

## **SOUTH CAROLINA CAREER GUIDANCE EFFECTIVE EXERCISES**

**TITLE:** CAREER SPEAKER DAY

**SUBJECT:** Guidance Activity

**GRADE LEVEL(S):** K-5

**SC Career Guidance Standard/Competency**

- Learning to Work: Standard 1. Students will understand the relationships among personal qualities, education and training, and the world of work.

Competency 1.1. Identify different kinds of work

**National Career Development Guidelines Goal/Indicator**

- Career Management: GOAL CM3. Use accurate, current, and unbiased career information during career planning and management.

Indicator CM3.K5. Identify occupations that you might consider without regard to your gender, race, culture, or ability.

### **Lesson Objectives**

1. Students will expand awareness of workers in their community.

### **Assessment**

1. Students will make an oral or written presentation in which they describe an occupation of interest to them.

### **Preparation**

- Prior Learning—N/A
- Handouts/Worksheets—N/A
- Resources—Career speakers, Career Speaker Day letters to parents, Career Speaker Day Resource Directory form, Career Speaker Day Schedule form
- Time Required—90 minutes for career speakers plus 45 minutes for student presentations

### **Procedures**

This activity involves parents and /or family members of students who would like to make a presentation regarding their careers.

#### **How to Coordinate a Career Speaker Day**

Step 1: At the beginning of the school year, send each parent a letter requesting that they complete and return the “Career Speaker Day Resource Directory” questionnaire.

Step 2: Use returned questionnaires to create a “Career Speaker Day Resource Directory.” Continue adding to this directory as you meet other people in the community who are interested in sharing their job experiences with students.

Step 3: Set a date for your Career Speaker Day. Consider scheduling it during

## School-to-Work Week in February.

Step 4: 6 to 8 weeks prior to the event, send a letter to all parents who returned their questionnaires asking them to commit to being presenters during Career Speaker Day. Be sure to include the date and time of the event. Have parents RSVP -either way- to the invitation.

Step 5: 2 to 3 weeks prior to the event, send a confirmation letter to all participants letting them know when to arrive and what to expect. Be sure to include tips on preparing their presentations.

Step 6: Prepare schedules for all presenters and classroom teachers. Each presenter will be assigned 3 classrooms to visit and talk to for 20 minutes each. Presenters need to have the names and room numbers of the 3 teachers they will be visiting. It may be a good idea for teachers to have 1 or 2 responsible students to serve as “hosts” to the presenters when they are in their class. These students could escort each presenter to their next speaking location. Note: Coordinator should make sure that the presenters represent a variety of careers. Avoid, for instance, assigning 3 speakers from the computer industry to a single classroom.

Step 7: In order to better prepare students for this event, encourage teachers to have their students write questions for the presenters ahead of time. This will get the students in the right frame of mind for the event and will, most likely, help the Q and A portion of the event flow more smoothly.

Step 8: On the day of the event, consider providing coffee and doughnuts for the presenters. Also, be sure to have nametags ready for them to wear upon arrival.

Step 9: Once Career Speaker Day is over, have each class write a thank you note to each of their presenters. These letters should be composed by the class as a whole –under the teacher’s direction- and signed by each member of the class. You may even ask students to draw pictures celebrating this special day. Your presenters are sure to appreciate these keepsakes and will hopefully be encouraged to participate in the program in the future.

Step 10: Once Career Speaker Day is over, have students give an oral or written presentation about a speaker whose career they found interesting. Students should describe the occupation, the education required, and why they found it interesting.

## **SAMPLE LETTER TO PARENTS**

September 15, 2005

To: All Douglas Elementary School Parents  
From: Gay Mullinax, Counselor  
Re: Career Speaker Day

As many of you know, our students participate in an annual "Career Speaker Day" each February. We at Douglas Elementary are pleased to sponsor this year. We feel it is an excellent way for students to learn more, through firsthand accounts, about the world of work. I am writing today to request that you be a part of our "Career Speaker Day Resource Directory" by filling out and returning the attached questionnaire. This directory contains an up-to-date listing of parents and other adults in our community who are interested in speaking with our students about their jobs/careers during Career Speaker Day in February. Speaker presentations generally last 20 to 25 minutes and should be prepared to interest an elementary-aged audience.

We sincerely hope that you will consider participating in this worthwhile educational program. Please feel free to call me in the Counselor's Office with any questions or concerns.

Sincerely,

Gay B. Mullinax, Counselor  
Douglas Elementary School  
803-275-1752

## Career Speaker Day Resource Directory

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Brief Description of Job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place of Employment: \_\_\_\_\_

Phone Number at Work: \_\_\_\_\_

\_\_\_\_\_ Yes, I am interested in speaking at this year's Career Speaker Day.

\_\_\_\_\_ No, I will not be able to participate this year.

Please indicate which grade level(s) of students to whom you would most prefer to present. Please circle: K   1   2   3   4   5

Any additional comments/concerns or restrictions:

## **SAMPLE LETTER**

November 21, 2005

Mrs. Jane Doe, Architect  
2997 Bluebird Drive  
Trenton, SC 29847

Dear Mrs. Doe:

Earlier this fall, you expressed an interest in being a presenter during our February Career Speaker Day at Douglas Elementary School. I am writing in hopes that you will be able to make an official commitment to be a presenter.

Career Speaker Day will take place on Tuesday, February 10, 2006 from 8:00 a.m. until 10:00 a.m. During this time, you will make three 20-minute presentations to three different classrooms of students (about 23 students per class). During these 20-minute presentations we request that you talk about your job on an elementary-school appropriate level. The objective of the day is to help students to better understand the world of work and to get them excited about their futures.

Please call me at 803-275-1752 or e-mail me at [gmullinax@edgefield.k12.sc.us](mailto:gmullinax@edgefield.k12.sc.us) by December 15 to commit to a presenter slot. If you know now that you would like to participate, please let me know as soon as possible.

Thank you for your interest in this special program. I look forward to hearing from you soon!

Sincerely,

Gay B. Mullinax, Counselor  
Douglas Elementary School

## **SAMPLE LETTER**

January 21, 2006

Mrs. Jane Doe, Architect  
2997 Bluebird Drive  
Trenton, SC 29847

Dear Mrs. Doe:

Thank you so much for your willingness to participate in our annual Career Speaker Day on February 10. We are very excited about this upcoming event. With your help, we are sure that it will prove to be a valuable and enjoyable experience for both our students and our presenters.

You are scheduled to make three 20-minute presentations – at 8:30, at 9:00, and at 9:30 – each with a different class. Because the first presentation begins at 8:30, we ask that you arrive at 8:00. Upon arriving, please check in at the Office to receive your nametag. You will then be directed to the Counselor's Office for coffee and doughnuts. You will receive a personalized presentation schedule, and I will answer any questions you may have about the day.

As you prepare for your presentation, some topics you may wish to address include: what a typical day usually involves for you, the education required to pursue and obtain a job like yours, what you like most and least about your job, the particular skills, interests, and aptitudes you need to succeed in your line of work, the various settings in which members of your profession may work, and any other areas that you consider to be of interest.

Please feel free to be creative! Students love visual aids and props. We also encourage you to discuss with our students how the relationship between the things that they are learning now in elementary school will help them prepare for their future careers.

Again, thank you for your participation. Please call me at any time with concerns or questions. I look forward to seeing you on February 10 at 8:00.

Sincerely,

Gay B. Mullinax, Counselor  
Douglas Elementary School  
803-275-1752

## **SAMPLE SCHEDULE FORM**

**Career Speaker Day**  
**February 10, 2006**

Schedule for \_\_\_\_\_

8:00 – 8:25 Arrival and refreshments Counselor's Office

8:30 – 8:50 1<sup>st</sup> Presentation - \_\_\_\_\_, Room \_\_\_\_

9:00 – 9:20 2<sup>nd</sup> Presentation - \_\_\_\_\_, Room \_\_\_\_

9:30 – 9:50 3<sup>rd</sup> Presentation - \_\_\_\_\_, Room \_\_\_\_

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9:00 – 9:20 2<sup>nd</sup> Presentation - \_\_\_\_\_, Room \_\_\_\_

9:30 – 9:50 3<sup>rd</sup> Presentation - \_\_\_\_\_, Room \_\_\_\_

**Career Speaker Day**  
**February 10, 2006**

Schedule of Presenters for \_\_\_\_\_'s class

8:30 – 8:50 1<sup>st</sup> Presentation

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9:00 – 9:20 2<sup>nd</sup> Presentation

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9:30 – 9:50 3<sup>rd</sup> Presentation

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