



# TOOLS

## Teacher Checklist for College and Career Fair

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful fair.

### ***Before the Fair***

- Use the sample emails in this guide to reach out to colleges and industry and invite participation.
- Follow up emails with contact phone calls.
- Use student interest assessments to select appropriate colleges and businesses for the fair based on students' ICAPs and your course curriculum.
- Establish and confirm logistics for hosting the fair. If off site make students aware of proper behavior.
- Collect signed permission forms.
- Prepare students to maximize their learning by researching colleges and industries that will be attending. Help students develop plans for the fair based on their ICAPs. Help them develop questions for industry and college representatives based on their ICAPs.

### ***During the Fair***

- Ensure that students receive instruction on the schedule of the day.
- Arrange for students to experience the fair without overwhelming the colleges and industries.
- Make sure that the students know the information they need to be collecting during the fair.
- Prepare students to maximize their learning by having the forms for them to fill out at the fair.

### ***After the Fair***

- Provide individual and group reflection exercises.
- Help students make connections among academics, college and industry.
- Have students write thank you-letters to colleges and industries they saw at the fair.
- Support students in determining the next step in learning about careers and their ICAPs.
- Use employer/college and student feedback to make continuous improvement.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.