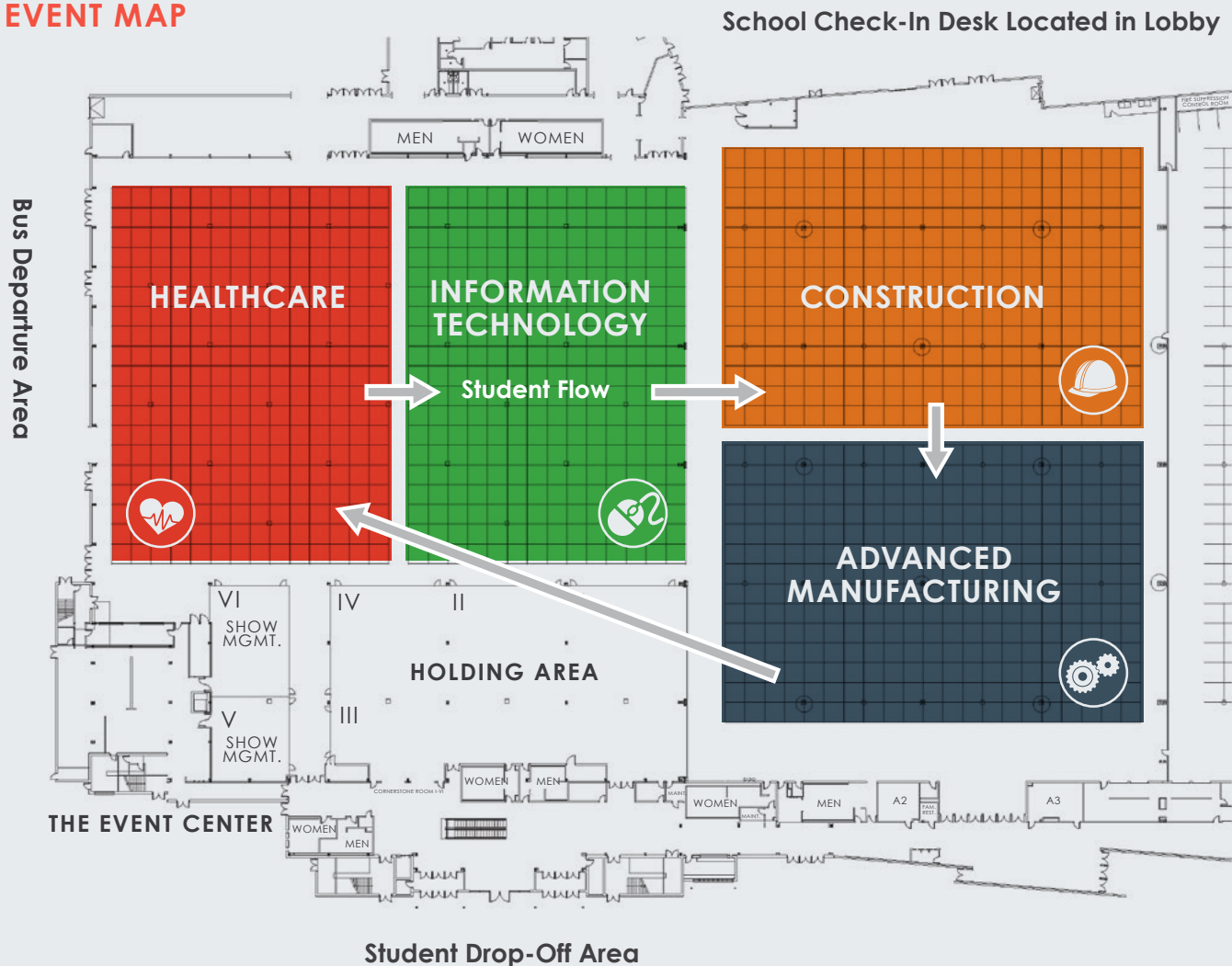
Students are welcome to use their personal cell phones to take pictures and shoot video at the event to share. For liability reasons, we request students not bring 35mm DSLR or similar cameras or video equipment. We will have professional photographers/videographers on hand to capture sights and sounds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

“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 Southeast, 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.

EVENT MAP



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 Southeast. 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 Southeast.”

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 “quests”, MiCareerQuest Southeast 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 CAREER QUADRANTS

You and your students will be spending about 27 minutes in each career quadrant, 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 quadrant. Event volunteers will help direct the students to the next quadrant. After the fourth quadrant, they will head to the back exit area. Please see the quadrant chart in this guide for information on the flow through the quadrants.

“You and your students will be spending about 27 minutes in each career quadrant, 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 career quadrants, 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 Southeast with friends, family and others via social media using #MiCareerQuestSE. Please see below for our social media contact information.

 Michigan Career Quest Southeast

 @MiCareerQuestSE

 @MiCareerQuestSE

MEDIA INTERACTION

We expect local media to report on MiCareerQuest Southeast. 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 Southeast should have a signed marketing/publicity waiver at their school.

EMERGENCY PROCEDURES

Everyone's safety is a top priority at MiCareerQuest Southeast. 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 west 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. Make sure each bus is clearly identified with district name. 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 a gift card. 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 Southeast. The sound bites will be packaged in a promotional video to market next year's event. Participation is strictly voluntary.

POST-EVENT CHAPERONE SURVEYS

A more detailed post-event survey will be emailed to the teachers/chaperones listed for each school. Like student feedback, yours is very important to make MiCareerQuest Southeast better each year.

“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 Janet Harp at harpj@oakgov.com.
- ✓ Coordinate bus transportation to arrive at the Suburban Collection Showplace 20-25 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.
- ✓ 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 southwest entrance of the Suburban Collection Showplace.
- ✓ A volunteer will direct them where to idle if other buses are unloading students. When your bus does unload, you will be met by another volunteer 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 quadrant your group starts in.
- ✓ Students should stay together and visit each quadrant as a group.
- ✓ Look for event volunteers in green t-shirts if you need assistance.
- ✓ Use social media to share your experience at MiCareerQuest Southeast with your network of friends and others (both students and their chaperones).



Occupations to be Showcased

(subject to change)



ADVANCED MANUFACTURING

Additive Manufacturing – 3D Printing, Machining, Advanced Materials
Automation/Mechatronic Technician
Automotive Technician/Trainer
Aviation Maintenance Technician
Coding
CNC Machinist and Programmer
Digital, Clay Sculpting and Mechanical Trades

Digital Simulation
Furnace Operator
Industrial Automation
Manufacturer
Mechanical/Electrical Engineer
Mechanical/Electrical Technician
Product Testing Engineer
Programmable Logic Controller
Quality Control/Quality Technician

Robotics
Robot Programmer
Shop Technician
STEM/Engineering
Tool and Die
Virtual and Augmented Reality Engineer
Welder
Welding and Fabrication



CONSTRUCTION

Architect
Brick Layer
CAD Draftsman
Carpenter
Cement Mason
Civil Field Technician
Construction Craft Laborer
Construction Electrician
Construction Innovation and Safety
Construction Management

Construction Inspector
Communication Installer Technician
Crew Lead
Disaster Restoration
Energy Technician
Fuel Services - Electrical
Heavy Equipment Operator
HVAC Technician
Iron Worker
Laborer

Occupational Safety Professionals
Pipefitter
Plumber
Property Management - Maintenance
Public Works Equipment Operator
Roofer
Surveyors
Tile Setter
Truck Driver



HEALTH SCIENCES

Applied Behavior Analysis Therapist
Biomedical Engineering Technician (BMET)
Biotechnology
Cardiac Cath Nurse
Certified Nurse Assistant (CNA)
Certified Occupational Therapy Assistant
Certified Registered Nurse Anesthetist
Clinical Laboratory Scientist
Dental Assistant
Dental Hygienist
Diagnostic Medical Sonographer
Emergency Medical Services (EMS)
Emergency Medical Technician (EMT)
Emergency Medicine Physician
Exercise Science

Facilities Management Electrician
Firefighter
Histology and Cytogenetics Technologist
Infection Control
Laboratory Technician
Licensed Practical Nurse (LPN)
Medic
Medical Assistant
Medical Laboratory Assistant
Nursing Assistant
Nutrition
Occupational Safety, Health and Environment
Occupational Therapist
Paramedic
Perioperative Nurse
Pharmacist

Pharmacy Technician
Phlebotomist
Physicians
Physical Therapist
Physical Therapy Assistant
Public Health
Radiologic Technologist
Registered Nurse (RN)
Respiratory Therapist
Sterile Processing Technician
Surgical Technologist
Technical Specialist Laboratories
Telemetry Monitoring Technician
Veterinarian
Veterinarian Technician



INFORMATION TECHNOLOGY

Application Developer/Coding
Automotive Engineer and IT
Auto Engineering Applications
Cinematography Art
Computer Modeling
Computer Programmer
Computer Repair Technician
Computer Science
Cyber Security

Designer/Engineer
Design Industry
Digital Illustrator
Game Designer/Programmer
Graphical Information Systems
Help Desk Technician
Information Technology (Police, Fire, Courts)
IT Solution Provider
IT Technician/Wireless Repair Technician

Logistics
Mobile App Developer/Coding
Mobility Engineer
Software Developer/Coding
Telemedicine – Remote Diagnostic Testing
Transportation Engineer
Video Editor
Web Developer/Coding

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Henry Ford Health System
McLaren Oakland
Medical Main Street

INFORMATION TECHNOLOGY

Genisys Credit Union
INDUCTOHEAT
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Tech248

Key Contacts

Beth Tomaszewski

MiCareerQuest Southeast Project Manager
tomaszewskie@oakgov.com | (586) 944-8450

Janet Harp

MiCareerQuest Southeast Project Manager
harpj@oakgov.com | (248) 720-9648

Joe St. Henry

MiCareerQuest Southeast Marketing & Communications Manager
sthenryj@oakgov.com | (248) 459-0706

For more information, visit
OakGov.com/MiCareerQuestSE

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