

MiCareer **Quest**[™]
NORTHEAST

SCHOOL EDUCATOR GUIDE

— 2023 —



Presented by

MICHIGAN
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NORTHEAST CONSORTIUM

MAY
4
2023

Ellison Place

150 Dale Dr. | Gaylord, MI 49735

MiCareerQuest Northeast, the region's largest career exploration event for high school students, is almost here! Thanks for joining us. In this guide you will find all the information you need to make the day a special one for you and your students.

OVERVIEW

Your students should be ready for a very busy day at the MiCareerQuest Northeast event, packed full of fun and engaging activities.

No matter where they are in their "quest" towards a career, this innovative event will provide a great opportunity to expand their knowledge of options for the future.

MiCareerQuest Northeast is NOT a job fair. It is a career exploration event on steroids, designed to spark your students' curiosity and introduce them to many of today's most in-demand occupations in northeast Michigan and across the state.

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Michigan Works! agencies across the region are always being asked how to connect employers, schools and students. This event does that. MiCareerQuest Northeast features hundreds of enthusiastic working professionals in a broad range of jobs. They are volunteering their time and are eager to share what skills are needed to succeed and how to get them. This is an incredible opportunity for them to interact with young people in a new and creative way.

This guide is designed to help you and your students prepare for the event in advance, including what to expect upon arrival at the venue, the best way to experience the industry quadrants and other key information to make MiCareerQuest Northeast impactful for everyone.



Pre-Event Planning

OCCUPATION REVIEW

MiCareerQuest Northeast will showcase occupations in four industry quadrants:

 Construction

 Healthcare

 Manufacturing

 Technology

Each industry quadrant will feature a variety of in-demand, rewarding jobs that have a talent shortage today - and it is anticipated there will be even greater demand in the future.

A list of highlighted occupations is included in this guide. Students will be required to visit all four industry quadrants. We encourage you to review the occupation list with your students and have them note their “must see” jobs.

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MiCareerQuest is a Michigan Works! event. Michigan Works! Northeast Consortium is an equal opportunity employer/program. A proud partner of the American Job Center Network. Auxiliary aids and services are available upon request. Supported by the State of Michigan. Funded with federal funds; details available at www.miworksne.org/about. TTY#711

EVENT FORMAT

Your students will participate in one of three sessions: Session 1 - 9:00am to 10:30am, Session 2 - 10:50am to 12:20pm, or Session 3 - 12:40pm to 2:10pm. Each of these sessions will be split into four, 20-minute blocks, giving your students the opportunity to visit each industry quadrant. This does not include time to check-in your school in advance, or depart the venue.

DRESS CODE

Students should follow their school's dress code. NOTE: closed-toe shoes are REQUIRED – please no sandals or flip flops. Long pants also are recommended – no shorts or dresses. In addition, no loose hanging jewelry should be worn. **Backpacks are not allowed** – they should remain at school or on board the bus. If a student does not want to wear a coat inside, leave it on the bus. Note, some exhibits are OUTSIDE.

Closed-toe shoes are required. Please remind students not to wear flip flops or sandals. In addition, long pants are recommended.

STUDENT BEHAVIOR

All students will be subject to their school's student code of conduct. Once inside, they will not be allowed to leave the event until they depart for the return trip home. (In the event of an emergency, volunteers will instruct students where to go.) Fighting, foul language, and other disrespectful behavior toward anyone will not be tolerated. No smoking or vaping allowed. Student Escort volunteers will lead the students from one quadrant to the next and security will be present throughout the event to assure all rules are obeyed.

SCHOOL STICKER NAME TAGS

With this School Packet, your school should also have received sticker school name tags for distribution to students and chaperones attending the event. They must wear them at all times during the event. We recommend they are handed out on the bus ride to the venue. A limited supply of extra stickers will be available at the school check-in desk the day of the event, if necessary. The sticker color identifies the industry quadrant ending point (students will start in the color-coded staging area at the front of the building).

Arrival

EAT BEFORE

No food is available at MiCareerQuest Northeast so, depending on what session your school is attending, please eat breakfast or lunch beforehand. Please leave food on the bus.

Plan to arrive 15-20 minutes before the start of your assigned session, if possible.

TRAVELING TO THE EVENT

Each school is responsible for transporting its students.* Please plan to arrive 15-20 minutes before the start of your assigned session, if possible. In the event a bus arrives late (after their session has already started), students will be quickly sent to the industry quadrant where they are scheduled to be at that time.

**Unless prior arrangements for transportation assistance have been made with Michigan Works!.*



BE SURE TO REVIEW YOUR TRANSPORTATION INFORMATION (single sheet) with BUS DRIVER DIRECTIONS printed on the back! Give your bus driver the instructions and colored cardstock provided.

SCHOOL BUS DROP-OFF LOCATION

Upon arrival to the Ellison Place, school buses should follow the Bus Driver Directions provided to them in your School Packet. Parking lot attendants and signage will also be present to show buses where to enter the parking lot. All students should be dropped off at the front entrance to the building. Once this is completed, drivers should move their bus to the designated parking area.

WELCOME AND CHECK-IN

Once your group unloads, Welcome volunteers will greet you inside the building. A school chaperone should check in at the School Check-In table and your group will be directed to the color-coded holding area corresponding with your stickers. While in the holding area, Welcome volunteers will give every student a MiCareerQuest bag, which includes a MiCareerQuest Northeast info book, a sanitizing wipe, and a bottled water. All students from the same school will have the same color sticker and progress through the quadrants together, led by Student Escort volunteers. To keep your group together, Student Escort volunteers will wave colored pool noodles, corresponding to each student group. When quadrant changes occur (as queued by music), students and chaperones will follow these volunteers to the next quadrant.

A school chaperone should check in at the Check-In table and your group will be directed to the color-coded holding area corresponding with your stickers.

RESTROOMS

Two port-o-potties are located outside of the Construction and Technology quadrants. There are also indoor bathrooms available at the end of the Healthcare and Manufacturing quadrants. Students will be able to use the restrooms at any time, but should be aware of quadrant changes noted by music.

WHAT'S NOT ALLOWED INSIDE

No weapons of any kind are allowed in the facility. Law enforcement officers will be on hand. Outside backpacks or knapsacks also are not allowed, as well as food.

PHOTOGRAPHY AND VIDEOTAPING

Students are welcome to use cell phones to take pictures or videos at the event to share. For liability reasons, we request students not bring 35mm DSLR or similar cameras/equipment. Professional photographers/videographers will be onsite to capture the excitement of the event, which we will share with the schools afterwards. NOTICE: By entering the MiCareerQuest event, attendees may be interviewed, photographed, or videotaped for marketing and promotional purposes.

CELL PHONES

We understand some school districts may not allow cell phone use during the school day. However, at MiCareerQuest we ENCOURAGE it! Share your experiences via social media - take photos! #MiCareerQuestNE

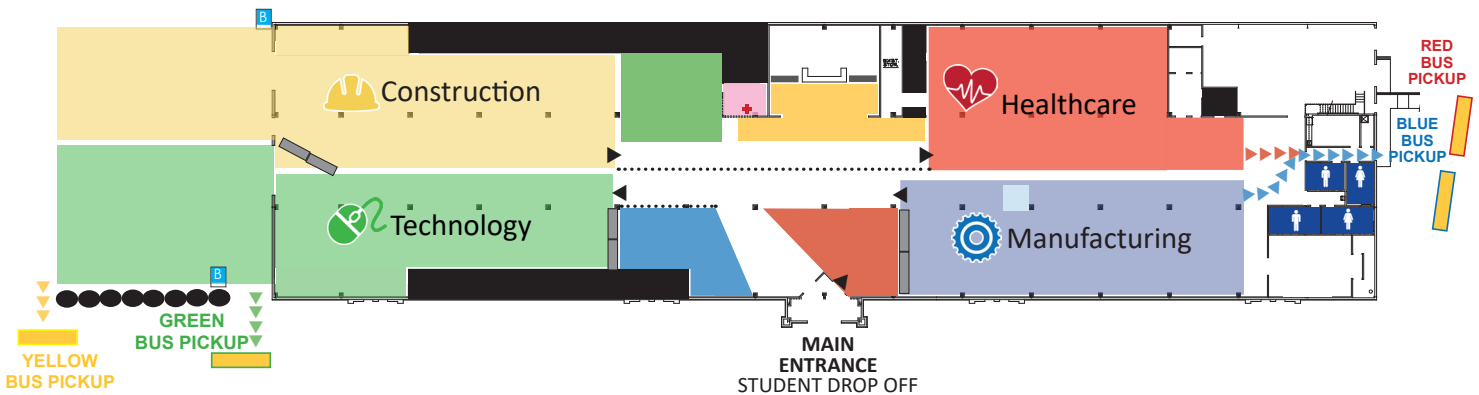
INCLEMENT WEATHER

Mother Nature will not cancel MiCareerQuest Northeast, but may hinder some outdoor exhibits.

EVENT MAP

STUDENT GROUP QUADRANT FLOW - CLOCKWISE			
BLUE GROUP 1st: Technology 2nd: Construction 3rd: Healthcare 4th: Manufacturing	GREEN GROUP 1st: Construction 2nd: Healthcare 3rd: Manufacturing 4th: Technology	YELLOW GROUP 1st: Healthcare 2nd: Manufacturing 3rd: Technology 4th: Construction	RED GROUP 1st: Manufacturing 2nd: Technology 3rd: Construction 4th: Healthcare

THE ELLISON PLACE



PARTICIPATING SCHOOLS

- | | | | |
|---|-------------------------------|---|---------------------------|
| Alcona Middle School | Charlton Heston Academy | Inland Lakes | Posen Consolidated School |
| Alpena High School & ACES Academy | Fairview High School | Johannesburg-Lewiston High & Middle Schools | Rogers City High School |
| Alternative Educational Academy of Iosco County | Gaylord High & Middle Schools | Mio AuSable High School | Roscommon |
| Atlanta Community Schools | Grayling High School | Ogemaw Heights High School | TRUTH |
| Cheboygan Area High School | Hillman Community Schools | Onaway High School | Vanderbilt Area School |
| | Houghton Lake Jr High | | Wolverine High School |

What to Expect Inside

INTERACTIVE, HANDS-ON DISPLAYS

Students won't be standing around at this event. The hands-on nature invites participation. We've asked exhibitors to highlight their occupations through engaging, interactive demonstrations and activities. Students may be building something, testing a product, driving a simulator, conducting surgery, or exploring a new world!

ENTHUSIASTIC, EXCITED PEOPLE

A variety of working professionals have volunteered their time to participate in MiCareerQuest. They love their jobs and look forward to meeting students and sharing the skills, education and other important information needed to succeed.

ASK QUESTIONS

One of the best ways to learn about a job is to ask someone who does it plenty of questions. Our exhibitors are anxious to share information about what they do. There is no such thing as a bad question.

QUESTIONS TO ASK EMPLOYERS

Regardless of where your students are in their career "quests", MiCareerQuest Northeast provides a great opportunity for them to talk to working professionals who really enjoy what they do. Students are encouraged to ask them about their career paths and how/why they decided to go into their respective fields.

Let your students devise meaningful questions on their own. In addition, here are questions they might consider:

- When did you decide to pursue a career in this field?
- What other jobs did you consider?
- What skills and education are required for your job?
- What do you like most about your job? Least?
- Describe a typical day on the job. What are your hours/days of work?
- What personal qualities or abilities are important to being successful in this job?
- Do you work alone or on a team most often?
- What can cause stress on this job?
- What is the job outlook for this career field?
- What are some of the surprises you've had in this job?
- Were you employed in another profession before taking this job? If so, why did you change professions?
- What kind of training do companies like yours provide new employees? What skills are you expected to have beforehand?
- What advice would you give someone considering the same career?

QUICK FACTS

MiCareerQuest Northeast is the largest one-day, career exploration event for high school students held in our region.

2,000+ students from **25** schools in an 11 county region (Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon) are attending MiCareerQuest NE.

There are **59** exhibiting organizations, showcasing more than **125** in-demand jobs in four industry quadrants: construction, healthcare, manufacturing, and technology.

Over **60** volunteers from Michigan Works! agencies, partner organizations, local community groups, and other groups are on-hand to make sure the event runs smoothly.

More than **300** working professionals are participating in the event. They have spent the past several months designing interactive demonstrations designed to engage students and highlight the skills needed to succeed.

MiCareerQuest Northeast is modeled after similar events held over the past 8 years across Michigan.

ROTATING THROUGH THE INDUSTRY QUADRANTS

You and your students will be spending 20 minutes in each industry quadrant, with a few minutes in between to gather and move on to the next one. Music will be played indicating it is time to move to the next quadrant. Student Escort volunteers with colored pool noodles will lead students to their next quadrant. Students will be boarding their buses to go home right from the quadrant they end in. Note, those who end in Healthcare and Manufacturing will both be exiting out of the same door, so please try to corral students when it is time to depart so we can expedite loading and departures. Please see the quadrant chart in this guide for information on the flow through the quadrants.

You and your students will be spending 20 minutes in each industry quadrant, with a few minutes in between to gather and move on to the next one.

SPEND TIME WISELY

Students are required to visit all four industry quadrants, so they will not have the chance to visit every exhibitor. Please encourage them to use their time wisely and head straight for the exhibits which interest them the most. We strongly suggest your students prepare in advance a list of occupations they do not want to miss (see list in this guide).

SOCIAL MEDIA

We encourage you and your students to share your experiences at MiCareerQuest Northeast with friends, family and others via social media using #MiCareerQuestNE.

MEDIA INTERACTION

We expect local media to report on MiCareerQuest Northeast. If a television or newspaper reporter or photographer approaches you or your students, we encourage you to talk to them about the event or have your picture taken, if you are comfortable. Please note, news media typically do not need a student's approval to be included in photographs and video footage used to cover a news event such as this. Regardless, all students attending MiCareerQuest Northeast should have a signed marketing/publicity waiver at their school.

EMERGENCY PROCEDURES

Everyone's safety is a top priority at MiCareerQuest Northeast. In the event of an emergency, law enforcement, security, and event volunteers will quickly direct the school chaperones and students on what to do.



Wrapping Up the Visit

BUS LOADING ZONE

To make your departure as smooth as possible, bus loading locations are displayed on large signs in each quadrant. Volunteers will direct students to their proper bus loading zones after their session is over. The departure process may take 15 minutes, given the number of buses that will be leaving the venue at the end of each session. Volunteers will help the chaperones gather the students to facilitate loading. Make sure each bus is clearly identified with district name. Make sure all students are on board prior to bus departure. We encourage schools to have water on the bus for thirsty students. Exit the Ellison Place as soon as your bus has loaded - please do not loiter in an exit route!

Buses should exit Ellison Place as soon as they have loaded - please do not loiter in an exit route!

STUDENT SURVEYS

As students leave the venue, they will be reminded to complete a brief online survey within 24 hours after the event by scanning the QR code on their sticker or on their event book found in their bag. Those who fill out the survey will be entered into a special drawing for an Amazon gift card. The information gathered will be strictly used for enhancing future events and not shared with anyone.

ON-SITE STUDENT INTERVIEWS

At the end of their session, students and their chaperones may be asked by a camera crew hired by event organizers to briefly comment on camera about MiCareerQuest Northeast. The sound bites will be packaged in a promotional video to market next year's event. Participation is strictly voluntary.

POST-EVENT CHAPERONE SURVEYS

A more detailed post-event survey will be emailed to the teachers/chaperones listed for each school. Like student feedback, yours is very important to make MiCareerQuest Northeast better each year (and will also be entered into a drawing for an Amazon gift card).



Check List

BEFORE LEAVING FOR THE EVENT

- ✓ If you have significant changes to the number of students attending, please email Alicia Wallace at wallacea@nemcworks.org.
- ✓ Coordinate bus transportation to arrive at the Ellison Place 15-25 minutes ahead of your session's start time, if possible.
- ✓ Plan on an appropriate number of chaperones for the event.
- ✓ Review expectations for student behavior and provide an overview of the event for students.
- ✓ Record your district's bus dispatch phone number in case of transportation issues.
- ✓ Distribute the Bus Driver Directions, included in your School Packet, to bus drivers.

ON THE WAY TO THE EVENT

- ✓ On the ride to the event, distribute stickers to each student and chaperone attending.
- ✓ Review the exit plan (bus loading zones) with your students.
- ✓ **If your bus is running late or you are unable to attend, PLEASE let us know. Call 231.330.7847**

AT THE EVENT

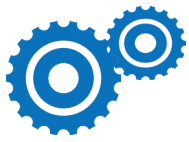
- ✓ Instruct your bus driver(s) to follow the parking lot volunteers' directions and drop students off at the main entrance of the Ellison Place.
- ✓ A volunteer will direct them where to idle if other buses are unloading students. When your bus does unload, please proceed into the building.
- ✓ Once your students are unloaded, please move your bus(es) to the designated parking area.
- ✓ If possible, exchange cell numbers with your bus driver(s) in order to facilitate communications after the event when it is time for departure.
- ✓ Be sure all of your students are wearing their stickers. The color of their sticker will determine which quadrant your group ends in.
- ✓ Students should stay together and visit each quadrant as a group.
- ✓ Look for event volunteers in MiCareerQuest t-shirts if you need assistance.
- ✓ Share your MiCareerQuest Northeast experience with your social network of friends.

#MiCareerQuest



Occupations Showcased

(subject to change)



Manufacturing

Alpena Community College, Careers in Manufacturing

Alro Steel, Machine Operators, Inside Sales, CAD

Carmeuse Lime & Stone, Electrician, Millwright, Heavy Equipment Operator

Employment Services, Inc., Mechanical Engineering, Welding, Sales, Machine Operation

H & H Tube, Tooling Engineer, Process Engineer, Manufacturing Operations, Tool Maker, Manufacturing Engineer

Industrial Arts Institute, Welder, Cutter, Solderer, Brazer, Metal Fabrication

Kirtland Community College / Tri-Area Trucking, Commercial Truck Driver

Holcim, Industrial Production, Millwright, Electrician

Lear, Machine Operator, Maintenance Tech, Controls Engineer, Electrician

Michigan Manufacturing Technology Center, Manufacturing Careers in Michigan

Moran Iron Works, Welding, Automation, Robotic Welding

North Central Michigan College, Industry 4.0 Manufacturing: Robotics, CNC Machining, Engineering Technology

Star Cutter Company / Star SU, Skilled Trades Operators

Weyerhaeuser, Forestry, Maintenance, Operations, Process Technician



Healthcare

Association of Surgical Technology, Surgical Tech, Surgeon

Catholic Human Services & Up North Prevention, Prevention Specialists, Counselors, Peer Recovery Specialists

Dynamic Physical Therapy, Physical Therapist, Occupational Therapist

East Jordan Family Health Center, Pulmonologist, Gastroenterologist, Interventional Cardiologist, Vascular Surgeon, Pharmacist, Pharmacy Tech, Clinical Pharmacist

McLaren Northern Michigan, Trauma, Emergency Medicine, Nursing, First Responder, Community Health, Surgical Tech, Surgical Nurse, Surgeon, Radiologist, Radiology Tech

Munson Healthcare, Northwestern Michigan College, Biomedical Engineering Technologies

MyMichigan Health - Alpena, EMS, EMT, Paramedic, ICU Nurse, Nursing, Care Assistant

North Arrow ABA Services, Behavioral Technician, Behavioral Analyst

Northeast Michigan Community Mental Health, Direct Care Worker, Occupational Therapist

Northwestern Michigan College, Dental Assistant

Thunder Bay Community Health Services, Dental, Nursing

Thunder Bay Fyzical Therapy, Physical Therapist, Occupational Therapist



Occupations Showcased

(subject to change)



CCE Central Dispatch, 911 Emergency Communications Operator

City of Alpena, Firefighter, Paramedic

Great Lakes Energy, Drone Operator, Lineworker, Fiber Splicer

Great Lakes Maritime Academy, Shipboard Deck Officer, Shipboard Engineer

The Interlake Steamship Company, Mechanics, Engineers, Deckhands, Culinary Specialists

Kirtland Community College, Information Security, General IT, Network Engineer, Criminal Justice, Police Officer

Michigan Army National Guard, Skilled Trades

Michigan Association of Professional Court Reporters, Court Reporting, Captioning

Michigan Department of Natural Resources (DNR) Law Enforcement Division, Michigan Conservation Officer

Michigan State Police, Law Enforcement

Michigan Department of State Police, Forensic Science Division, Forensic Scientist, Crime Scene Investigator

Michigan Society of Professional Surveyors, Licensed Professional Surveyors

MyMichigan Medical Center, Emergency Medicine, EMT, Paramedic

North Central Michigan College, Industry 4.0 Manufacturing: Robotics, CNC Machining, Engineering Technology

Road Warrior Truck Driving School, Inc., Commercial Truck Driver (CDL)

Alpena Community College, Concrete Tech, Lineman Program, Utility Arborist

Consumers Energy & DTE Energy, Renewables, Electric Lineworkers, Gas Lineworker, Gas Laborer

Crosstrac Equipment, On-site Technician, Field Technician, Parts Professional

Family Plumbing & Heating, HVAC Installer, HVAC Service Tech, Plumber

Halliday Sand & Gravel, Equipment Operators, Laborers, Welding, Fabrication, Quality Control

International Brotherhood of Electrical Workers Local 692, Electrician

International Painters and Allied Trades DC1M, Painters, Drywall Finishers, Glaziers

Ironworkers Local 25, Ironworking

LiUNA Local 1098, Construction Craft Laborer

Mackinac Bridge Authority, Steeplejacks, Bridge Workers, Bridge Service Representatives

Michigan Association of Timbermen, Logging, Forestry, Forest Products

Michigan Regional Council of Carpenters, Carpenter Apprentice, Millwright Apprentice

M&M Excavating, Heavy Equipment Operator, Excavator

North Country Heavy Equipment and Midwest Truck Driving Schools, Heavy Equipment Operation, Commercial Driver (CDL)

Operating Engineers OE324, Heavy Equipment Operators, Heavy Equipment Mechanics

Presque Isle Electric & Gas Co-op, Lineman, Gas Technician

Terri Watson Painting, Painting, Wallpapering

UA Local 85 Plumbers, Steamfitters and HVACR Service Techs, Plumbers, Pipefitters/Welders, and HVACR Service Techs

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Great Lakes Energy

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For more information, visit
miworksne.org/MiCareerQuest

