

The Middle School Classroom

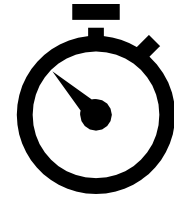


The large majority of your class time is ideally spent on students participating in an activity.

Signs of a great activity: Students are on task and. . .

- Out of their seats
- Working in groups or pairs
- Working with their hands

Think outside of the box! How can you bring the real world into the classroom?



The key to a great joke is timing.

- Keep the conversation short sweet and to the point.
- Avoid anything that could be perceived as a lecture or even a "pep talk"
- Try to limit your talking time to less than 10 minutes at a time



Education is a group effort, do not hesitate to ask for assistance.

- Communicate with the teacher ahead of time as to any instructional/classroom support you may need.
- During your visit, feel free to ask the teacher to assist you with any demonstrations, student behavior or any other thing that might come up.
- Feel free to contact the CTE department at the District Office for support, as well.



Remember that you will be with 12 and 13 year olds.

- They have short attention spans
- They like to have fun
- They can be very talkative (between each other)
- They are distracted easily
- They can be goofy and funny
- They like to learn

The High School Classroom

ACTIONS IN THE CLASSROOM



- Visuals: Have pictures, 3-D models, tools or equipment for students to see, touch and feel
- Tell a story: Give students the chance to learn from your mistakes and successes
- Vocabulary: Students do not know your industry jargon. Use words that the average Joe on the street would understand.

ENGAGE STUDENTS

- Establish a connection or similarity with the students (Examples: I graduated from East High School; I took every construction class I could when I was in high school)
- Have conversations with students throughout your visit. Ask them questions
- Complement students for demonstrating positive employee behaviors
- Keep an eye out for disengaged students and try to reengage them



SUPPORT



- Education is a group effort; do not hesitate to ask for assistance
- Communicate with the teacher before and during your visit: classroom support, equipment, demonstrations, student behavior and anything else that might come up
- Feel free to contact the CTE department at the district office for support, as well








TEENS THESE DAYS

- High school students want to be treated as adults
- Adults are still strangers; be cautious of treating students as your "friends"
- They like to laugh
- They are really not much different than you when you were their age



Employability Skills in the Classroom

Demonstrating strength in soft skills is extremely important for young people to obtain and retain work. The following is a list of employability values and behaviors that are taught in classrooms across the district. When working with students, you can reinforce these positive behaviors.

	The value we are encouraging	The behavior we are growing	The outcome we are seeing
	Reliability	Attendance	Employees show up causing reduced absenteeism
	Professionalism	Appearance	Employees presenting consistent brand image contributing to an increase in sales
	Positivity	Attitude	Employees displaying enthusiasm and passion causing an increase in overall employee morale
	Initiative	Ambition	Employees going beyond basic expectations leading to improved productivity
	Respect	Acceptance	Employees adhering to policies and rules contributing to a decrease in involuntary turnover
	Integrity	Accountability	Employees are trustworthy leading to less employee theft and shrinkage
	Gratitude	Appreciation	Employees giving authentic service contributing to improved customer satisfaction

Hands-On Activity

Introduction (5-10 minutes)

Name			
Company			
Career/Occupation			
Education completed to prepare for your job			
General Job Description <i>In a sentence or two, what do you do?</i>			
Five Workplace Tasks or Activities Performed Regularly <i>Example: Scheduling employees following company policy and labor laws</i>	1.		
	2.		
	3.		
	4.		
	5.		
Student Questions? (optional)	Allow 2-3 students to ask questions about what you do.		

Student Activity (35 minutes)

What workplace task/activity is the student activity based on?			
Materials Needed	•		
	•		
	•		
	•		
Will you be bringing the necessary materials?			
Brief Description of Student Activity <i>In a sentence or two describe what the students will do.</i>			
Steps of the Activity / Instructions			
Activity Conclusion <i>What will students have accomplished or completed?</i>			

Career Presentation

(High School Only)

Introduction (5-10 minutes)

Name			
Company			
Career/Occupation			
Education completed to prepare for your job			
General Job Description <i>In a sentence or two, what do you do?</i>			

Presentation (30-35 minutes)

What do you hope students will gain from your visit?	
What are you going to talk about? (Refer to the "Guiding Questions" on the back for ideas)	
What visuals will you incorporate in your visit?	
What activity or demonstration will students participate in?	

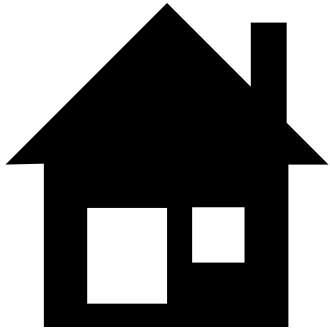
Career Presentation

(High School Only)

Guiding Questions

- What sparked your interest in your career field?
- What was the first position you held in your current industry? How did you go about getting it?
- Who played a vital role in your success? How did they support you? What did you learn from them?
- What were the career steps you took to get to the position you are in today?
- What did you do in your career journey that you would advise young people do as well?
- What did you do in your career journey that you would NOT advise young people do?
- What is your favorite part of your job today?
- What employability skills are most important in your industry? (Example: attendance & punctuality, customer service & communication, etc.)
- What is the connection between academics and the work you do now?
- What academic subjects do you use in your workplace on a regular basis? How do you use them?

Preparation Logistics



Before Arriving at the School. . .

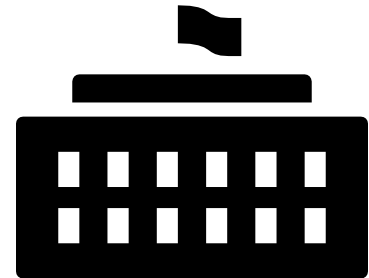
Communicate your activity and speaking plans

The teacher will prepare students and be able to better support you and the students during your visit.

Confirm and clarify any appropriate logistics

If you are bringing large pieces of equipment or models, if you will need use of a projector/computer for your presentation, etc. confirm and clarify your needs with the teacher.

Upon Arriving at the School. . .



Arrive 10-15 minutes prior to the start of your class

You will want time to navigate the school campus and not get caught in a mass of students between class periods

Respect parking signs

Please be aware that each school has different parking situations; be sure to parking in designated visitor or student parking

Sign in at the school office

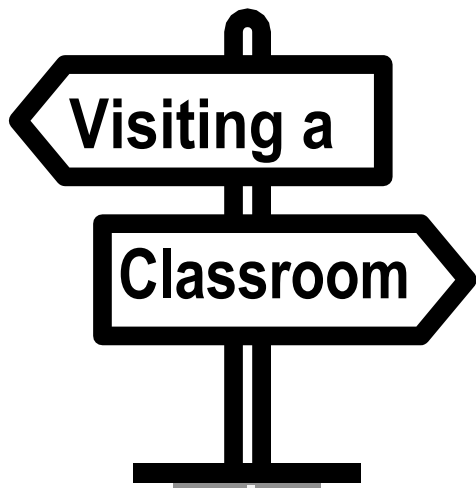
The office staff or student aids will help you find the classroom you are visiting; to make it easier for office staff to help you, be sure to know the last name of the teacher you are visiting



Upon Leaving the School. . .

Sign out at the school office

Just as you signed in when you arrived, be sure to sign out before leaving the school



Rules of the Road



Candy

It is not necessary to bring the students sweet treats. But if you choose to, it is best to ask the teacher the best way to distribute it.



Allergies

Due to severe allergic reactions for some students the use of peanut products, cinnamon and latex are discouraged. Please communicate with the teacher you are visiting before bringing any of these products into the school.



Candy

Feel free to bring company pens, folders, stickers, etc. to distribute to students.



Marketing

If you would like to distribute company printed materials (examples: flyers, brochures, etc.), they must be pre-approved by the school. Please share your documents with the teacher prior to your visit or before distributing them to students.

You are welcome to take pictures of your time with ASD students, but it is important to use some discretion when sharing the photographs.



Photos

- If a student is not comfortable being in a photo, please respect that and do not include them in any of your photos
- Do not use individual identifiers (student name, age, etc.)
- You are welcome to identify the school and class you visit (Carpentry student at Dimond High School)