

PROGRAM:

9TH Grade College & Career Fair

OBJECTIVES:

Introduce 9th grade students from throughout the Northeast region of Washington State to a variety of career and college opportunities, while providing them time to experience the Colville Institute for Extended Learning.

LOCATION:

Institute for Extended Learning

DESCRIPTION:

This annual event is held in October, usually on a Wednesday morning. 165 students attend/participate. 9th grade students are asked to dress that day as if they are going to a job interview.

This event is a very efficient and effective means to introduce students to career and college opportunities. Speakers are encouraged to bring “props”, items that students can look at closely and handle. Some tools are demonstrated and students are able to try to use them. The presenter/student ratio is very small, therefore providing students an opportunity to be inquisitive and ask questions.

Between 25 to 30 round tables are set-up in the institute’s gymnasium. One presenter is assigned per table and ten students will fit per table. Eastern Washington University (EWU) folders stand on tables with presenter information clipped on the folder. Folders are used for presenter identification and are also gifts for the presenters.

School busses brought twenty to thirty 9th grade students, along with one or two school staff, to the institute’s gymnasium between 9 and 9:15 a.m. The GEAR UP Director greeted students and teachers as they arrived and invited them to enjoy a snack and look over the event’s “Presenter Table Map”. Students and teachers had time to ask questions before the Career & College Fair begins.

Speakers are asked to stay until 1 p.m., to be available for students who may have questions and/or didn’t have an opportunity to hear them speak earlier.

Between 12:30 and 1 p.m. – students and school staff load busses. Students eat lunch as part of their return trip to school or have lunch when they return to school (average drive time for participating schools = 45 to 75 minutes).

IMPLEMENTATION TIMELINE:

- In the spring, communicate with representatives from participating school districts to determine event date.
- Schedule use of gymnasium, including processing the contract/lease (if required).

- Throughout the summer, recruit career and college speakers/representatives.
- After Labor Day, communicate with institute’s maintenance department regarding set-up needs.
- For student safety:
 - Know where to go if there is an injury.
 - Know whether there are special accommodations needed by any of the students and prepare for that.
 - School staff is responsible for student medications.
- Obtain event supplies, including snacks.
- Approximately three weeks prior to the event, the event coordinator provides event confirmation and event expectations to speakers/presenters,
- One week prior to the event: 1) the event coordinator provides list of presenters to school districts, and 2) school district representatives provide event orientation, including distributing list of speakers and providing dress code requirements.

PROJECT COSTS OR COST CONSIDERATIONS:

• Event Coordinator (Eastern Washington University GEAR UP Contract Director)	• Lunch (during return trip to school or once students return to school)
• Transportation (school busses)	• Facility Rental
• Event Supplies	• Light snack for event/

CONTACT INFORMATION:

Nancy Thomas, GEAR UP Contract Director
 Eastern Washington University
 (509) 359-4658
 nancy.thomas@mail.ewu.edu

ATTACHMENTS:

Event Schedule:
10:00-10:30: Session I – Students go to the table that most interests them. Tables are filled at a “first come, first serve” basis. Therefore, if their first choice fills up before they get there; they must go to another table.
10:30-10:35: Passing Time
10:35-11:05: Session II – Students go to the table that most interests them. Tables are filled at a “first come, first serve” basis.
11:05-11:20: Break/Snacks
11:20-11:50: Session III – Students go to the table that most interests them. Tables are filled at a “first come, first serve” basis.
11:50-11:55: Passing Time
11:55-12:25: Session IV – Students go to the table that most interests them. Tables are filled at a “first come, first serve” basis.