



MiCareer **Quest**[™]
NORTHEAST

SCHOOL EDUCATOR GUIDE — 2019 —

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Event Coordination

MAY
28
2019

Industrial Arts Institute 20902 Washington St | Onaway, MI 49765

MiCareerQuest Northeast, 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 Northeast on Tuesday, May 28, 2019. Your students should be ready for a very busy day, packed full of fun and engaging activities.

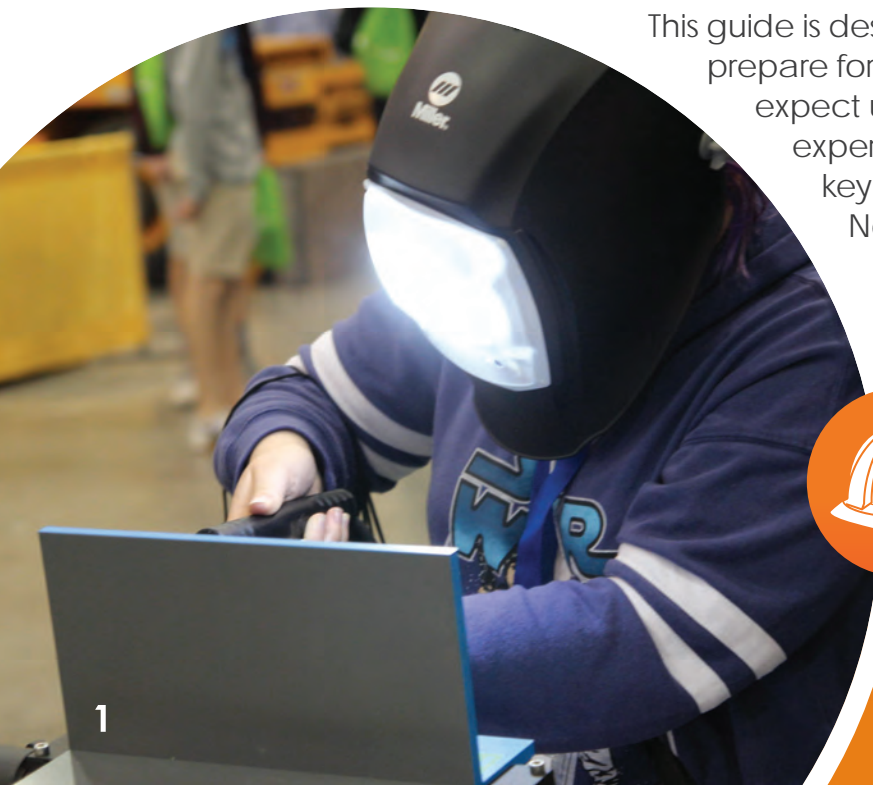
No matter where they are in their "quest" towards a career, this innovative event will provide a great opportunity to expand their knowledge of options for the future.

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 northeast Michigan and across the state.

“ This is not a job fair. It is a career exploration event on steroids. ”

Michigan Works! agencies across the region are always being asked how to connect employers, schools and students. This event does that. MiCareerQuest Northeast 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 quadrants and other key information to make MiCareerQuest Northeast impactful for everyone.



Pre-Event Planning

OCCUPATION REVIEW

MiCareerQuest Northeast will showcase occupations in four distinct industry quadrants:

-  Construction
-  Healthcare
-  Manufacturing
-  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. Students will be required to visit all four industry 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.”

MiCareerQuest is a Michigan Works! event. Michigan Works! Northeast Consortium is an equal opportunity employer/program. A proud partner of the American Job Center Network. Auxiliary aids and services are available upon request. Supported by the State of Michigan. Funded with federal funds; details available at www.nemcworks.org/mw.asp. TTY#711

EVENT FORMAT

Your students will participate in one of three designated sessions: 9:00am to 10:30am, 10:50am to 12:20pm, or 12:40pm to 2:10pm. Each of these sessions will be split into four, 20-minute blocks, giving your students the opportunity to visit each industry 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 **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.

“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 event parameters 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 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

With this School Packet, your school should also have received lanyards and school name tags for distribution to students and chaperones attending the event. 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 industry quadrant ending 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 session starts.

Arrival

EAT BEFOREHAND

No food will be sold at MiCareerQuest Northeast so, depending on what session your school is attending, please eat breakfast or lunch beforehand. Please leave food on the bus.

// 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 late (after their session has already started), students will be quickly sent to the industry quadrant where they are scheduled to be at that time.

**Unless prior arrangements for transportation assistance have been made with Michigan Works!.*



BE SURE TO REVIEW YOUR TRANSPORTATION INFORMATION (single sheet) with BUS DRIVER DIRECTIONS printed on the back! Give your bus driver the instructions and colored cardstock provided.

SCHOOL BUS DROP-OFF LOCATION

Upon arrival to the Industrial Arts Institute, school buses should follow the Bus Driver Directions provided to them in your School Packet. Parking lot attendants and signage will also be present to show buses where to enter the parking lot. All students should be dropped off at the front entrance to the building. Once this is completed, drivers should move the buses to the designated parking area.

WELCOME AND CHECK-IN

Once your group unloads, Volunteers will greet you inside the building. A school chaperone should check in at the School Check-In 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. To keep your group together, Volunteers will be holding up colored pool noodles, corresponding to each student group. When quadrant changes occur, students and chaperones should follow these volunteers to the next quadrant. While waiting for the session to start, Volunteers will give every student a MiCareerQuest bag and a pair of safety glasses to use throughout the event as needed.

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

RESTROOMS

Two port-o-potties are located outside of the Healthcare, Technology, and Construction quadrants. There is a single stall bathroom available inside the Manufacturing quadrant. Students will be able to use the restrooms at any time, but should be aware of quadrant changes noted by music.

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.

PHOTOGRAPHY AND VIDEOTAPING

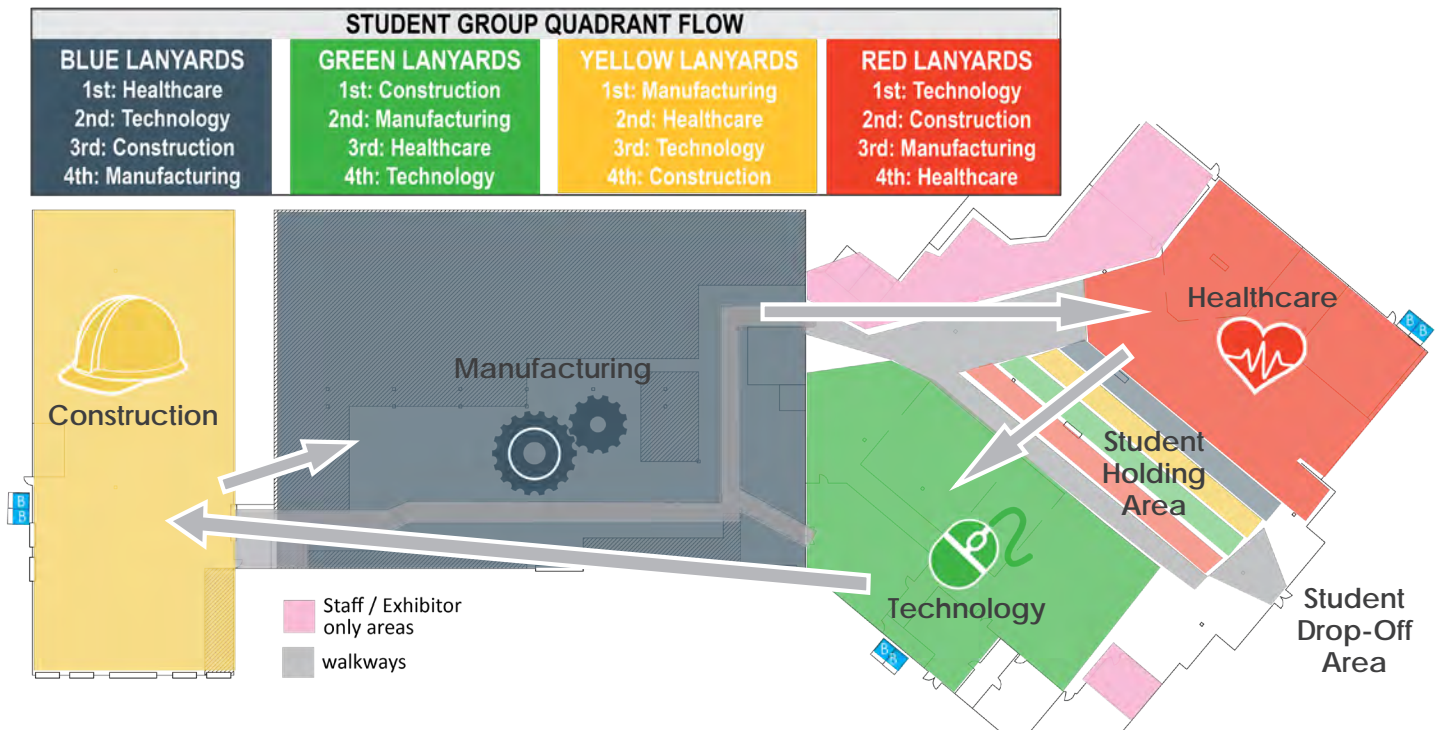
Students are welcome to use their personal cell phones to take pictures and shoot video at the event to share. For liability reasons, we request students not bring 35mm DSLR or similar cameras or video equipment. We will have professional photographers/videographers on hand to capture sights and sounds 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 Northeast, although we acknowledge that some outdoor exhibits located in Healthcare and Technology may not be available depending on weather.

EVENT MAP



PARTICIPATING SCHOOLS

Alcona High School
 Alternative Educational Academy of Iosco County
 Atlanta Community Schools
 Cheboygan Area High School
 Fairview High School
 Gaylord High School

Gaylord Middle School
 Gaylord St. Mary Cathedral
 Grayling High School
 Inland Lakes Secondary School
 Iosco RESA Tech Center
 Johannesburg-Lewiston Area Schools

Johannesburg-Lewiston Middle School
 Mio High School
 Ogemaw Heights High School
 Onaway
 Posen Consolidated School
 Presque Isle Academy

Rogers City High School
 Roscommon High School
 St. Ignatius Catholic School
 Thunder Bay Junior High
 Vanderbilt Area School
 Wolverine High School

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 Northeast. 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 Northeast. ”

QUICK FACTS

MiCareerQuest Northeast is the largest one-day, career exploration event for high school students ever held in the region.

1,500 students from **24** schools in an 11 county region (Cheboygan, Presque Isle, Alpena, Alcona, Cheboygan, Montmorency, Otsego, Oscoda, Crawford, Ogemaw, Roscommon, and Iosco) attended MiCareerQuest Northeast.

There are **51** exhibiting organizations, showcasing more than **125** in-demand jobs in four industry quadrants: construction, healthcare, manufacturing, and technology.

Over **80** volunteers from Michigan Works! agencies, partner organizations, local community groups, and other groups are on-hand to make sure the event runs smoothly.

More than **200** working professionals are participating in the event. They have spent the past several months designing interactive demonstrations designed to engage students and highlight the skills needed to succeed.

MiCareerQuest Northeast is modeled after an identical event held the past five years in Grand Rapids.

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 Northeast 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 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 QUADRANTS

You and your students will be spending 20 minutes in each industry 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 with colored pool noodles will help direct the students to the next quadrant. For students who end their session in the Construction, Manufacturing, or Technology quadrants, this is where they will be boarding their buses to go home. Students who end their session in the Healthcare quadrant will be directed when to follow their pool noodle volunteers to the bus loading zone in the Manufacturing quadrant. Please see the quadrant chart in this guide for information on the flow through the quadrants.

“ You and your students will be spending 20 minutes in each industry 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 industry quadrants, so they will not have the chance to visit every exhibitor. Please encourage them to use their time wisely and head straight for the exhibits which interest them the most. 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 Northeast with friends, family and others via social media using #MiCareerQuestNE.

MEDIA INTERACTION

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

EMERGENCY PROCEDURES

Everyone's safety is a top priority at MiCareerQuest Northeast. 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, bus loading locations are displayed on the back of your school name badges; please review with your students on the ride to the event. Volunteers will direct students to their proper bus loading zones after their session is over. 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 will be handed out at the event upon exit. Those who fill out the survey 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 Northeast. 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 Northeast 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 Jessica Hellenberg at hellenbergj@nemcworks.org.
- ✓ Coordinate bus transportation to arrive at the Industrial Arts Institute 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 the Bus Driver Directions, included in your School Packet, to bus drivers.

ON THE WAY TO THE EVENT

- ✓ On the ride to the event, distribute lanyards to each student and chaperone attending.
- ✓ Review the exit plan (bus loading zones) with your students.

AT THE EVENT

- ✓ Instruct your bus driver(s) to follow the parking lot volunteers' directions and drop students off at the main entrance of the Industrial Arts Institute.
- ✓ A volunteer will direct them where to idle if other buses are unloading students. When your bus does unload, please proceed into the building.
- ✓ 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 ends in.
- ✓ Students should stay together and visit each quadrant as a group.
- ✓ Look for event volunteers in purple t-shirts if you need assistance.
- ✓ Use social media to share your experience at MiCareerQuest Northeast with your network of friends and others (both students and their chaperones).



Occupations to be Showcased

(subject to change)



Construction

Alpena Community College, *Construction Science Programs*

Army National Guard, *Aviation, Engineers, Maintenance, Medical (Support & Combat)*

Consumers Energy, *Electric Lineworkers, Gas Lineworker*

DTE Energy, *Field Technician, Gas Technician, Utility Technician*

IMM, Inc., *Industrial Construction, Plant Maintenance, Project Management, Welding*

International Brotherhood of Electrical Workers, *Electrician*

Ironworkers Local 25, *Concrete Reinforcing, Industrial Rigging, Steel Erection, Welding Technology*

Kirtland Community College, *Construction Science Programs*

Local 85 Plumbers, Steamfitters and HVACR Service Techs, *Plumbers, Pipefitters/Welders, and HVACR Service Techs*

Michigan Regional Council of Carpenters, *Carpenter, Millwright, Construction Foreman, Superintendent*

Operating Engineers OE324, *Heavy Equipment Operator Apprenticeship, Heavy Equipment Repair Technician Apprenticeship*

Terri Watson Painting & Wallpapering, *Painter, Paperhanger*



Healthcare

Alcona Health Center, *Dental Assistant, Dental Hygienist*

Alpena Community College, *Health Sciences Programs*

Dynamic Physical Therapy, *Physical Therapy*

Huron Veterinary Clinic, *Veterinary Medicine*

Kirtland Community College, *Health Science Careers, Health Sciences Programs*

McLaren Northern Michigan, *Community Health Education, Emergency Medical Technician (EMT), First Responder, Health Science Careers, Imaging Technician, Medical Assistant, Neonatologist, Neurologist, Nursing, Pediatric Nursing, Pediatrician, Pulmonary Medicine, Radiologist, Respiratory Therapist, Surgeon, Surgical Nurse, Surgical Technician, Trauma/ Emergency Medicine, Wound Care*

MedCerts, *Health Sciences Programs, Pharmacy Tech, Pharmacist, Veterinary Medicine*

Munson Healthcare Otsego Memorial Hospital, *Biologist, Central Processing Technician, Certified Nurse Assistant (CNA), Emergency Medical Technician (EMT), Hematologist, Medical Assistant (MA), Medical Laboratory Scientist, Nursing, Pathologist, Phlebotomist, Surgery Registered Nurses, Surgical Technologist*

North Central Michigan College, *Certified Nurse Assistant (CNA), Emergency Medical Services (EMS), Healthcare, Medical Assistant (MA), Nursing, Surgical Technologist*

Thunder Bay Community Health Services, Inc., *Medical Assistant (MA), Nurse (LPN, RN), Pharmacy Tech, Pharmacist*



Occupations to be Showcased

(subject to change)

Manufacturing

Alpena Community College, CNC Machinist, Concrete Technician, Manufacturing Engineering, Manufacturing Programs, Quality

Arauco, Harvester Operator, Reliability Technician

Carmeuse Lime & Stone, Michigan CAT, Heavy Equipment Operator

DASI Solutions, Electrical Engineer

H & H Tube, Engineering, Production, Purchasing and Inventory Control, Quality and Materials Management

Industrial Arts Institute, Brazer, CNC/CAD Programming, Cutter, Industrial Arts Programs, Machinist, Maintenance & Repairs, Solderer, Welder

Kirtland Community College, Manufacturing Programs, Truck Driver

LafargeHolcim, Engineering, Industrial Automation, Industrial Technician, Millwright

Moran Iron Works, Welding, Automation

North Central Michigan College, CNC Program, CNC Machine Operators, Manufacturing Programs

Precision Forestry, Logging Trucker, Timber Logger

Springs Window Fashions, Fork Lift Operator, Machine Operator, Maintenance Technician, Production

Weyerhaeuser, Forestry, Maintenance, Operations, Process Technician

Technology

Alpena Community College, Agriculture, Drone Pilot, GIS, Marine Biologist, ROV Pilot, Search and Rescue, Technology Programs

Alpena County Sheriff's Department, Corrections Officers, Police Officers

Alpena Township Fire Department, Fire Fighter, Search and Rescue

CCE Central Dispatch, 911 Public Safety, Telecommunicator

County of Alpena, Information Technology (Courts, Police, Fire), Security Professional

Department of Homeland Security, Federal Law Enforcement

Forensic Science Laboratory, Crime Scene Response Team, Forensic Science

FRC Onaway Onabots #5534, S.T.E.A.M. Careers: Computer Programming, Engineering, Fabrication

Grayling Hollywood School of Beauty, Cosmetologist, Cosmetology Instructor, Esthetician, Manicurist

Kirtland Community College, Automotive Careers, Public Safety Careers, Technology Programs

Michigan Department of Natural Resources (DNR) Law Enforcement Division, Michigan Conservation Officer

Michigan State Police, State Trooper

North Central Michigan College, Technology Programs

Northeast Michigan Community Mental Health, Technology

Onaway Fire Department, Fire Science, Fire Fighter

Summit Companies, Fire Alarm, Life Safety, Sprinkler & Suppression

Telephone Support Systems, Technician

Thunder Bay National Marine Sanctuary, Environmental Educators, Marine Biologist, Maritime Archaeologist, Scientific Diver, Unmanned Aerial System Pilots

WBKB-TV Thunder Bay Broadcasting, Television Anchor, Television Producer, Television Reporter

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For more information, visit
nemcworks.org/MiCareerQuest.asp

