

# Career Exploration Centre — SAITCity

---

## Teacher Checklist: Before, During and After a Visit to CEC- SAITCity

### Before your session, teachers will:

- Work with a Career Exploration Centre representative to coordinate a session date as well as arrival and departure times.
- Arrange for busing to and from the SAIT campus as soon as your session is confirmed. Let us know if there are any changes in your arrival and departure time. We will provide information on the cost reimbursement process at a later date.
- Distribute, collect and submit a signed Parent Letter and Permission Form\* for each student.  
*Before submitting or bringing the permission form to SAIT:*
  - Make sure the parent has completed all fields on the form.
  - Make sure to complete the teacher section on the parent form. Please enter the student's ASN number if a parent has provided permission for SAIT to assign their child a SAIT ID number.
  - Scan and email all permission forms to [exploring.careers@sait.ca](mailto:exploring.careers@sait.ca), in advance of your visit if possible. If you are bringing the physical forms to SAIT, make a copy of each student's signed permission form for storage at your school.
- Prepare your students: Introduce and have students complete all the preparation videos and elearning activities on the website. These materials are designed to orient students to the experience, language and concepts in the SAITCity program, to foster deep and meaningful learning, and to support higher needs learners (e.g., ESL and struggling readers).
  - Students must complete and bring the Career Interests Worksheet to the CEC*. This worksheet accompanies the Virtual SAITCity activity.
- Prepare your supervisors: Distribute a Parent Volunteer Letter\* to each adult acting as a supervisor (including parent volunteers, educational assistants, guidance counsellors, teachers, and principals serving supervisors).
- Prepare yourself: Access the Roles and Responsibilities elearning video and checklist on the password protected side of our website to familiarize yourself the work you, your supervisors and your students will perform during the day.

# Career Exploration Centre — SAITCity

---

## During your session, teachers (and supervisors):

- Engage in meaningful dialogue with students during the activities to promote greater understanding of students' career choices and interests.
- Support higher needs students. Address any behaviour issues.
- Ensure that the students re-set career activities for the next group of participants.
- Ensure supervisors are performing their responsibilities.
- Review, discuss and stamp student reflection sheets.
- Engage in an optional short feedback survey, along with your students.
- If students are assigned a laptop/tablet for the day, complete a CEC User ID sheet and provide to CEC staff for secure storage.

## After your session, teachers will (optionally):

- Engage in an optional, (very) short follow up survey two weeks after your visit to the CEC.
- Support students in further career exploration.
  - Engage in the After Your Visit activities (in the password protected area). All passwords expire annually on June 30.
  - Direct students to explore the information contained in the [Students](#) section on the SAITCity website
- Teachers and supervisors are encouraged to provide feedback to the CEC at [exploring.careers@sait.ca](mailto:exploring.careers@sait.ca).

**Go big!** Some teachers have followed up their class visit by using our materials to help students select high school courses, launch a career fair day at school, make presentations about their day to other students at school, and develop their learning/career portfolios.

**Have questions about nitty gritty details like lunch, drop off/pick up times, etc.? Check out our [FAQ](#) page.**