

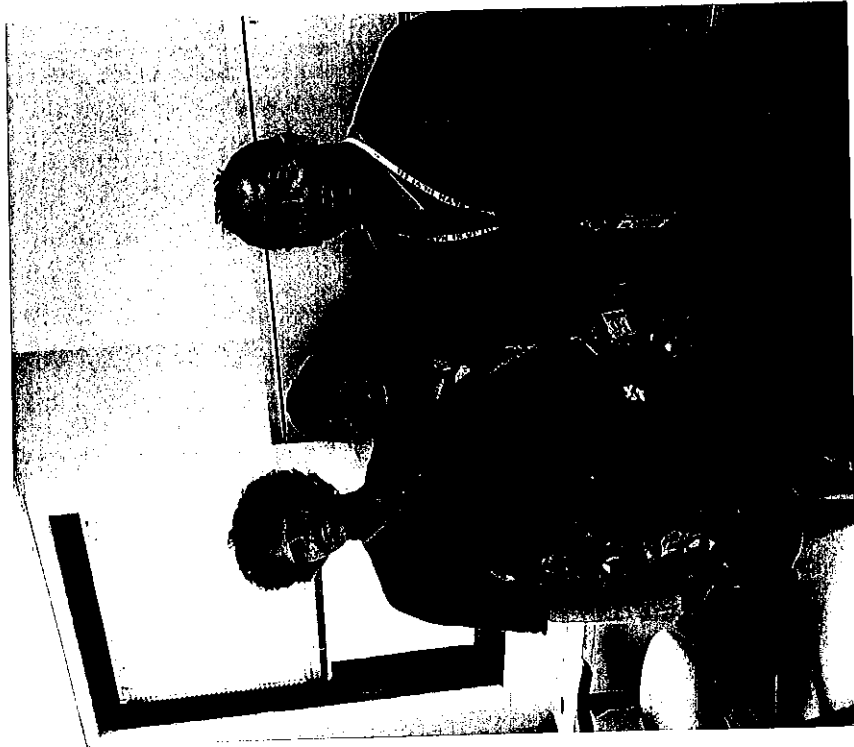
5th Annual Career
Education and
Workplace Standards
Symposium

CAREER
CAREER

Workshop goals

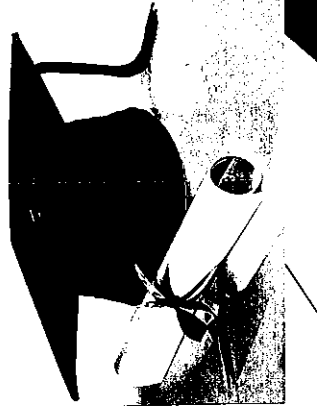
- ▶ Motivate you to participate in Educator in the Workplace
- ▶ Share ideas on how to link classroom content to career goals
- ▶ Explain the process of coordinating a career symposium

Educator in the Workplace- York Hospital



Educational Requirements

- ▶ A minimum of 2 years of postsecondary education with a preference for a bachelor's degree in a related field
- ▶ Fluent in reading, writing, speaking and translating English and Spanish languages
- ▶ Minimum experience: 1-2 years
- ▶ Salary: \$30,000-\$35,000



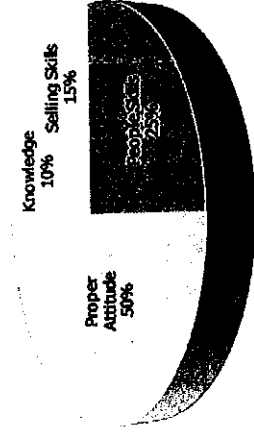
Education
Many careers do not
require a four-year
degree!!!



What I learned in 3 days...

- ▶ What is taught in my classroom is used in the workplace.
- ▶ Knowing a second language can save a life.
- ▶ Communication skills are essential.
- ▶ Understanding cultural background is just important as being fluent.
- ▶ People skills are a must.

SUCCESS



What are employers looking for in an employee?

- ▶ Outgoing
- ▶ Independent
- ▶ Desire to grow personally and professionally
- ▶ Speak and write capably
- ▶ Self-confident
- ▶ Decisive
- ▶ Team player
- ▶ Objective
- ▶ Compassionate
- ▶ Bilingual/bicultural

Skills needed to be an interpreter

- ▶ Active listening
- ▶ Summarizing
- ▶ Cooperation
- ▶ Courtesy
- ▶ Objectivity
- ▶ Patience

Skills

Career Education and Work Standards

THE ACADEMIC STANDARDS

Career Awareness

and Preparation 13.1

- ▶ A. Abilities and Aptitudes
- ▶ B. Personal Interests
- ▶ C. Non-Traditional Workplace Roles
- ▶ D. Local Career Preparation Opportunities
- ▶ E. Career Selection Influences
- ▶ F. Preparation for Careers
- ▶ G. Career Plan Components
- ▶ H. Relationship between Education and Career

Career Retention and

Advancement 13.3

- A. Work Habits
- B. Cooperation and Teamwork
- C. Group Interaction
- D. Budgeting

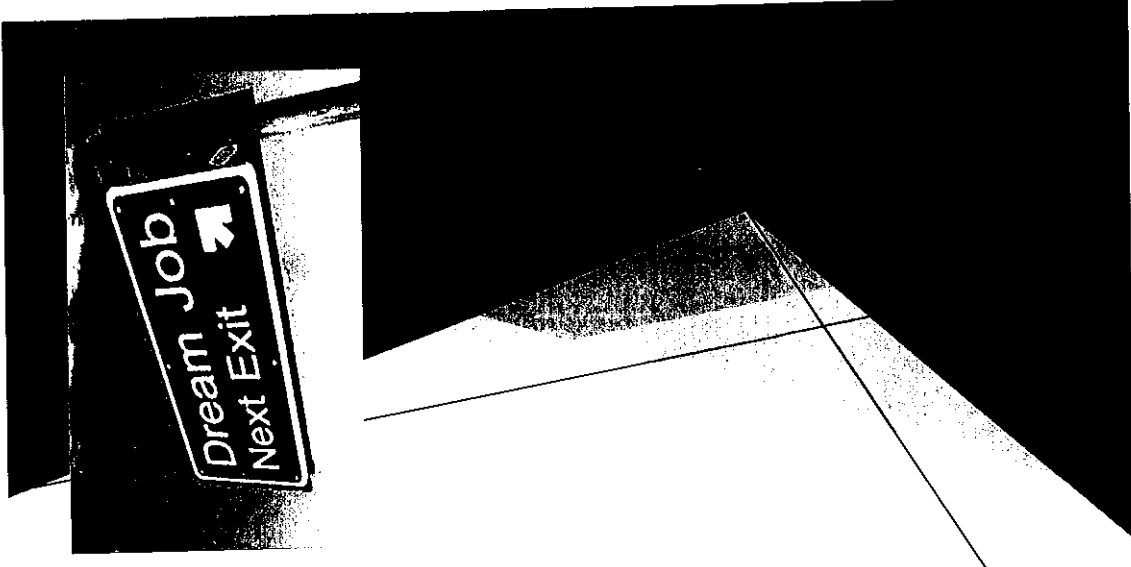


What can teachers do to prepare students for the work world?

1. Help them find out their talent or mission in life.
2. Expose them to many opportunities.
3. Give them the social and academic tools for success.

Career Awareness and Preparation

- ▶ Show students professions related to your content area of study.
- ▶ Have students take a survey of what they want from a job. (handout)
- ▶ Have them describe their dream job and their current qualifications and/or work experience.



Career Education and Work Standards

Career Acquisition 13.2

(getting a job)

- ▶ A. Interviewing Skills
- ▶ B. Resources
- ▶ C. Career Acquisition Documents
- ▶ D. Career Planning Portfolios
- ▶ E. Career Acquisition Process Glossary

Entrepreneurship 13.4.

- A. Risks and Rewards
- B. Character Traits
- C. Business Plan



Career Education and Work Standards

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Career Retention and

Advancement 13.3

- A. Work Habits
- B. Cooperation and Teamwork
- C. Group Interaction
- D. Budgeting

E. Time Management

F. Workplace Changes

G. Lifelong Learning

World Language Career Symposium

Essential question:

How is it beneficial to be fluent in another language and/or to be knowledgeable about the culture of a specific group of people?



Steps to organize a career symposium

- ▶ Research career fields related to your content area.
- ▶ Ask colleagues and students for referrals.
- ▶ Set a date and time for the symposium.
- ▶ Call each candidate to explain the symposium and to invite them to speak. If they decline, ask for another referral.
- ▶ Send a reminder email to the speakers a week or two before the symposium to confirm the time and date.

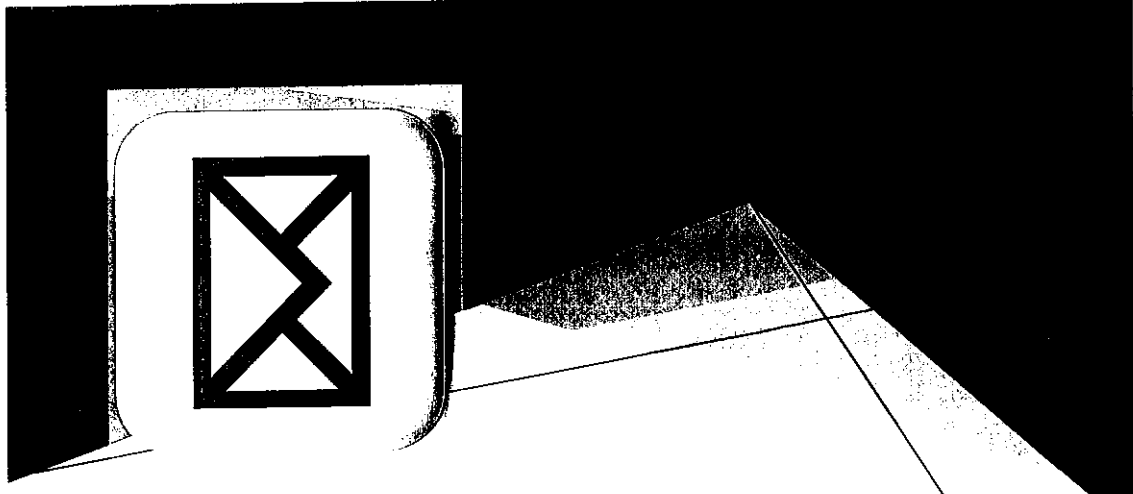


E-vite for those who presented in the past

Good afternoon!

The World Language Department at Dallastown Area High School is hosting the 2nd annual World Language Career Symposium. We are hoping that you will be able to join us on Thursday, March 6th to inform students about the importance of language and/or cultural understanding in the workplace. This year, we are hoping to have two groups of speakers. The first group would speak to 4 different groups of students from 7:45 AM-11:00 AM, and the second group of speakers would speak to 4 more groups of students from 11:30 AM-2:50 PM. If you are able to spend the entire day with us, we would be extremely grateful and will provide lunch for you between the two sessions. Please let me know if you can attend and your availability (AM or PM session or both sessions). Each presenter should plan to speak 2-3 minutes about his/her specific career and should emphasize the use of foreign language and/or interactions with other countries. After last year's tremendous success, we are extremely excited to host this informative event again this year for our students.

Educationally yours,
Mrs. Cherie L. Garrett

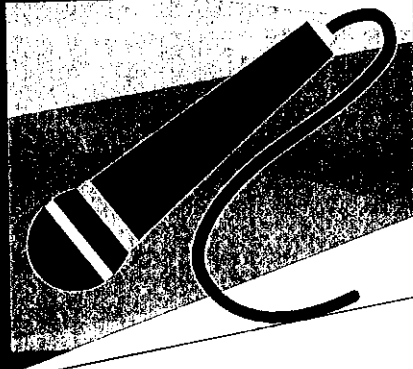


2014 PM Session (11:30-2:50)

TBA	World Language Teacher
Allan Klinge	Kaiser Corporation
John LeCates	Morgan Collins (Howard Hanna Real Estate)
Ignacio Prats	Teacher Sangre de Cristo
Carmen Bones, Javier Muñoz, Barbara Kerr	Wellspring
Celia Velasquez	Johnson Controls
Ivan Quiñones	Maryland State Police
Hugh Benedict	Westco Minerals
Steven Fisher	Wells Fargo
Matthew Reeve	Senator

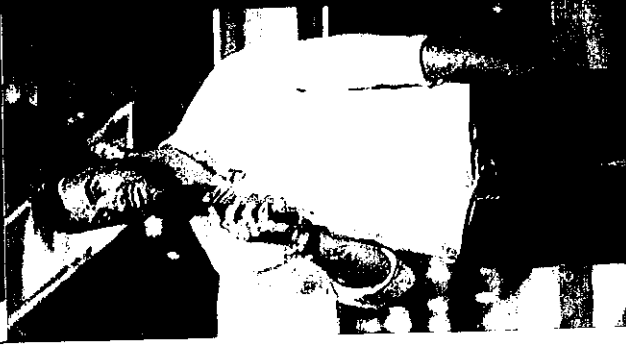
Setting up for the symposium

- ▶ Reserve the auditorium and necessary equipment (microphones, podium, laptop connection, etc.)
- ▶ Confirm times for student escorts (JROTC) to lead participants from the parking lot to the auditorium.
- ▶ Set up scrolling power point of interesting world language and career facts for before and after each session .



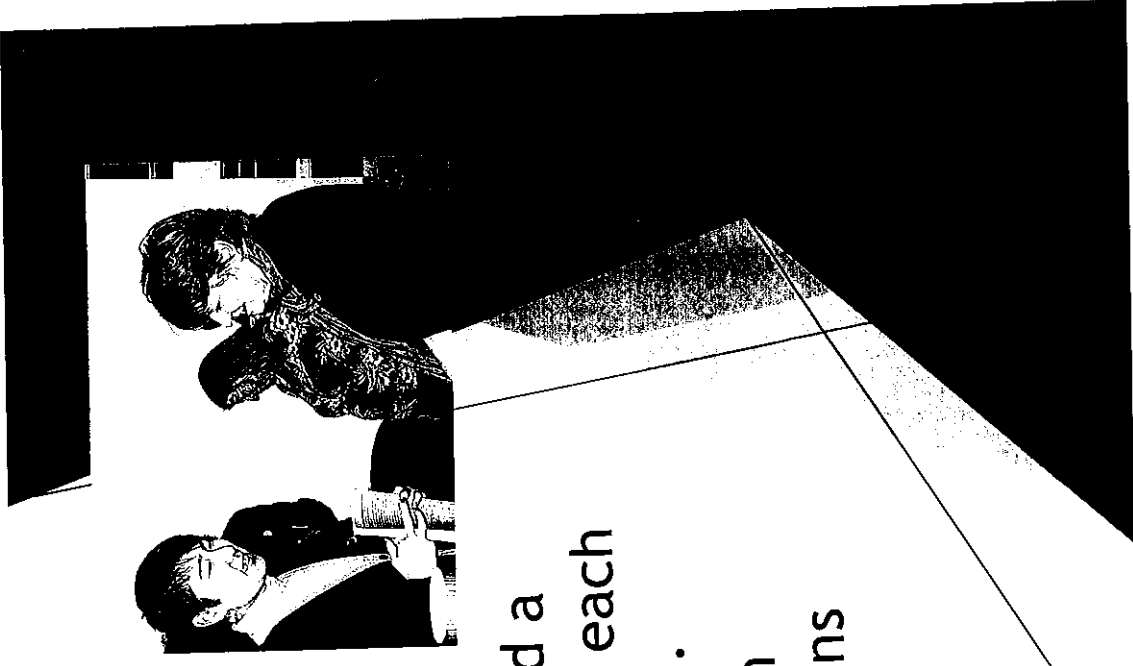
During the symposium

- ▶ Welcome the students to the symposium and explain the purpose of being there.
- ▶ Introduce each speaker (name and company).
- ▶ In 2-3 minutes, each speaker describes his/her profession, ties to the content area and explains the benefits of having a working knowledge of the content in his/her field.
- ▶ After all speakers share, the students receive a note-taking sheet and need to interview at least 3 of the speakers to find out more information about their career fields of interest.

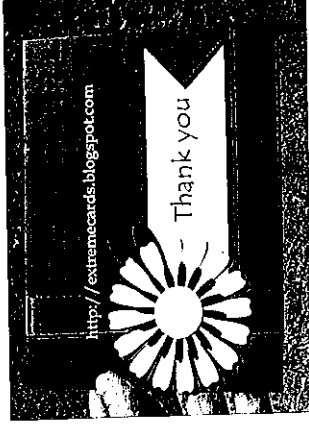


During the symposium

- ▶ The speakers spread out throughout the auditorium and front lobby to talk with the students.
- ▶ Signs with the speaker's name, profession and a picture of the career field are posted behind each speaker, so the students can easily find them.
- ▶ To avoid repetition of the same questions, an easel with the most commonly asked questions can be posted with the answers.



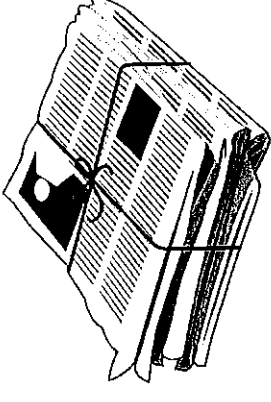
After the symposium



- ▶ Obtain feedback about the symposium from the students via a feedback form or open discussion during class time.
- ▶ Send “thank you” cards to the speakers.
- ▶ Send a press release to the school administration and to the local newspaper.

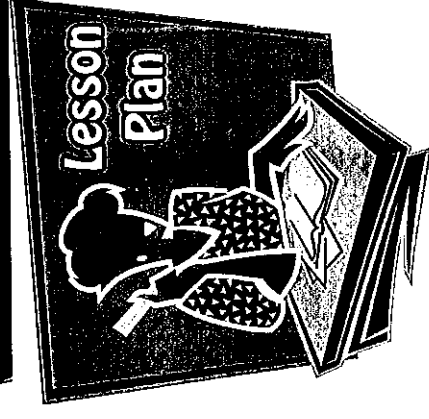
Publicity

- ▶ Press release: World Language Career Symposium
- ▶ The World Language department hosted the first annual World Language Career Symposium on Thursday, April 11th in the high school auditorium. More than 1200 students studying world language heard from representatives in manufacturing, law enforcement, banking, education, real estate, construction and the military. After each person spoke about his/her respective career, the students had the chance to talk face-to-face with the individuals with careers in their specific fields of interest. The purpose of the event was to make students aware of careers that directly use second languages or that have international connections. Since the event was a tremendous success, it is scheduled to be held again next school year.



Follow-up lesson (see handout)

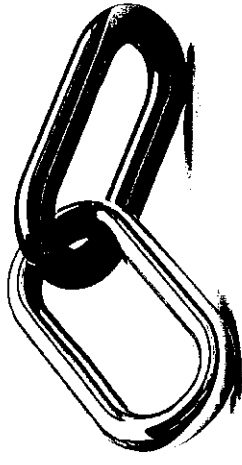
- ▶ Objectives:
 - ▶ List benefits of knowing information in the content area of study.
 - ▶ Name 5 careers that require a working knowledge of info. in the content area of study.
 - ▶ Develop a career goal based on interests, aptitude, personality and values.
- ▶ In class the next day, students complete two career-based self-assessments (interest, aptitude, personality, values) to discover which careers are most suitable.
- ▶ Each student writes a career goal and the steps to reach his/her goal.



Online career surveys that take under five minutes and are free!

- ▶ <http://checkoutcollege.com/explorecareers/interestsurvey.aspx>
- ▶ <http://www.yourfreecareertest.com/>
- ▶ <http://www.high-school.devry.edu/personality-profile/questions.htm>
- ▶ <http://www.educations.com/career-test>
- ▶ <http://www.educationplanner.org/students/career-planning/find-careers/career-clusters.shtml>

**Give your content meaning by
connecting it to the real world!**



If you have any questions or comments, feel
free to email me at the following address:

cherie.garrett@dallastown.net

Thanks for your interest in your students'
futures.