

MiCareer Quest™

Educator Info & Resource Packet

MARCH 27, 2024 | 9AM - 1:25PM
DEVOS PLACE, GRAND RAPIDS



Invest in the future of West Michigan

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Preparing for MiCareerQuest

Thank you for registering your students for MiCareerQuest! Employers from key industry sectors in West Michigan have been working hard to provide students with an interactive, hands-on experience. No matter where your students are in their “quest” towards a career, this day will provide an excellent opportunity to begin or deepen their career exploration.

In our inaugural year, many educators arrived unaware of the scope and significance of this opportunity. **Our hope is that the information included in this packet will help the students and staff have a meaningful and enjoyable experience. Please take time to review all of the information.**

BEFORE THE EVENT

Student Expectations

This is an incredible opportunity for students and employers to interact in a new and creative way. Although they are not at a business or in a workplace setting, students should remember to display professional behavior and represent their school accordingly. Students should adhere to the school dress code. Please no caps/hats, t-shirts with objectionable logos/graphics.

Let students know that employers are excited to spend this time and investment to make MiCareerQuest a great event for them. It is always nice for students and staff to thank employers for their commitment so we can continue these partnerships in the future.

Lastly, resources are included in this packet to activate students’ thinking around their career development before and after the event: *MiCareerCompass* (p.16), *Activity: Career Mapper: Ikigai* (p.22-23), *Activity: Asking the Right Questions* (p.23) and MiCareerQuest self-reflection (p.24).

Lanyard and Name Tag Distribution

Registered school groups have received lanyards and blank name tags to distribute to students and chaperones. Extras will be available at the Information Desk the day of the event if needed. We recommend completing the name tags and giving them to students on the bus on the day of the event.

If there are significant changes to your student numbers, please email mryan@westmiworks.org or call 616-401-6930 as soon as possible.

AT THE EVENT

Bus Arrival/Check-in

Buses will line up on Scribner Avenue and wait to be directed by event staff to pull up and unload at the Monroe Avenue entrance of DeVos Place (refer to the map on p. 10). As you wait to unload, consider using the time to review with the students the purpose/goal of the event as well as how you will gather together at the end to depart. Review the exit plan printed on the backs of the student name badges.

Due to the volume of school groups attending, you are strongly encouraged to arrive 30-45 minutes before your scheduled session start time. This will allow adequate time for unloading so that students are assembled and ready to enter the exhibit space at their scheduled time. Organizers plan to adhere very closely to the schedules to keep everything moving smoothly. An earlier arrival will ensure students have adequate time with employers and educational institutions.

Upon arrival, MiCareerQuest volunteers will check you in and distribute drawstring bags to each student. No student outside bags are permitted at MiCareerQuest and any bags brought in are subject to search. It is recommended chaperones bring one bag to hold a sign.

Event Format

MiCareerQuest exhibits and activities illustrate the important relationship between postsecondary education and careers and will provide opportunities for students to engage with representatives from both. Students are encouraged to visit with community colleges, universities and other postsecondary training programs that will be located within the exhibit halls. These educational sponsors may be near entrances, exits, or exhibits they within the halls.

When you arrive, volunteer guides will welcome you into the Grand Gallery. At the sessions start time, volunteers will direct students to a specific industry's quadrant within the Exhibit Hall to begin their career quest. Student's starting location is based on the color of their lanyards. Students from the same school will all have the same color lanyard. Students rotate according to lanyard color. Please instruct your students to always wear their lanyards.

This year, the Exhibit Hall is divided into *five* major industry sectors: Advanced Manufacturing, Construction, Health Sciences, Information Technology, and Agribusiness. Students will rotate through all sectors, spending approximately 23 minutes in each. **Music will be played overhead every 23 minutes indicating the students must move to the next sector.** Students will be given 3 minutes to move between sectors.

During their time in each sector, students will engage with interactive displays highlighting diverse career pathways and talk to employers about the skills and education required for success in their respective fields. We know some students (and staff!) will want to spend more time in some sectors than what is allotted. However, the goal is to provide an overview of each industry and emphasize the diversity of opportunities that exists within these key sectors of West Michigan's economy. **Please help us reinforce this goal by helping us move students according to the planned schedule.**

Social Media

We encourage staff and students to share the fun and learning while at MiCareerQuest with your social networks! We hope to see **#MiCareerQuest2024** on your social media feeds.

We invite you to share messages on your own social media to build excitement for MiCareerQuest and to widely share our promotional videos for the event. A sample post is: We are excited to be attending #MiCareerQuest2024! Students will do hands-on activities across five growing industries across West Michigan: Agribusiness, Advanced Manufacturing, Construction, Health Science, and Information Technology and learn about 301 jobs from 111 companies! Watch below:

The promotional videos are here: [15 second cell-phone video](#), [15 second horizontal](#), [30 second student-facing video](#), [60 second video](#)

Exit/Bus Pick-up

At the end of each session, volunteers will guide school groups toward their assigned exit door. The exit plan on page 10 is also printed on the back of the students' name badges; your exit path will correspond to your lanyard color. Please instruct your students to exit quickly to avoid blocking the exit area. Additional volunteers will be waiting in the exit area outside to help direct attendees. Attendees will assemble across the river by the appropriate colored flag to ensure that the entire group is gathered before entering their waiting buses. Buses should be instructed to wait on Scribner Avenue.

To minimize any confusion at the end of your session, school staff and chaperones should clearly establish a time and meeting place for students. Please be aware that the departure process will also take between 20-30 minutes given the number of buses that will need to load.

AFTER THE EVENT

Prize Drawing

A post-event survey of students and educators will provide critical feedback to shape future MiCareerQuest events. Please provide students an opportunity to complete the electronic survey on the way back to school or when they return. To encourage more responses, students and teachers who complete a post-event survey and provide their contact information will be entered into drawings for prizes ranging in value from \$50-\$500.

You can access the surveys on the MiCareerQuest website at micareerquest.org. **Surveys must be completed by Friday, April 12.**

QUESTIONS?

Contact your local ISD Career Readiness Representative:

Allegan Area ISD

Name: Beth Johnston, Career Development Specialist

Email: beth.johnston@alleganaesa.org

Phone: 269-512-7850

Barry ISD

Name: Rich Franklin, Superintendent Barry ISD

Email: rfranklin@barryisd.org

Phone: 269-945-9545 ext. 111

Ionia ISD

Name: Ashli Jordan, Student Services / Work-Based Learning Coordinator

Email: ajordan@ioniaisd.org

Phone: 616-527-6540

Kent ISD

Name: Eric Kelliher, Career Readiness Consultant

Email: erickelliher@kentisd.org

Phone: 616-365-2350

Montcalm ISD

Name: Penny Dora, Director of Communications

Email: pdora@maisd.com

Phone: 616-225-6163

Muskegon Area ISD

Name: Stephen Pettifor, Career Specialist

Email: spettifor@muskegonisd.org

Phone: 231-767-5624

Ottawa ISD

Name: David Ladd, Career Development Facilitator

Email: dladd@oaisd.org

Phone: 231-578-3623

If your local Intermediate School District is not listed as a contact on this page, please contact the West Michigan Works! representative listed below for assistance:

Maggie Ryan, Project Manager

Phone: 616-401-6930

Checklist for Day of Event

Before School Departure

- If you have significant changes to the number of students attending, please email mryan@westmiworks.org.
- Coordinate your bus transportation to arrive 30-45 minutes ahead of your session's start time and leave 20-30 minutes after your session's end time.
- Plan on one chaperone per 20-30 students.
- Review expectations for student behavior and provide an overview of the event for students. See *Resources to Use with Students* for additional suggestions on how to prepare students for the event.
- Record your district's transportation dispatch phone number in case of transportation issues.
- Bring lanyards and name tags for each student and staff member to distribute on bus.
- Distribute Transportation Packet to drivers.
- Review the exit plan for your students (included in this packet and on the back of the students' name badges).
- Plan for all types of weather.

At MiCareerQuest

- Instruct buses to line up at Scribner Avenue, where they will wait for event staff to call them in to unload students at the Monroe Avenue entrance. Once they have dropped off students, buses can park on Scribner Avenue (overflow on Mt. Vernon) during the event until it is time to re-load for departure. Bus passes will be distributed at the event.
- If possible, exchange cell phone numbers with your bus driver in order to ease communications after the event.
- Be sure all students are wearing their lanyards. The color of the lanyard will determine where your group begins in the Grand Gallery and through which doors they will exit.
- Make sure students know what to do if they get separated from the group and when/where to meet you at the end of the event.
- Look for event volunteers in neon pink t-shirts if you need assistance during the event.
- Use #MiCareerQuest 2024 to share your time at MiCareerQuest with your social networks!

When You Return to School

- Provide time for students to complete the event survey at www.micareerquest.org so they can be entered into a drawing for a smartwatch. Be sure to fill out your educator survey!
- See *Resources to Use with Students* for additional suggestions on how to follow-up with students after the event.

Map for Bus Arrival/Departure/Parking

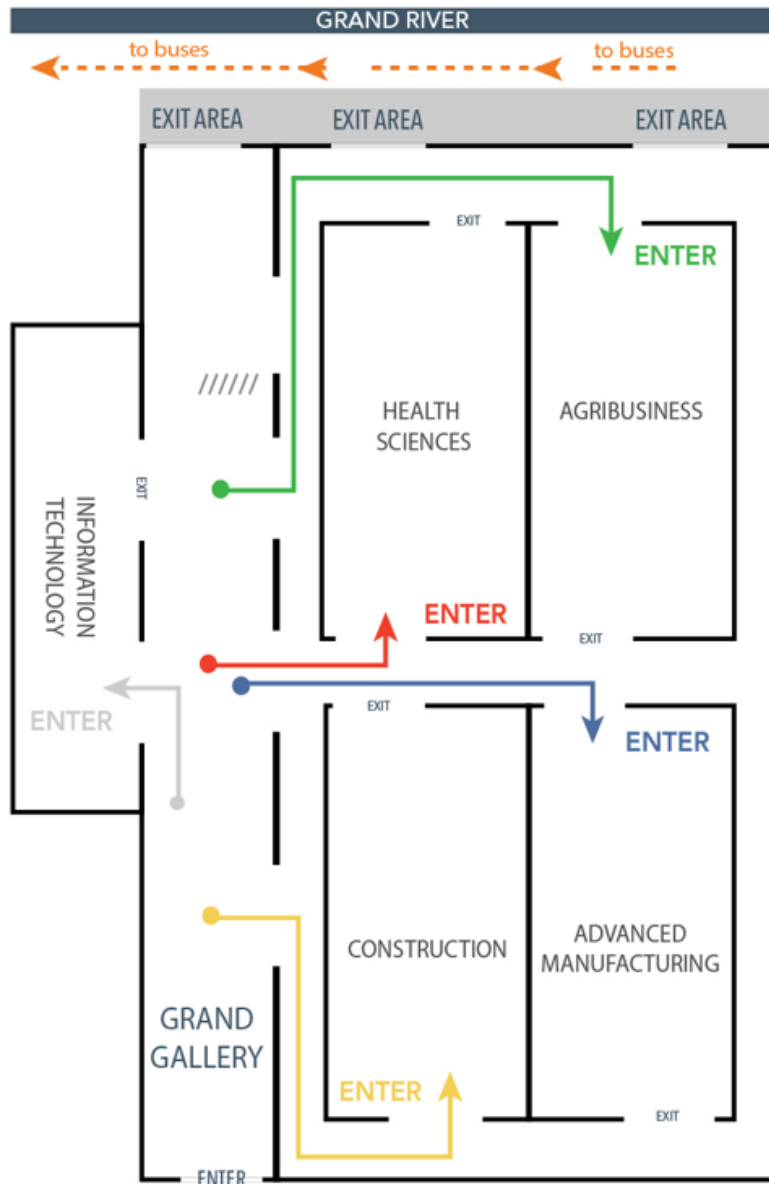


Instructions for Bus Drivers

1. Buses will line up on SCRIBNER AVE and wait to be directed by event staff to proceed to drop off.
2. Buses will turn right onto MICHIGAN ST and then turn right onto MONROE AVE.
3. You can only drop off at the designated area on MONROE AVE (volunteers will be present to assist).
4. For the safety of the children there will be NO DOUBLE PARKING TO UNLOAD.
5. Please unload as quickly as possible
6. Police Officers will be present to enforce the drop off process.
7. Pick up will be on SCRIBNER AVE.

Map for Entering the Event

Student Entrance Plan Based on Lanyard Color



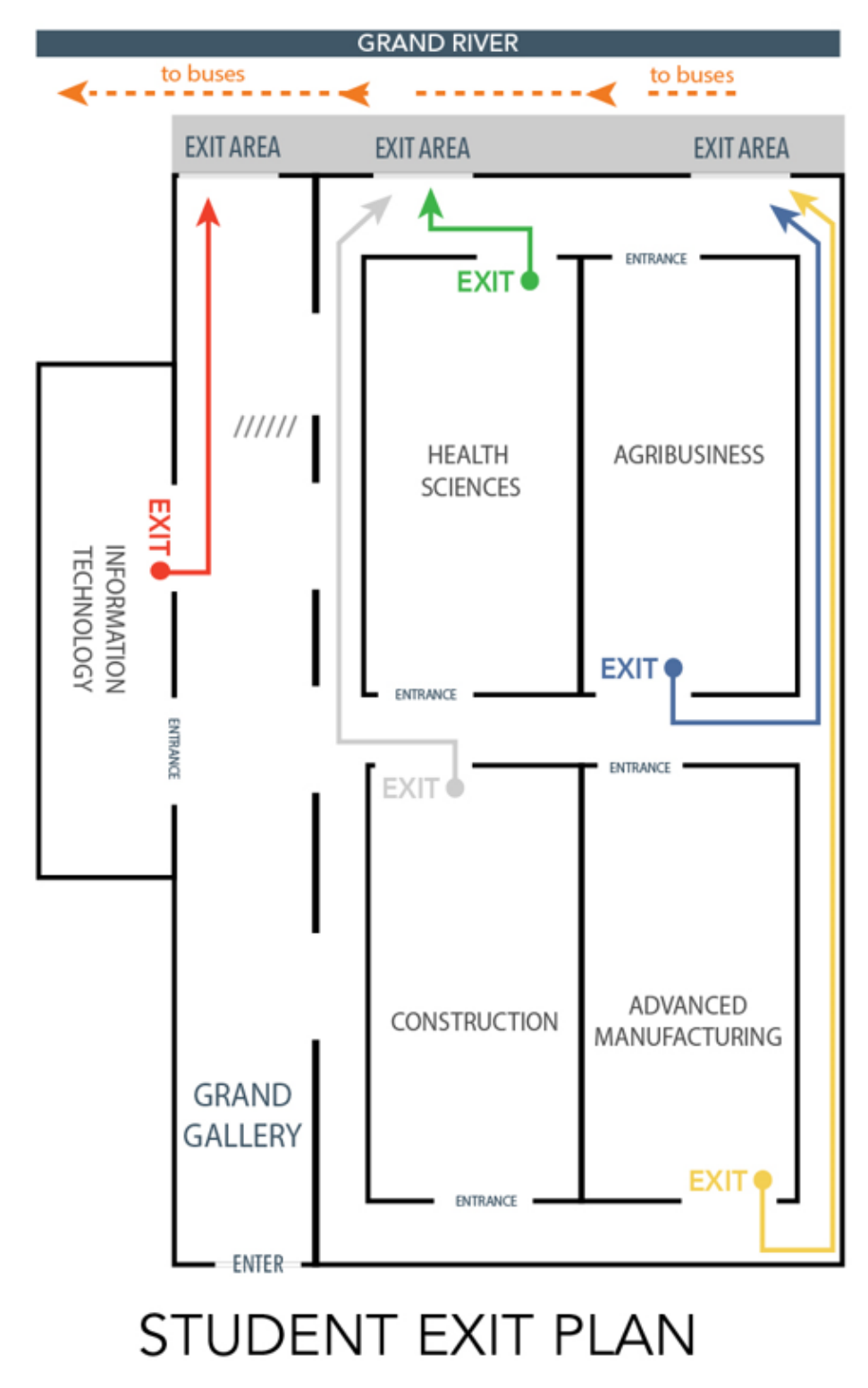
STUDENT ENTRANCE PLAN



BUS DROP OFF

Map for Exiting the Event

Student Exit Plan Based on Lanyard Color (This map is also on the back of the students' name badges)
 Please instruct your students to exit quickly to avoid blocking the exit area.



Day of Event: Media FAQs

Will there be pictures or video taken of my students at MiCareerQuest?

YES. There will be photographs and videos taken at MiCareerQuest; corporate marketing teams and news media may be at the event. Because of the size of the event, we will not seek individual photo releases for student images taken at the event. Students may be photographed or videotaped participating in activities and their images used in future communications and promotional materials regarding MiCareerQuest. Please ensure all students attending are able to have their pictures and videos taken at this large, public event.

West Michigan Works! may reach out to you to seek parental/guardian approval for video releases of student interviews taken for promotional purposes. MiCareerQuest will not use interviews for promotional purposes without approval.

Reporters may have different policies for this newsworthy event. If you have a student unable to be featured on a news program, please instruct them not to participate in a news interview at MiCareerQuest.

Are student reporters invited to MiCareerQuest?

YES. We invite all student journalists, whether blogs, newspapers, or school show productions, to come to MiCareerQuest. You will be receiving an email requesting a media contact for a press release invite.

Resources to Use with Students

Below are some ideas for preparing students for MiCareerQuest and following up with them after the event. Review and adapt the activities as appropriate for your group.

“Why are we going to MiCareerQuest?”

Have a discussion about why career exploration activities like MiCareerQuest are important to their career development process. Emphasize that for most people, career development is an on-going process throughout their lives and not a one-time event.

“What can I talk about with employers?”

Whether or not they are currently interested in a career within the five highlighted industry sectors, urge students to keep an open mind and use the time to talk to employers about how/why they chose their career paths. Have students brainstorm questions they could ask employers at the fair, and encourage them to move beyond salary. Examples: What type of education/training is needed? What do you like most about your job? What can be difficult about the work you do? See *Activity: Questions to Ask Employers* pages 21-22.

“Who’s going to be there?”

Provide students with a list of the employers involved in MiCareerQuest. The list can be found on page 13 of this packet. Have students generate some questions they would want to know about a company and/or provide examples. Have students choose one of the listed partners (or assign) and have them provide profile briefs on each. See *MiCareerCompass* and activity, pages 16-22.

“What did I learn?”

After the event, have students reflect on their time at MiCareerQuest 2023. Have a discussion on some of the careers highlighted at the event. Are there any surprising statistics? Which fields seem most interesting? Which careers are new to you? Encourage students to update or add information to their EDPs (Educational Development Plan) as appropriate. See *MiCareerQuest 2023 Self-Reflection* on page 23.

List of Participating Employers

CONSTRUCTION

AIA
 Ambient Architecture
 City of Grand Rapids
 City of Kentwood
 City of Walker
 City of Wyoming
 Dan Vos Construction Company DTE
 EV Construction
 Feyen Zylstra
 Fleis & VandenBrink
 Grand Valley State University IBEW
 Local 275
 Kent Power
 Lee Contracting, Inc
 MEWDC
 Michigan National Guard
 MI Regional Council of Carpenters
 Michigan Technical University OHM
 Advisors
 Operating Engineers 324 Progressive
 AE
 Rieth-Riley Construction Co., Inc.
 Rockford Construction
 Rohde Construction
 ROWE
 The Bouma Corporation
 TowerPinkster
 Triangle Associates, Inc
 UA Local #174
 Van Dyken Mechanical, Inc.
 Windemuller
 Wiss, Janney, Elstner Associates, Inc.

HEALTH SCIENCES

American Medical Response
 Baker College
 Cherry Health
 Corewell Health
 D.A. Blodgett-St. Johns
 Gift of Life Michigan
 Good Life Physical Therapy Grand
 Rapids Community College

Grand Rapids Fire Department JVHL
 Life EMS Ambulance
 Michigan Association of Laboratory
 Science Educators
 Michigan Rehabilitation Services
 Michigan State University Michigan
 Orthopaedic Associates of Michigan
 Ottawa County Public Health
 Department & Community Mental
 Health
 Pine Rest Christian Mental Health
 Services
 Spartan Nash
 Sunset Senior Communities Trinity
 Health
 University of Michigan Health-West
 Waypoints

MANUFACTURING

A.I. Technologies
 Action Water Sports
 Alro Steel
 Autocam Medical
 Bradford White Corporation
 Cascade Die Casting Group
 DeWys Manufacturing Enterprise
 Tool and Die
 Ferris State University
 Grand Rapids Community College
 GR Tooling and Automation
 Grand Valley State University
 Greenville Tool & Die
 Haworth Inc.
 Kent County
 Lear Corporation
 Mercury Marine
 Mersen
 Meta Tool Technologies Michigan
 Boating Industries Association
 MillerKnoll
 Mission Design and Automation
 RoMan Manufacturing

Scherdel Sales & Technology
 Shape Corp.
 Soter Analytics
 Specialized Tooling Systems TCI
 Aluminum
 Wolverine Coil Spring Company
 Woodward

INFORMATION TECHNOLOGY

Array of Engineers
 Atomic Objects
 AVI Systems
 Baker College
 Corewell Health
 Grand Rapids Community College
 GR Community Media Center Grand
 Rapids Television
 Grand Valley State University Grand
 Rapids Community College GRTV
 Michigan Department of
 Environment, Great Lakes, and
 Energy
 SEMI Career & Apprenticeship Tech
 Defenders
 West Michigan Works!
 WOOD TV8

AGRIBUSINESS

Baker College
 Bingo Roasters
 Cargill
 Critter Barn
 Engelsma's Apple Barn Cider Mill
 Gordon Food Service
 Grand Valley State University
 Herbruck's Poultry Ranch Hortech
 LivelyUP
 McLaughlin Grows
 MI Department of Agriculture
 and Rural Development
 Michigan Geological Society
 Michigan State University
 Revolution Farms
 Reyes Coca Cola Bottling
 Roskam Baking Company
 SpartanNash
 Tyson Foods
 Walters Gardens
 Woven Trifecta

List of Careers Represented

ADVANCED MANUFACTURING

3-D Scanning Technician
 Additive Manufacturing Technician
 Assembler
 Assembly Production Technician
 CAD CAM Personnel
 CAD Operator
 CNC Machine Operator
 CNC Machinist
 Computer Numerical Controller
 Continuous Improvement Engineer
 Controls Engineer
 Design Engineer
 Die Designer
 Die Maker
 Die Setter
 Electric Vehicle Designer Electric Vehicle Engineer Electric Vehicle Engineering Technologist
 Electric Vehicle Technician
 Electrical Engineers Electrician
 Engineer
 Engineering Designer
 Equipment Operator
 Field Service Technician
 Foundry Leaders
 HVAC Technician
 Industrial Maintenance Technician
 Inspection Personnel Machine Builder
 Machine Operator
 Machine Repairer
 Machinist
 Maintenance Repair Technician
 Maintenance Supervisor
 Maintenance Technician
 Manufacturing Assembler
 Manufacturing Engineer
 Manufacturing Engineer Technician
 Manufacturing Engineering
 Marina Operations
 Marina Sales
 Marina Service
 Marine Boat Engineering
 Marine Electrical Technician
 Marine Mechanic
 Marine Propulsion Engineer
 Marine Propulsion Systems Manufacturer
 Marine Sales
 Marine Technician Mechanical Engineer Mechatronics Technician Process Line Lead

ADVANCED MANUFACTURING CONT.

Saw Operator
 Set-up Technician
 Tool & Die Designer - Engineer
 Tool & Die Maker
 Tool & Die Repairer Transfer Station Operator Welder
 Welder
 Welding Engineer Welding Researcher and Developer
 Welding Technician Product Developer Production Operator Production Supervisor Project Engineer
 Project Manager
 Quality Auditor
 Quality Control Technician
 Quality Engineer
 Robotic Welding Technician
 Robotics Engineer
 Roll Form Operators/ Technicians
 Safety Engineer
 Sales Associate

AGRIBUSINESS

Agribusiness Manager
 Agri-tourism Guide
 Animal Caretaker Automotive Service Technologist
 Consultant
 Diesel Service Technologist
 Entrepreneur
 Field Grower
 Food Handler
 Food Processor
 Food Safety Inspector
 Food Safety Quality Assurance Technician
 Food Truck Driver
 Fruit and Vegetable Farmer
 General Laborer
 General Production Laborer
 Geological Researcher
 Greenhouse Grower
 Groundwater Geologist
 Grower
 Horticulturalist
 Human Resources Generalist
 Integrated Pest Management Technician
 IT Project Manager Landscape Professional LiveWall
 Salesperson Logistics Engineer

AGRIBUSINESS CONT.

Long Haul Driver
 Machine and Forklift Operator
 Machine Operator
 Maintenance and Refrigeration Technician Maintenance Technician Mining Geologist
 Network Administrator Non-profit Manager Operations Supervisor Paleontologist
 Personal Shopper
 Pesticide Inspector
 Plant Health Inspector
 Processor
 Production Associate
 Production Technician Quality Assurance Technician Quality Lab Technician Retail
 Technology Service Technician
 Sales Service Driver
 Salesperson
 Soybean Processor
 STEM Extension Educator
 Tissue Culture Lab Technician
 Transportation Operations Manager
 Urban Forester
 Veterinarian
 Warehouse Associate
 Warehouse Labor

List of Careers Represented

CONSTRUCTION

Aggregate Operator
 Apprentice Electrician
 Architect
 Architectural Sheet Metal Worker
 CAD Designer
 Carpenter
 Carpentry and Masonry Specialist
 Civil Engineer
 Construction Engineering Technician
 Construction Technician
 Construction Technologist
 Customer Service Team Member
 Drywaller
 Electric Lineworker
 Electrician
 Engineer Senior Sergeant
 Equipment Operator
 Estimator
 Fabricator
 Field Assessor and Testor
 Floor Layer
 Flooring Installer
 Foreman
 Forester
 Gas Construction
Gas Laborer
General Contractor
 Geospatial Analyst
 Heavy Equipment Mechanic Heavy
 Equipment Operator HVAC Duct
 Installer
 HVAC Service Technician Interior
 Designer
 Journeyman Electrician
 Laborer
 Land Surveyor
 Millwright
 Pipe Welder
 Pipefitter
 Plumber
 Project Engineer
 Project Manager
 Project Superintendent
 Quality Control Technician Refuse
 & Recycle Collection Operator
 Renewables Specialist
 Rigger
 Safety Engineer
 Safety Manager
 Service Technician
 Street Maintenance Equipment
 Operator
 Structural Engineer
 Structural Evaluator
 Structural Steelworker Surveyor
 Technology Designer
 Urban Planner
 Water Maintenance Technician
 Welder

HEALTH SCIENCE

Athletic Trainer
 Behavior Technician
 Business Manager
 Business Rehabilitation Consultant
 Case Manager
 Cashier
 Clinical Dietetic Technician
 Clinical Services Manager
 Communications and Speech
 Disorders Therapist
 Community Health Worker
 Cook
 Dietitian
 Disability Advocate
 Dishwasher
 Dispatcher
 Donation Coordinator
 Emergency Medical Technician Fire
 Cadets
 Fire Inspector
 Firefighter
 Human Milk and Formula Technician
 Laboratory Technician
 Medical Assistant
 Medical Laboratory Assistant Medical
 Laboratory Scientist Medical
 Laboratory Technician Medication
 Technician
 Mental Health Nurse Aide
 Mental Health Therapist
 Mobility Transportation Driver MRI
 Technologist
 Nuclear Medicine Technologist Nurse
 Occupation Science and Therapist
 Occupational Therapist
 Optician
 Optometric Technician Optometrist
 Orthopedic Technicians
 Paramedic
 Pharmacist
 Pharmacy Intern
 Pharmacy Technician Phlebotomist
 Physical Therapist
 Physical Therapist Assistant Physical
 Therapy and Athletic Trainer Physical
 Therapy Technician Physician
 Physician Assistant
 Psychiatric Technician
 Public Health Clinic Support
 Public Health Nurse
 Radiologic Technologist
 Recreation Therapist
 Recreational Therapy Assistant
 Registered Dietician
 Registered Nurse

HEALTH SCIENCE CONT.

Resident Aide
 Respiratory Therapist Server
 Social Worker
 Support Technician
 Surgical Technician
 Tissue Procurement Specialist
 Vocational Rehabilitation
 Counselor
 Youth and Family Therapist
 Youth Specialist

INFORMATION TECHNOLOGY

Computer Information Systems
 Analyst
 Accountant
 Application Development
 Analyst
 Artificial Intelligence Trainer
 Audio Engineer
 Audio-Visual Engineer
 Audio-Visual Installation
 Technician
 Capital Planning Advisor Career
 Coach
 Computer Engineer Computer
 Programmer Computer Scientist
 Cybersecurity Specialist Device
 Specialist
 Director
 Electrical Engineer
 Engineer
 Environmental Engineer
 Environmental Quality Analyst
 Financial Analyst
 Financial Controller
 Geologist
 Information Security Analyst
 Information Systems Specialist
 Information Systems Technician
 Network Administrator
 News Anchor
 Producer
 Production Manager
 Programmer
 Reporter
 Sales Associate
 Software Developer
 Video Editor
 Water Operator
 Web Developer
 Web/User Experience Designer
 Workforce Development
 Manager
 Youth Solutions Manager
 Electronics Repair Technicians
 Electrical Engineers
 Process Engineers



MiCareerCompass follows the Michigan Career Development Model and gives educators and students another resource for career development education. Suggested activities are listed for students to prepare for MiCareerQuest and reflect upon the experience.

Career Awareness

Career awareness is an essential first step in building students' understanding of the working world. It shows them options for their futures with the hope that each student will find a career that resonates with them in terms of interests, purpose, and inspiration.

Step One: Self-Awareness

Knowing who you are and understanding your interests, values, skills, and motivations.

- What do I love to do?
- What is most important to me (what do I value)?
- What do I like to do in my free time?
- What skills and activities come naturally to me and make me feel happy and energized?
- What are my favorite/least favorite classes?
- What ideas and topics spark my curiosity?
- What could I talk about for hours?
- Create your Education Development Plan (EDP) with your counselor or begin journaling the answers to the above questions.

Step Two: Career Awareness

Learning about opportunities and participating in career awareness events such as:

- College and career awareness expos (i.e. MiCareerQuest, College Fairs, etc.)
- Career-specific awareness days i.e., Manufacturing Day, Health Occupations, Construction Days, etc.
- Workplace tours.

Career Exploration

Career exploration activities are intended to ensure a students' areas of interest are aligned with core academic, technical, and employability skills.

Step One: Internal Exploration and Development

- Research and identify career interests and activities that align to your academic and personal strengths.
- Complete career assessments and work values inventory.
- Develop study and time management skills.
- Develop soft skills/work ethics i.e., teamwork, problem-solving, critical thinking skills, technological literacy, conflict resolution, etc.

- Create or continue to work on your Education Development Plan (EDP) with your counselor. If you do not have an EDP, begin journaling about your career goals, education, training goals, career options and step-by-step plan of action to achieve goals.

Step Two: External Exploration

- Use search engine tools i.e., *ello* formerly Career Cruising, MI Bright Future, My Next Move, Pathfinder, Naviance, Kuder, Mavin, etc. to begin exploring career options.
- Meet with your counselor or advisor to plan courses and a career path.
- Attend career-specific exploration days i.e., Manufacturing Day, Health Occupations, Construction Days, etc.
- Visit Career and Technical Education program tours.
- Attend college information nights and admission representation events.
- Attend business and industry guest speaker events.
 - Learn about the Career and Technical Education programs offered at your school.
 - Job shadow.
 - Volunteer with an area nonprofit agency.

Career Preparation

Students continue to build knowledge about careers, postsecondary, and employment opportunities.

Step One: Internal Preparation

- Create and continue to update your EDP.
- If you do not have an EDP, begin journaling about your career goals, education, training goals, career options, and step-by-step plan of action to achieve goals.
- Develop leadership/character education i.e., study skills, time management, self-advocacy, public speaking, etc.
- Develop soft skills/work ethics i.e., teamwork skills, problem-solving skills, critical thinking, technological literacy, conflict resolution.

Step Two: External Preparation

- Attend a field trip to a community college/university for postsecondary exploration.
- Visit, explore a Career and Technical Education (CTE) program.
- Participate in employability preparation workshops i.e., resume writing, mock interviews, leadership training, soft skills, etc.
- Interact with business partners and professionals for an extended period.
- Participate in entrepreneurial projects in the classroom and with business partnerships.
- Engage in formal mentoring with individuals in local the business/industry you are interested in.
- Have local employers visit students to discuss top employability.

Advanced Training and Employment

Students final review and updates to the talent portfolio to meet the student's current career and educational goals/interests.

- Modify the Talent Portfolio based on the information from the EDP.

- Update the Talent Portfolio with certifications, documentation of key competencies, or accomplishments i.e., Red Cross CPR, Science Olympiad award, industry license/certification, digital badges, etc.
- Refine Talent Portfolios to match individual experiences, educational goals, and career interests.
- Refine Talent Portfolio to include professional weblinks and social media platforms.
- Present the Talent Portfolio to class, teacher, and business professionals.

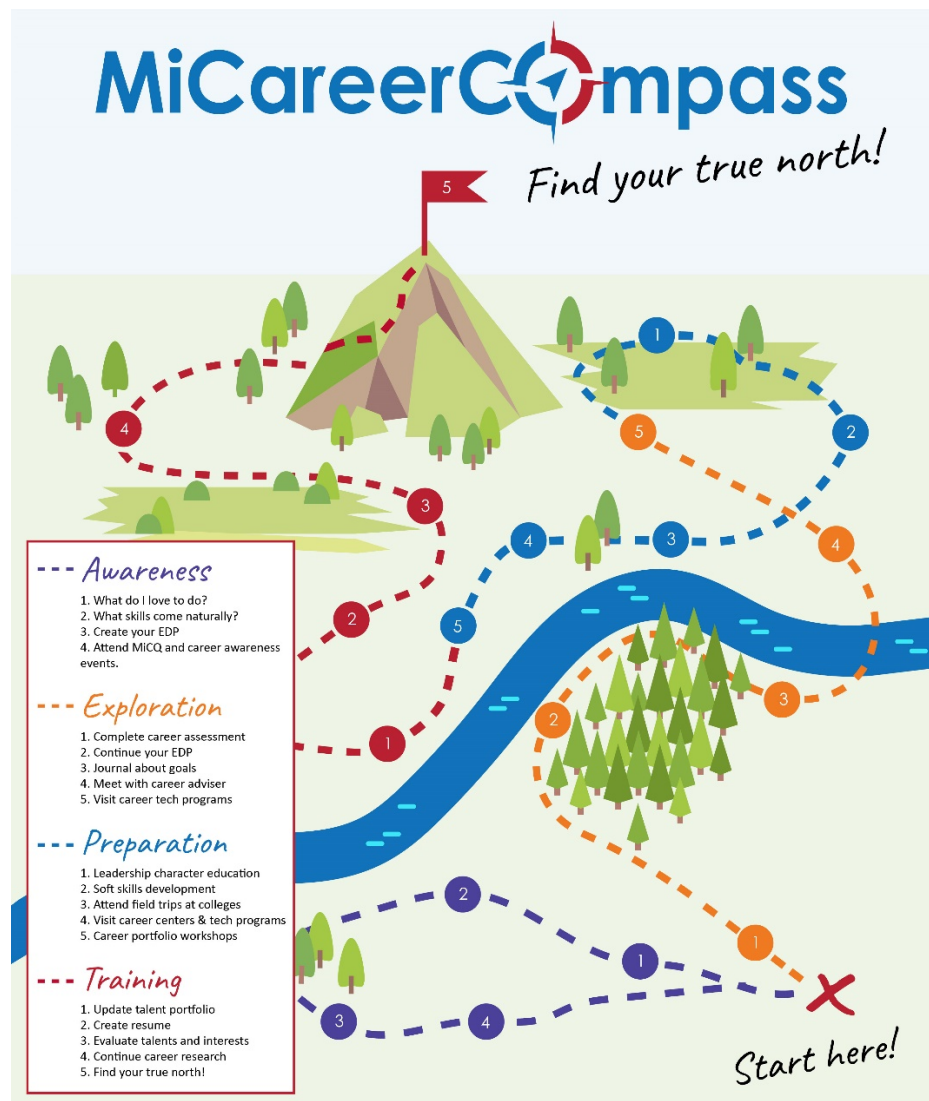
ACTIVITY: PREPARING FOR MICQ

Career Trail – Find Your True North

Resources Needed: (Student/Teacher Resources) Career Trail Map

Lesson Time Frame: 1-2 class periods

- Learning Outcomes: Prepare student for the types of careers and professionals they will interact with at MiCareerQuest.
- Use critical thinking and research to investigate careers that appeal to their future professional and lifestyle goals.
- Use presentation skills to report/share information learned (Optional).



Career Trail Exploration Worksheet

If at any point during this exercise you cannot answer or are stuck and unsure, go to [O*Net online](https://onlinetool.org) and follow the directions [below](#).

Name of Career/Job you want to pursue? _____

- *What am I good at? How does this career fit with my natural skills and abilities? Does this job fit with my interests and personality?*
- *What classes and activities do I enjoy? What do these classes/activities have in common with my desired career?*
- *What are my career goals within this industry?*
 - *Do I want to manage people?*
 - *Move up into a leadership role?*
 - *Do I want to start my own company?*
 - *Does this career allow me to reach these goals?*
- *What skills do I have and what do I need to learn/acquire for this job?*
 - *Do I need a post-secondary education or specialized training for this job?*
 - *If so, what is it?*
 - *Am I willing to put in the time and motivation to achieve this goal?*
 - *How much will an advanced degree or training cost?*
 - *Are there opportunities to receive scholarships or on the job training for free?*
- *What salary can I expect to earn?*
 - *Will I need to use part of my salary to pay off any student loans?*
- *Is this a competitive career? Is this career in a growing field? Are there opportunities for advancement?*
- *Are there many jobs in this field where I currently live, or will I need to relocate?*
- *What other careers/jobs are like my desired job? What other jobs exist that use the same skill set and have the same education requirements? What are they?*

O*Net Directions

1. Visit onlinetool.org and on the right-hand side of the screen, click on “I want to be a...”



- Click on “Tell us what you like to do” and take the quiz. After viewing your results, use the additional the search boxes to research your career or industry interests.

MY NEXT MOVE

What do you want to do for a living?

“I want to be a ...”

“I’ll know it when I see it.”

“I’m not really sure.”

Search careers with key words.
Describe your ideal career with key words:
Examples: doctor, build houses
Search

Browse careers by industry.
Choose an industry to browse for you to look at. Find yours in one of these industries:
Administration & Support Services
Browse

Tell us what you like to do.
Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.
Start

Still not sure? Check out careers in these groups:
Bright Outlook Interests Job Prep

Are you a veteran looking for work?
My Next Move for Veterans helps you find a civilian career similar to your military job.

¿Hable español?
Mi Próximo Paso incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.

- Choose a job title.

O*NET OnLine

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Quick Search for:
Medical Assistant

Showing top 20 occupations for Medical Assistant. Closest matches are shown first.

How do they match?	Code	Occupation
	31-9092.00	Medical Assistants
	43-6013.00	Medical Secretaries and Administrative Assistants
	43-4171.00	Receptionists and Information Clerks
	29-2072.00	Medical Records Specialists
	29-2011.00	Medical and Clinical Laboratory Technologists
	29-2012.00	Medical and Clinical Laboratory Technicians
	29-2099.05	Ophthalmic Medical Technologists
	29-2057.00	Ophthalmic Medical Technicians
	31-9094.00	Medical Transcriptionists
	11-9111.00	Medical and Health Services Managers
	29-2042.00	Emergency Medical Technicians
	31-1131.00	Nursing Assistants
	29-9021.00	Health Information Technologists and Medical Registrars
	51-9082.00	Medical Appliance Technicians
	19-1042.00	Medical Scientists, Except Epidemiologists
	29-1071.00	Physician Assistants
	29-2056.00	Veterinary Technologists and Technicians
	29-1141.00	Registered Nurses
	29-2032.00	Diagnostic Medical Sonographers
	31-9093.00	Medical Equipment Preparers

- Click on the job titles to learn more about the job.

o-net **O*NET OnLine** Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [Share](#) [O*NET Sites](#)

Summary Report for: 31-9092.00 - Medical Assistants

Updated 2021
Bright Outlook

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Optometric Assistant, Registered Medical Assistant (RMA)

View report: **Summary** | [Details](#) | [Custom](#)

[Tasks](#) | [Technology Skills](#) | [Tools Used](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

5 of 20 displayed

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for the physician.
- Prepare and administer medications as directed by a physician.

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Technology Skills

5 of 14 displayed [Show 68 tools used](#)

- Accounting software** — Billing software; Bookkeeping software; Intuit QuickBooks 🔥
- Electronic mail software** — Email software; Microsoft Exchange 🔥; Microsoft Outlook 🔥
- Medical software** — Epic Systems 🔥; Healthcare common procedure coding system HCPCS 🔥; Medical condition coding software 🔥; MEDITECH software 🔥
- Office suite software** — Business software applications; Microsoft Office 🔥
- Operating system software** — Microsoft Windows Vista Business; Microsoft Windows XP Professional

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

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Career Mapper – What will fulfill you?

Resources Needed: (Student/Teacher Resources) Ikigai plotter, Career Trail Exploration Results, mynextmove.org results or other interest tracker, O*Net Results

Lesson Time Frame: 1 class period

- Learning Outcomes: Prepare students for questions related to themselves and careers at [MiCareerQuest](#).
- Use critical thinking to determine important characteristics for their future professional and lifestyle goals.
- Use presentation skills to report/share information learned (Optional).

1. Give each student an Ikigai plotter. Ikigai is "a motivating force; something or someone that gives a person a sense of purpose, a reason for living."
2. Have students go circle by circle and answer the prompts in the circles. Have them use the results from their Career Exploration Activity, O*Net career outlooks or other interest tracker to help fill in the prompts with specific information. If students need more space, they can use the back of the page.



3. After students have completed their charts, have them pair and share their responses to each of the areas and what they have learned about themselves and their potential career pathways.

ACTIVITY: AT MICQ – QUESTIONS TO ASK EMPLOYERS

Regardless of where you are in your personal career “quest,” MiCareerQuest provides a great opportunity for you to talk to professionals who love what they do for a living. Ask employers about their career paths and how/why they decided to go into their respective fields. Are there patterns to their stories that can help you on your career path? There are so many other interesting and important questions than just “How much money do you make?”

Brainstorm and have a minimum of 3 questions ready to ask any employer that will help you determine the best career for your future. If they hit a snag use this document as a reference to help guide you.

1. _____

2. _____

3. _____

4. When did you decide to pursue a career in this field?
5. What other jobs did you consider before deciding on this one?
6. What skills and education are required for your current position?
7. What do you like most about your job?
8. What do you like least about your job?
9. What is a typical day like? What are your hours/days of work?
10. What personal qualities or abilities are important to being successful in this job?
11. Do you work alone or on a team most often?
12. What can cause stress in this job?
13. What is your perception of the job outlook for this career field?
14. What are some of the surprises you have had in this job?
15. Were you employed in another profession before coming into this position?
16. If so, why did you change professions?
17. What kind of training do companies like yours provide incoming employees? What skills are you expected to have learned beforehand?
18. What advice would you give to those considering this same career??

MiCareerQuest 2024 Self-reflection

1. Of the five industries you learned about, which did you most enjoy?

- Agribusiness
- Advanced Manufacturing
- Construction
- Health Sciences
- Information Technology

2. Describe three things you learned about the industry that you didn't know before:

3. Within the industry you checked, what type of careers sounded most interesting to you? Why?

4. What type of education or training do you need to get started in this industry?

5. Based on what you learned, what kinds of skills are needed to succeed in this industry? (e.g., math skills, public speaking, project management, etc.)

6. What are some of **your** next steps in career planning?

MiCareerQuest 2024: 3D Walkthrough

ACTIVITY: AFTER MICQ – 3D Walkthrough

This year, MiCareerQuest will feature a 3D Walkthrough available to students who attended to revisit their favorite exhibits and check out exhibits they missed.

It will also allow students who did not attend MiCareerQuest to see the companies participating, the jobs that they featured, and what the exhibits look like. Exhibitors will be providing websites, links, and other resources for students to check out. We anticipate the walkthrough will be available a week or two after MiCareerQuest ends.

Please look out on the website micareerquest.org/3dwalkthrough for the link in mid-April.