**MAXIMIZING CLDC EVENTS**

**Career & Leadership Development Center**

**Lesson Topic**: Incorporating CLDC Events into Your Curriculum

**Facilitation Time**: Students will attend an event outside of class time. In class, up to 30-60 minutes can be spent preparing for the event and then reflecting on experiences at the event. Multiple options are provided in the lesson to tailor the event attendance to your students’ needs.

**Instructor Preparation**: Visit the CLDC’s [website](https://www.ohio.edu/student-affairs/career-and-leadership) to learn more about upcoming events. If you would like to learn more about which events may fit best with your instructional goals, fill out our [Faculty Partner Form](https://ohio.qualtrics.com/jfe/form/SV_2lufz4vs6V91cDX) to initiate formal involvement with the CLDC in your class. If you would like the CLDC to confirm student attendance for the assigned event, send us an email at [careerandleadership@ohio.edu](mailto:careerandleadership@ohio.edu) to communicate your interest in doing this. We will need a roster of your students to confirm their participation.

**Student Preparation**: Some events require business casual attire. Encourage students to shop the Career Closet, which has a range of attire options for students. All OHIO students are eligible to select an outfit each semester to use for professional experiences. Check the CLDC’s website for updated Career Closet drop in hours. Students can also contact the Career Closet team at [CLDC\_CareerCloset@ohio.edu](mailto:CLDC_CareerCloset@ohio.edu) with additional questions.

**Lesson Plan Options**: Select one or more of the items below to maximize a CLDC event within your course. You can add one or more of these items to the required event to enhance students’ preparation for and success at a CLDC event.

1. Introduce the event experience in your class. Based on the time of year of your course, and the needs of your students, identify the option(s) that best fits your needs.
   1. As part of this class, students will attend an event from the list below.
      1. Career & Internship Fairs (September, February)
      2. Work that Matters Fair (fall)
      3. Graduate School Fair (Fall)
      4. Industry Panels (throughout the year)
      5. Job Fest (spring)
      6. Teacher Job Fair (April)
   2. Reference the CLDC website to show when all events will be occurring
   3. Purpose: This is a great opportunity for students to explore career areas and employers of interest. Additionally, students will practice networking in a professional setting.
   4. Goals: Attend a career event. Practice networking skills. Use Handshake to research employers. Develop a strategy for preparing for a career event. Reflect on experience following a career event. Identify a skill to work on to feel more prepared for next career event.
2. Optional in-class networking activity
   1. To prepare to talk to representatives at the [CLDC event students will attend] or any upcoming networking event, practicing how to introduce yourself professionally can help you feel more confident in these more formal settings.
   2. Having a pitch ready to use in networking scenarios is very important so you have a way to professionally introduce yourself to others.
   3. Have students brainstorm or write down brief elements of a very basic pitch: Their name, major, and the type of experience they hope to gain. When they know what employers they are approaching, recommend including a line about what they are interested in about that specific company. Encourage students to practice a professional handshake with a moderately firm grip during this activity.
   4. Split students into two lines facing each other. Have one side of the line remain stationary and the other side rotate until each student has shaken hands with and shared their pitch with each student facing them in the opposite line.
   5. If needed, this activity can also be done with all students in both lines seated to accommodate physical mobility needs.
3. Optional event research pre-assignment
   1. Have students complete the “CLDC Event Preparation Worksheet” to research employers attending the event. This worksheet will work best prior to a job fair like Teacher Job Fair, the Work That Matters Fair, or the Career & Internship Fairs.
   2. Students could complete this worksheet and share their findings in class or through a discussion board.
      1. The list of all employers attending job fairs will be available on Handshake.
      2. Students can use company websites and online search tools to gather information about company culture, desired skills, mission, and other critical information about the company.
4. Optional reflection after the event
   1. Use the questions below to prompt student reflection about their event experiences. These questions can be posed in class, in a written assignment, or in an online discussion board.
      1. What did you observe about the setting of the event?
      2. How did you feel during the event?
      3. What was your favorite thing about the event?
      4. What was your least favorite thing?
      5. What surprised you about the event?
      6. How did the event impact your thoughts about your career interests?
      7. Who was most interesting to you at the event? Why?
      8. What is one thing you learned from attending the event?
      9. What do you wish you would have known before attending the event?
      10. What will you do differently before attending your next event?