

MIDDLE SCHOOL CAREER DAY

DATA BASE COMMITTEE

1. Two weeks prior to the first COIN Assessment contact the COIN group and advise them of the student assessment dates.
2. Five months before Career Day, have the 8th grade students spend two days in the computer labs familiarizing themselves with the COIN assessment.
3. Five months before Career Day, have the 8th grade students take the COIN assessment (allow three to four days for this). Enter their information into a database and analyze.
4. Four months before Career Day, compile Top 100 List from COIN assessment results and Career Cluster List.
5. Three months before Career Day, contact the Speaker Committee chairperson and Co-Chairs to discuss Career Cluster speakers needed and the total number of speakers needed.
6. Three months before Career Day, start entering student information into the data base.
7. Three weeks before Career Day, start assigning students to speakers and preparing student schedules. Assign students to speakers in their top 3 occupational preferences, when possible.
8. One week before Career Day, prepare student folders with the following: (Schedule Help) (Copies can start being made 1 month before Career Day)
 - Schedule
 - “Got Questions” Form
 - Putting It All Together (give to Advisory Teacher to hand out)
 - “Talking Back” Feedback Form
 - 4 x 4 Graduation Plan (get from counselor)
 - Top 100 List of Occupations Based on Campus COIN Results
 - Career Cluster List
 - High School Clubs & Organizations
 - Other Relevant Handouts
9. Two days before Career Day, prepare an audit form to trail unclaimed student folders that will be given to new students not originally put in the data base.
10. One day before Career Day, put student folders in teacher bins to be handed out on Career Day in advisory class.

11. Day of Career Day, make sure the Attendance Office, front office secretary, 8th grade Assistant Principal, and 8th grade teachers have a copy of the student schedules.