

WORK-BASED LEARNING ACTIVITIES CAREER FAIR

DEFINITION

A career awareness/exploration event in which multiple business participants assemble at one particular site at the school to promote and share their respective occupations. Career fairs develop an awareness and understanding of the career fields. Career fairs can be simple or complex involving one or more classes at a time. It is suggested that job related visual aids and hands-on activities be included for better student participation.



STUDENT ELIGIBILITY

- All students K-12
- Meet school guidelines for participation
- Complete required paper work

LIABILITY EXPOSURE

Liability at the school is limited because a teacher is present in each classroom and there is no student transportation involved. Hands-on demonstrations require the same precautions used in the workplace. Safety glasses, fire extinguishers, or hard hats may be required for hands-on experiences.

PREPARING THE STUDENT

Preplanning with the student will strengthen the learning process and prevent potential problems. Students should receive instruction in:

- The objective of the career fair
- How to ask appropriate questions
- Behavior, courtesy and appropriate dress
- Related assignments and due dates

STUDENT RESPONSIBILITIES

- Complete assignments and participate in career awareness activities
- Be briefed and prepared for the visit
- Display polite and courteous behavior
- Ask relevant and thoughtful questions
- Write thank you notes

CAREER FAIR PARTICIPANT RESPONSIBILITIES

- Provide a list of equipment needs
- Gather company brochures, product sheets, and any visuals or demonstration materials
- Use hands-on demonstrations and visuals aids when applicable

- Allow time for question and answer period
- Complete an evaluation of the experience

SCHOOL SUPERVISOR RESPONSIBILITIES

- Arrange for and confirm presenters for the career fair
- Coordinate and schedule necessary space/rooms at the school
- Inform employers of expectations and purpose
- Arrange for any special equipment needed
- Coordinate with teachers and administrators

TEACHER RESPONSIBILITIES

- Conduct preparatory activities
- Assess the effectiveness of the career fair
- Provide data to the Work-Based Learning coordinator as requested
- Provide assistance with and discipline to students as needed
- Help with career fair duties as assigned