Remote and Virtual Career Day Options Sheet

Translating a Career Day activity to a remote classroom or set of classrooms is a fairly straightforward process. While Career Days are usually conducted at the school in an assembly-like setting, in some cases Career Days may be organized for the remote classroom or set of classrooms via Zoom, WebEx, Microsoft Teams, Google Meet or some other technology. Virtual options are also possible, where learners[9] conduct on-line research and share their findings, serving as a foundation for an activity and/or discussion in the classroom.

Remote Career Day Options

Remember, remote activities promote "live" learner contact with adult professionals and front-line workers via the use of technology.

Career Day Remote Classroom (with Breakouts)

An interactive, online career day where employers visit a classroom or classrooms remotely. After a panel presentation, learners visit individual industry partners in breakout rooms. At the end of the session, the class comes back together to share what they've learned and reflect on the activity.

Career Day Remote Classroom (Sequenced)

- Schedule a number of industry partners to visit the remote classroom or set of classrooms throughout a school day.
- Combine a brief Guest Speaker activity followed by a group informational interview.

Steps to Success

- Review the Career Day Guide and distribute materials to all parties
- Create a timed agenda for the Career Day
- Arrange for industry partners provide a panel presentation
- Assign industry partners to breakout rooms by industry
- Rotate learners or assign them to breakout rooms based on interest
- Rotate learners through breakout rooms
- Debrief in a group discussion(s)

Special Considerations:

- Get employer permission to record and reuse the session
- Select and test appropriate technology with all parties
- Decide how learners will pose questions (raise hand, chat box etc.)
- Decide who will moderate and who will provide tech support during the session
- Conduct a dry run with learners

---

[9] Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Virtual Career Day Activity Options

Remember, virtual activities are generally simulations and provide learners with employer exposures through recordings, on-line research and related classroom activities.

Career Day Virtual Research and Share

- Have learners conduct online research on a range of careers in an industry of interest, gather information, find compelling recorded presentations on careers in the industry and have them share their findings in the remote classroom.
- Consider making it a team-based activity and have a small group of learners work together and prepare a presentation for the rest of the class or pathway cluster.

Career Day Hybrid Activity

Hybrid options are those that combine some virtual activities with some live remote interactions with employers.

Record a career day panel and use it as a basis for a remote classroom activity. If possible, have one or more of the career day panelists visit the remote classroom to share information and answer questions.

Tips for Conducting an Online Career Day

- Select and personally practice using the selected technology.

- Make sure all learners have access to appropriate technology.

- Decide how you will have learners pose questions – Verbally or by entering them on their device.

- Do a practice run with your learners as well as the presenter(s).

- Preload any slides or presentations from the speaker(s)

- Decide how you want to manage the session. Sometimes it takes one person to moderate the session and another to monitor the technology and address questions.

- Decide which learner reflection activities will take place and how you will support them.

- Remember, it's possible that parents or guardians will be around and would be a good resource for potential future speakers,

- Make sure you get feedback on the activity from the speaker and the learners.

- Record and post the presentation for others to view and use in their classrooms.

Resources and Links

Below you will find two examples of online resources that provide information and presentations on wide range of careers in a range of industries. Consider having your learners conduct internet research on careers your pathway cluster or industry cluster. Have them share what they found with the class.

United States Dept of Labor
https://www.bls.gov/ooh/
Provides extensive career information on occupations and careers including O*Net and the Occupational Outlook Handbook.

Cue Career
https://www.cuecareer.com
Cue Career aggregates the resources of industry associations for career exploration/navigation and workforce development. Learners explore careers by watching video interviews with people who are early in their career (members of associations)