

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, cell number and attending teacher. If SAIT is paying for your transportation, 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 to:*
 - Download the correct form for your school board/district.
 - Double check that the parent has completed all fields on the form. Students will not be allowed to participate in the SAITCity program/CEC if this form is not completed and submitted to us. *Students will need to be returned to school if the form is not signed by parents.*
 - Complete the teacher section on the parent form. Please enter the student's Alberta Student Number (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, at least five (5) days before your visit.
- Prepare your students: Review Welcome & Agenda section of the website (password side) to familiarize students with all the careers in SAITCity and complete *Career Interests Worksheet A*. These materials are designed to orient students to the experience, expectations and careers they might like to explore. This work also supports higher needs learners (e.g., ESL and struggling readers) and helps students go beyond career awareness to career exploration.
 - Students must complete and bring the Career Interests Worksheet to the CEC. This worksheet accompanies the *Explore SAITCity Careers* section
- Prepare your supervisors: Distribute a (Parent) Volunteer/Supervisor Letter* to each adult acting as a supervisor (including parent volunteers, educational assistants, guidance counsellors, teachers, and principals serving supervisors).
- Prepare yourself: Review the Roles and Responsibilities section of this document.

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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.

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.

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.

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Roles and Responsibilities: Students, Teachers and Volunteers/Supervisors

In SAITCity, everyone becomes part of the workforce for a day. Students become employees, parent volunteers become supervisors, teachers become managers and facilitators are the city directors.

Employees (Students)

- Get familiar with the 32 SAITCity careers and bring a completed worksheet to the city
- Complete tasks by following the step by step instructions, reading all the steps carefully and completing them in the correct order
- Stay focused by:
 - using only the technology required for the mission, in the appropriate way
 - staying at the career station and not interrupting the important work of other employees
 - reading all steps carefully and completing them in the correct order
- When the career activity is complete, reset the career station and complete a reflection sheet

Supervisors (Volunteers)

- Check in with employees to see how they're doing
- Help employees to stay focused and answer any questions
- When employees' missions are complete:
 - Confirm they have *properly* reset their career stations
 - Review and stamp employees' reflection sheets

Managers (Teachers):

- Support employees in familiarizing themselves with SAITCity careers and completing a worksheet prior to their visit
- Inform employees and supervisors of their duties; Prepare supervisors for their role by giving them a Volunteer/Supervisor letter with the Roles and Responsibilities page
- Actively supervise employees (students) and supervisors (volunteers) and remind them of their roles and responsibilities; Handle employee "infractions"
- Answer employee/supervisor questions or check with City Directors for additional information
- When employees' missions are complete:
 - Ensure the career stations are properly reset
 - Review and stamp employees' reflection sheets
- Help City Directors by:
 - Submitting completed permission forms
 - Communicating any special employee needs and preferences to City Directors
 - Communicate with City Directors if you need to order lunch for some students
 - Return keys at the end of the day

City Directors (CEC Facilitators):

- Support everyone in SAITCity
- Welcome and orient new employees, supervisors and managers when they arrive at SAITCity
- Provide any tools needed
- Answer all questions and keep everyone on track and engaged