

CAREER FAIR SUMMATIVE ASSIGNMENT

VISUAL DISPLAY:

You are responsible for creating a visual display relating to your work placement in Co-op. This project will be on display for students, teachers, administrators, parents and Co-op employers to view on _____ from 12:15 to 2:15 p.m.

The displays will be located in the Cafeteria – see the dates on your Co-op Calendar. You will be assigned a specific location to set up your display.

Your project will be evaluated during the Career Fair time period. You must be present in order to receive a mark for this summative assignment which is worth 20% of your final grade.

REQUIREMENTS:

1. Your project must be mounted on a three-panel display board that will be provided by your Co-op teacher.
2. Your project must include each of the following: (***as well as a variety of support materials such as samples of work, promotional material, samples of equipment used– be creative!***)

PANEL ONE: YOUR PLACEMENT

- The name and location of your placement, neatly and prominently displayed
- Your Co-op Job title or position prominently displayed
- A detailed job description of day-to-day tasks/activities/duties you perform
- Samples of tasks/activities/duties that you perform at your placement (if applicable)
- A description of the equipment or technology you use
- At least 6 labeled pictures of your placement showing your work area, co-workers, etc. (you'll likely want to distribute your photos over the 3 panels; be sure to obtain permission from your employer)

PANEL TWO: CO-OPERATIVE EDUCATION

- Why did you choose to take Co-op? How has it helped you personally? (At least three detailed ways)
- How has Co-op affected your future plans? (Reinforced them? Changed them?)
- Demonstrate and/or provide evidence of a *job specific skill* (skill specific to your Co-op job) that was acquired or improved upon through this experience that demonstrates learning that took place. (ie. ideally, bring the necessary equipment with you to perform the task at Career Fair; if that's not possible/practical, video yourself performing the task and be prepared to play the video/explain the skill at Career Fair. A tablet would be a good resource to use to film/show the skill). ***Be sure to obtain permission from your teacher and supervisor where needed (ex. sharp or potentially dangerous items) when bringing in certain tools/supplies/equipment/props.***
- Outline additional and/or related school courses that you've taken or will take in high school that are valuable to this placement and/or a career in this field.

PANEL THREE: CAREER INFORMATION

- Identify the career you are exploring. (**The career you are exploring may not be exactly the same as your Co-op job title**). Give specific qualifications, knowledge, and specific skills & abilities that are required to be successful in this career.
- Describe the possible programs of study available through colleges, universities, private institutions, and/or apprenticeships. **remember the skills you learned in Career Studies**
- Outline admission requirements, program duration, estimated costs, co-op options (if available).
- What are the entry-level salary expectations?
- Include information/outlook relating to future employment opportunities in this field.
- Outline other jobs related to your career.

3. If needed, you may store your project in the Co-op office the morning of Career Fair. Be in the Caf with your display and materials by 11:50 am. As a group, we will help to move and arrange tables before you will set up your display in your assigned spot in the Caf. Your display must be set up and ready for exhibit by 12:10 pm.
4. You will be evaluated by a staff member so it is important that your information is organized and sub-titled accurately. You are encouraged to share your Co-op experience including the content on your display board. Remember that you will also need to demonstrate/provide evidence of a *job-specific skill* that was acquired or improved upon through your Co-op experience.
5. You must stand by your display for the duration of the Career Fair to answer any questions that visitors and evaluators may have. Always be standing when someone is speaking to you regarding your display, whether that be a fellow student, teacher, School Board employee, judge, employer, parent or administrator. We hope your friends stop by to support you but do not invite them to “hang out” with you during this event.
6. The Career Fair is designed to promote and showcase your Co-operative Education experiences and will be attended by parents, teachers, school administrators and employers from the business community. Thus, you are required to dress accordingly. Please wear appropriate business attire—definitely no jeans, ball caps or t-shirts. Wearing your work uniform would likely be a creative and appropriate idea. If you have any questions regarding this requirement please speak to your Co-op teacher.
7. **PLEASE NOTE: if, for whatever reason, buses are cancelled OR schools are closed on the scheduled day of Career Fair, it will be held the NEXT SCHOOL DAY.**

REMEMBER: You are representing both yourself AND YOUR EMPLOYER at the Career Fair so put forth an effort that you’ll both be proud of!

EVALUATION:

Refer to the ‘CAREER FAIR ASSIGNMENT – EVALUATION’ sheet.

SUGGESTIONS:

1. Make your display board interesting, unique, and colourful. Make use of our final Integration Day when you’ll have access to exemplars of the project that students have used in the past. Use your talents and creative imagination. Make sure that it’s eye-catching and something that both you and your employer will be proud of. **Remember: you represent your employer at Career Fair as much as yourself!**
2. Use the following materials to assist you in creating your display:
 - (a) pamphlets, booklets, and other literature related to your career.
 - (b) posters, pictures, photographs and/or displays
 - (c) items from your workplace such as: business cards, letterheads, product brochures, equipment, or demonstration materials (borrowed with your employer’s permission).
3. ‘My Blueprint’ is likely your best & most effective source for the career & education research portion of your project.

There are also a variety of other career-based websites available to you that would be of help. Put to use the skills you developed in your Career Studies class.

For your third panel, be prepared to search a variety of college (ex. Conestoga) and/or university (ex. Wilfrid Laurier) websites to gather the required program information.