



Career Discovery Solutions

A Racine Unified School District / Rotary International Partnership

CDS Teacher Guidelines

1. Determine students' career interests.
 - Students take career survey and/or write a short paper on career interests.
 - Teachers evaluate survey results.
 - Teachers determine the top 10 Career Cluster interests.
2. Meet with Rotarians to discuss and determine which career presentations will be selected.
 - Establish dates for projects by June for the next school year.
 - Discuss/determine host companies and address any challenges which may exist.
3. In preparation for the host presentation at your school.
 - Work with your Rotarian Project Coordinator to determine any special arrangements which may be needed by the speaker. Confirm time, date and location of presentation.
 - You may want to contact the speaker to inform her/him the academic performance level of the students. Work with your Rotarian coordinator to develop a meaningful dialogue.
 - Contact the presenter to insure the problem presented to the selected students is challenging but within your students' academic abilities, especially math.
 - A theatre type seating arrangement is best for this presentation.
 - The day before the presentation discuss with your students' respectful behavioral expectations. Also, presenters often ask for questions. You may want to cultivate meaningful student questions.
 - Identify 6-8 students who have a significant interest in the career being presented to attend the offsite visit and participate in the problem solution. Selection of students for CDS teams should not be based only on GPA.
 - Attend presentation and address any behavior issues which may arise during presentation.
4. Host site visit.
 - 3-4 weeks prior to host site visit discuss with career host academic level of students for problem development. Help guide host in creation of a meaningful problem and expected types of solutions.
 - Determine time, location and exact place to meet with your Rotarian coordinator for host offsite visit.
 - 4-6 weeks prior to offsite visit make substitute and travel (van) arrangements through your school coordinator.
 - Confirm arrival time with host and Rotarian before conclusion of initial host presentation.
 - Review behavioral expectations with students.
 - At conclusion of host site visit, the student team members and host should review the problem and discuss potential creative solutions. The host should be able to address questions related to unique industry issues/laws/policy standards which students may need to know-and which could affect a meaningful solution. The host should be able to address any industry specific language which should be considered in the solution.

5. Problem solution presentation.

- The students should have at least 2 weeks to study and investigate industry wide potential solutions to the problem.
- Encourage your students to review the problem individually and collectively. Knowing students as teachers do, teachers should determine the amount of time they will need to coach students to a successful presentation.
- Students should be encouraged to seek information from industry books, periodicals and internet sources.
- Students should practice their solution presentation. Again, the teacher will need to determine the amount of coaching their students will need. For example, in presenting information projected on a screen, students should not face away from the audience and simply read the material. Also, students may want to use three dimensional models in addition to or instead of projecting information on a screen.
- If the problem is a mathematical problem, its solution should be presented in the industry context. Solving a math problem without explaining the career/industry context does not reinforce the importance of math in a specific career/industry.
- Teachers determine the audience who will hear/see the presentation. We suggest the solution presentation be made to the house or class of students with career host present. The career host will provide feedback following the students' presentation; usually these are quite favorable and complimentary.
- Teachers and Rotarian Coordinator need to confirm the date, time and location where the presentation will be made. The Rotarian Coordinator should make arrangements to meet the career host at the school and deliver him/her to the presentation area.

6. A Thank You note can be given to the Host from the students at the end of the presentation.

7. At the conclusion of each CDS project, it is suggested that teachers discuss with students on the student team their specific interest in the career to which they were exposed, and provide suggestions as to how students can pursue this interest in their academic plans.