



# Teacher and Counselor Guide

## WELCOME!

We are so excited that you signed your students up for THINK Careers! We have provided multiple resources to help your students make the most of this event and will provide an overview of the features, resources, and logistics related to THINK Careers in this guide. If you have any questions or need assistance prior to or during the event please do not hesitate to reach out!

Sincerely,

GEAR UP Idaho

Idaho State Department of Education

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## AVAILABLE RESOURCES

- **Single Class Period Student Guide and Workbook**
  - This guide and workbook walk students through how to navigate THINK Careers during the course of one class period. The workbook component can be turned in as an assignment.
- **Multiple Hour Student Guide and Workbook**
  - This guide and workbook are designed to walk students through all of the features of THINK Careers over the period of multiple hours. The workbook component can be turned in as an assignment.

Note: Word versions of both of these guides and workbooks are provided. Feel free to edit as needed to fit your needs.

- **Supplemental Activities**
  - These activities can be used alone or in addition to the single class period or multiple hour student guides and workbooks.
- **Agenda**
  - Currently available on the event website. This agenda breaks down the sessions that will be available in each "room" throughout the day.
- **Junior Achievement Inspire Curriculum**
  - This curriculum is designed to be delivered prior to the event to help student become familiar with career clusters, career inventories, and terminology related to career exploration.
- **Student Event Navigator**
  - This resource will be made available closer to the event. The Student Event Navigator will include a code of conduct, screenshots of the event platform, an overview of event features, and a schedule of major events and presentations that will be offered throughout the day.

## EVENT FEATURES

THINK Careers was set up to ensure that students would have full access to event resources at any point they are able to log into the event. Unfortunately, sessions cannot be recorded, but each feature has been set up on an hourly cycle so that students don't miss out. Panel and in-booth presentations are being scheduled based off of the availability of the company or presenter who will be participating. While we understand that students might miss out on a presentation that they are interested depending on when they are able to log on, we hope they will engage in as many features as possible in order to expand their understanding of opportunities that are available in the workforce today. A schedule of presentations and workshops will be provided prior to the event and in-app notifications will be sent to students prior to the start of each. Below is a list of features and the rotating schedule that they will be offered on:

- **Info Booth:** In addition to the student guides, workbooks, and navigator, the INFO BOOTH which can be found in the EVENT LOBBY will contain a video which provides students with a short overview of the event, student

conduct expectations, and navigation features. This should be the first thing students click on once they enter the portal.

- **Exhibit Hall Booths:** The EXHIBIT HALL will be open all day and each company BOOTH will have a representative available to answer questions via chat for the entire day. The information in the BOOTHS will continue to be available for 30 days after the event. Student can even save documents in their SWAG BAGS to view at a later date.
- **Main Auditorium Panel Presentations:** These 45-minute panels will focus on either one career and its application in a number of different companies, or one company and the variety of careers that are available within that single organization. Panel presentations are scheduled to take place every hour, on the hour, in the MAIN AUDITORIUM, starting at 9:00am MST.
- **In-Booth Presentations:** These 15-minute presentations will focus on a single job or career within the organization that is hosting the presentation. In-booth presentations are scheduled every 15 minutes on the hour and 15, 30, and 45 minutes past the hour.
- **Soft Skills Workshops:** Junior Achievement of Idaho and some of their awesome volunteers will be providing 30-minute Soft Skills Workshops in the JA AUDITORIUM throughout the day. Multiple workshop options will be available in each time slot including: Brag Sheets, Job Applications, Professional Manners & Language, Cell Phone Etiquette, Texting Professionally, Solving Problems, and much more!
- **Mock Interview Sessions:** Junior Achievement of Idaho will also host mock interview sessions throughout the day. These sessions will last 25 minutes and will be hosted by professionals throughout the state. The sessions will begin with a short lesson in “interview best practices” after which students will be broken out into small groups where they will take turns answering common interview questions and have the opportunity to receive feedback from the volunteer professionals. The sessions will be hosted in the JA LOUNGE.
- **Student Swag Bags:** Students can save documents in their SWAG BAGS to view up to 30 days after the event.
- **Chat and Notifications:** Students can use the chat feature to ask questions about the event or to communicate with company representatives. Chat will be carefully watched by event planners and all chat is public (no private communication to protect student safety). Notifications will pop up on a student’s screen when they are in the platform to alert them of upcoming sessions and presentations.

### **PREPARING YOUR STUDENTS TO HAVE A SUCCESSFUL THINK CAREERS EXPERIENCE**

Prior to THINK Careers, please make sure your students understand or are equipped with the following information:

- **THINK Careers Student Conduct Expectations:**
  - All conversations through the chat are public and will be monitored by event planners.
  - Any student participating in inappropriate, disrespectful, or unproductive chat will be immediately kicked off of the platform and will be blocked from returning. All cases resulting in a student being kicked off of the platform will be reported to the school’s staff contact.
  - Any student found being disrespectful or intentionally being disrespectful during a session or through chat to a volunteer presenter or company representative will be kicked off the platform and blocked from returning. All cases resulting in a student being kicked off of the platform will be reported to the school’s staff contact.
- **School Expectations:**
  - Please be clear with students about your expectations for their time at THINK Careers. Since the method of delivery and the time spent at the event will vary dramatically from school to school, we are leaving it up to the school counselors and teachers to communicate with students what their outcomes for the day should be. We hope the student guides and curriculum provided will be helpful in guiding these discussions.

## SCREENSHOT OF THE VENUE

Below are screenshots of the platform to help you be able to visualize how the event will work.

### EVENT TOOLBAR

Main Auditorium | JA Auditorium | Lobby | Exhibit Hall | Swag Bag | Chat | Information Desk | Leaderboard | Lounge | Scavenger Hunt

This TOOLBAR is always displayed. Students can use this to navigate to all of the features of the event. We are working to make sure all of the activity kits, the student navigator and the welcome video follow this order and wording. Students can click on CHAT to ask questions about the event. Notifications will also pop up on the student's screen with messages about the event and reminders when a presentation is about to start.

### EVENT LOBBY



The EVENT LOBBY provides a visual index of the event features. Students can click on any "room" to enter that feature. They can request help at the INFO BOOTH or access the welcome video in the RESOURCE CENTER.



MAIN AUDITORIUM



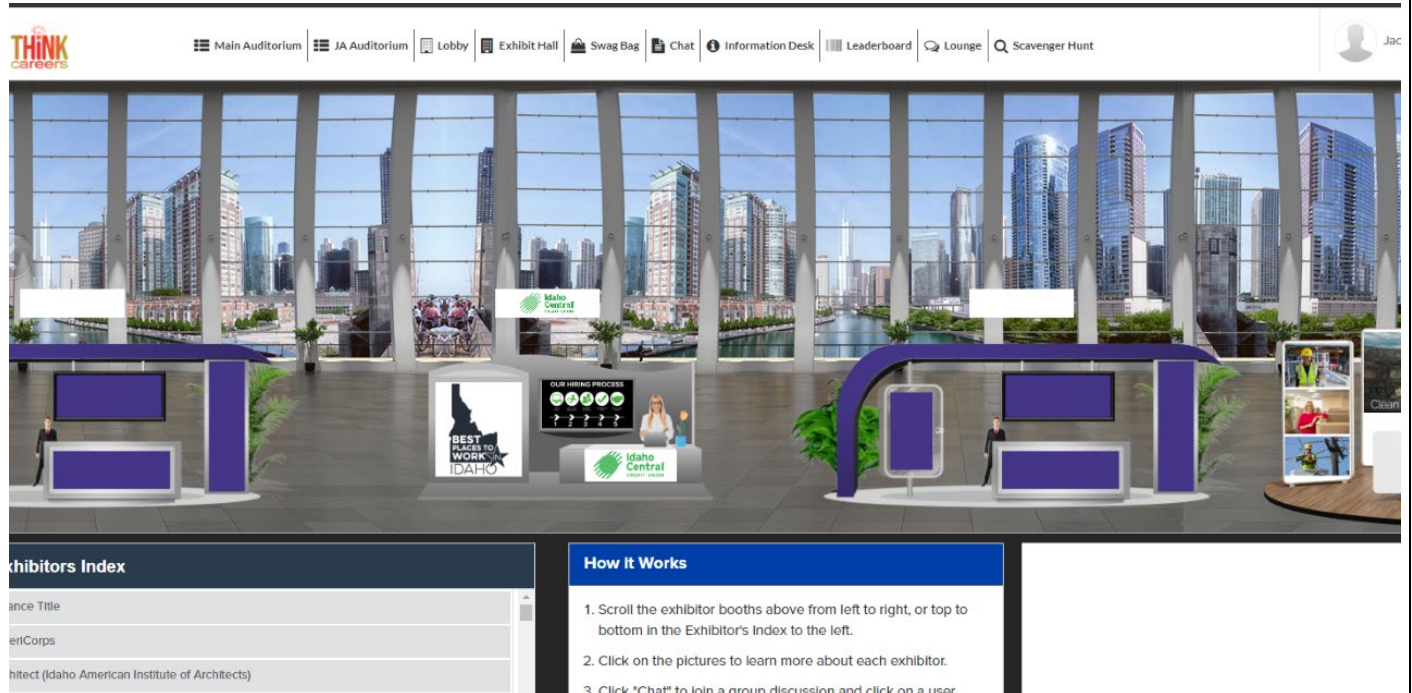
Once in the MAIN AUDITORIUM or JA AUDITORIUM, students will be connected to a Zoom meeting. If they click on the screens, they will enter the full view Zoom meeting. Presentations and sessions will contain the same functions as any Zoom meeting.

## JA LOUNGE



The JA LOUNGE will house the links to the MOCK INTERVIEW Sessions. On the day of the event, a menu will be posted in this “room” with a schedule of MOCK INTERVIEW sessions and the links to the sessions.

## EXHIBIT HALL



The EXHIBIT HALL is still being built out but this picture will show you how it will function. Each company is currently customizing their BOOTHS. Students can scroll through the companies or select companies from the EXHIBITORS INDEX. When students click into a booth they will be presented with a different set of information.



## EXHIBITOR'S BOTTH



← PREVIOUS

Home Careers About Us Locations Chat

DESCRIPTION VIDEOS DOCUMENTS

### Idaho Central Credit Union

#### Organization's overview

Idaho Central Credit Union is the premier credit union in Idaho and offers locations throughout the Treasure Valley, Magic Valley, Eastern Idaho, and North Idaho. We are a member-owned, full-service financial institution. Working at Idaho Central is more than a job. It's a place where we make dreams come true, whether that's a new car, a college education, a first home, or living debt-free. We can see that we are making a difference, not only day to day, but long term. We improve the lives of Idahoans and their financial world. If you are looking to make a difference, ICCU may be right for you.

#### Organization's culture

The culture is one where we care about each other. We are a work family. People can feel it. Idaho Central Credit Union was named a Best Place to Work in Idaho. We are a top financially performing credit union in the nation, top in Idaho. We are ranked #1 for

This is an example of one EXHIBITOR'S BOOTH. Event planners have provided a formula to exhibitors so that all of the booths contain consistent wording and organization. Students will be able to view the company description, visit the company website, view videos, and view documents including sample job descriptions. Students will also be able to chat with live company representatives within each booth during the event to ask questions about jobs and the company.

**SAMPLE THINK CAREERS LESSON PLAN (FEEL FREE TO EDIT TO FIT YOUR NEEDS)**

<b>TITLE OF LESSON: CAREER EXPLORATION (THINK CAREERS)</b>	
<b>SUBJECT/COURSE/GRADE:</b> ENGLISH 9-12 grades <b>DATE OF UNIT:</b> February 11, 2021 <b>DESIGNER:</b> Matthew Langer, Kellogg GEAR UP	
<b>STANDARDS:</b> <ul style="list-style-type: none"><li>• <b>CCRA.R.1:</b> Read closely to determine what the text says explicitly and to make the logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.</li><li>• <b>CCRA.W.2:</b> Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.</li></ul>	
<b>STAGE 1 – DESIRED RESULTS</b>	
<b>BIG IDEA OR CONCEPT:</b> <ul style="list-style-type: none"><li>• There are numerous career paths in Idaho and nationally that can be explored.</li></ul>	<b>ESSENTIAL QUESTIONS:</b> <ul style="list-style-type: none"><li>• What type of education or training is needed to obtain the job/career you are interested in?</li><li>• What types of jobs or careers are available in Idaho and nationally.</li><li>• What types of jobs or careers are you interested in?</li></ul>
<b>STUDENTS WILL UNDERSTAND/KNOW:</b> <ul style="list-style-type: none"><li>• What careers are available and what careers they might be interested in working towards.</li><li>• The type of schooling or training that is needed to obtain specific jobs.</li></ul>	<b>STUDENTS WILL BE ABLE TO:</b> <ul style="list-style-type: none"><li>• Explain the importance of education and training is it relates to obtaining a job.</li><li>• Cite documents and resources within vFairs to defend their reasoning.</li></ul>
<b>STAGE 2- ASSESSMENT EVIDENCE</b>	
<b>MONITORING AND FEEDBACKL:</b> <ul style="list-style-type: none"><li>• Students will demonstrate desired understanding through the completion of event workbooks and/or classroom discussion.</li><li>• Students will receive feedback as per usual in the teacher’s classroom.</li></ul>	<b>OTHER EVIDENCE:</b> <ul style="list-style-type: none"><li>• Students must complete the given worksheets or activities without any questions left unanswered.</li><li>• Students show a strong sense of understanding through thoughtful reflection of their participation in the event.</li></ul>
<b>STAGE 3- LEARNING ACTIVITIES</b>	
Edit to accommodate your implementation methods. <b>EXPERIENCES:</b> <b>SCHEDULE:</b> <b>STRATEGIES:</b> <b>INSTRUCTION:</b>	