

Hello,

Thank you for your interest in Sequoia Middle School's 5th annual Career Day on March 14, 2018. We are so grateful you are willing to share your valuable time to give our students an opportunity to learn about your profession.

Please be reminded these are middle school students, ages 11-14. They love visuals, hands-on activities, and interesting facts about your career. You will be giving two (2) 45-minute presentations to classes of approximately 20-35 students. They will have chosen your career presentation from a list of 30 presenters so you should already have a level of interest going into the presentation.

The basic schedule of the day is as follows:

7:30 Presenters arrive: Coffee, check-in, room set-up
8:15 - 9:00 Session I: Students see 1st presentation
9:00 - 9:30 30 minute break for student brunch and attendance
9:30 - 10:15 Session II: Students see 2nd presentation
10:30 - 11:45 Lunch for all presenters provided by Parent Faculty Club

Here are some tips for a successful presentation:

1. A Visual Starter—Any props that grab their attention right off the bat.
2. Give a brief history of your own background—your interests as a kid, how you discovered you wanted to work in this field, the education and training you needed to get there, do you wish you had done something differently?
3. Hands on activity—anything you can do with them to get them to participate in your presentation. **This goes over really big with the students!**
4. Q & A— Let the students ask questions

Please let us know the following:

1. Title and Brief description of your career
2. What materials do you plan to bring for your presentation?
3. What materials do you need from us? electrical, video, audio, etc.
4. Do you need a specific type of space for your presentation? ie: gym, science lab, music room outdoor area etc?
5. Is there a particular teacher you would like to have as your host for the event?

On behalf of the Sequoia Middle School Electives Department, we thank you and look forward to working with you on Career Day!

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