

ST. MARK'S SCHOOL



ON CAMPUS PROGRAM FACT SHEET

The purpose of our Career Day program is to provide St. Mark's students with an opportunity to gain first-hand knowledge about job skills and careers and to understand the connection between school and work. In order to make this day as beneficial to our students as possible, we are asking alumni and parents to volunteer as job shadow hosts or campus presenters.

ON-CAMPUS PROGRAM – III and IV Form Students

Main Goals:

1. Introduce students to the range of career opportunities available to them.
2. Demonstrate the connection between academics and careers and help students learn by making their class work more relevant.
3. Introduce students to career development and skill building activities that will help them prepare for their future careers.
4. Create networking opportunities with St. Mark's career mentors.

What: We are asking volunteers to come to campus to participate in career panel presentations and/or career skills workshops.

Date: Wednesday, March 2, 2016

Tentative Schedule*:

8:30-9:00am	Volunteer Registration & Check-in
9:00 – 9:30am	Opening Assembly
9:40 - 10:20am	Career Panel or Workshop Presentation #1
10:30 - 11:20am	Career Panel or Workshop Presentation #2
11:20 - 12:00pm	Career Panel or Workshop Presentations #3
12: 00pm	Lunch & Networking – (All Speakers Invited to Attend)

**Times may be slightly adjusted.*

- Format:** We plan to have panels of at least 1-3 speakers from a wide range of career fields. Each volunteer can plan their own presentation according to what works best for them and the number of people on their panel. Some suggested topics include:
- Explaining your work and giving examples of what you do.
 - Sharing the educational requirements and skills needed for a career in your field.
 - Explaining how your work relates to classes they might be taking in school
 - Sharing advice for students who would be interested in a career in your field.
 - We may also offer workshops to help students learn about career development skills and strategies, internship and summer opportunities.

Lunch: All speakers are invited to a special lunch gathering in the Hinkle Room. We will also have a break area with refreshments set up throughout the day.

Attire: Presenters should wear the clothes they normally wear to work.

Lodging: We have a limited number of rooms available at Choate House for out of town volunteers. Please contact Megan Hyland if you will need a room. First come basis.

Follow-up: Each participant will receive a confirmation letter with the event details, contact information and tips for making the day a success. They will also receive a phone call a few days before the event to confirm their attendance and any special requests or requirements including any A/V needs. If presenters are part of a panel, we will provide each panel members' contact information so you can communicate and plan in advance of the day.

Based on the responses of our student survey, there was the greatest interest in Job Shadow Hosts & Career Presenters from the following career fields. However, we also welcome representatives from additional areas of expertise and/or presenters who can address Career Development Skills & Strategies.

- Business, Management and Administration
- Science, Technology, Engineering and Mathematics
- Finance
- Health Sciences
- Marketing
- Art, A/V Technology & Communications
- Education and Training
- Government and Public Administration
- Law, Public Safety, Corrections & Security
- Human Services
- Information Technology

Prepare: In order to prepare our students for your visit, we ask that presenters send us their bio, the URL for their company website, and any additional information they would like students to review in advance of their visit. All Career Day volunteer bios and company websites will be posted in the Career Day Volunteer section of our website.

Questions: Kinne McBride (508) 786-6045 or kinnemcbride@stmarksschool.org
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