



Youth Building ICT Fluency Through Design

ICT Field Trip Packet

Thank you for agreeing to participate in the ICT4me program. This packet is designed to prepare you for your visit with the youth. In this packet, you'll find

- Preparation information for before and during the youth' visit.
- Contact information for the program manager
- Volunteer application
- Presentation content we'd like you to cover and sample presentation
- Example activities

BEFORE THE YOUTH VISIT

- [Contact at your site . Include person's name and job title] will be in contact with you in the next few days to arrange the date and time of your visit. She will also talk with you about what to expect from the youth and how to prepare. If you have any questions, please contact [name of contact here] directly at [phone] or [e-mail].
- Please send the completed Volunteer Application (see instruction below) for at least the main contact at your organization for this ICT4me field Trip

WHEN THE YOUTH VISIT

- Have examples of your work ready to share. Suggested items to share include: Design Notebooks (sketches and ideas) and/or professional portfolios if you have one to share; storyboards or other materials that show the youth how you create your product; and of course, the actual product of your work.
- Give them a tour. Show them what it's like to work where you work as well as the different types of ICT careers you have in your organization.
- Provide an overview of what your company does and the products people create.
- Provide short (5-10 minutes each) presentations from a variety of ICT careers: engineering, project management, marketing, business development, law, graphic design, quality assurance, interface design, etc. See the checklist below for what to include in presentations.
- Provide a diverse group of presenters that match your youth's demographics (e.g., from Latino and African American backgrounds) and would like to meet professionals from similar backgrounds.
- Allow time for questions.

- Keep things moving. You'll want to mix up the time so that youth are not sitting listening to presentations for more than 20 minutes at a time. Having different professionals presenting will also break up the time.
- Be a positive role model physically as well as intellectually. Many (if not all) of the youth will be struggling with their body image and physical abilities. If your activity involves physical activity, be encouraging and supportive to all youth at all levels. Show the youth how comfortable you are with your appearance and your mental and physical abilities.
- If time allows, prepare a short hands-on activity to do with the youth. See below for suggested activities.

CONTACT INFORMATION

[Name of contact and her job title. Should be the same as the person mentioned in the Before the Youth Visit paragraph]

[phone number]

[e-mail address]

VOLUNTEER APPLICATION

Go to [URL or include information on how to obtain an application if available] to complete the application. Under Skills and Interests, please write that you are volunteering for the ICT4me program. The information that we collect from you in this form is for your site of [name of your site]'s programming purposes only.

[Note: remove this section if not applicable.]

PRESENTATION CHECKLIST

Below is a checklist for what to include in your presentation. See the example presentation (attached separately) for details.

- One person should provide an overview of what the company does and who (name and career) the youth will meet.
- Define any industry- or company-specific terms that you use in the presentations.

In each presentation, include:

- Your name & title at work
- Description of what you do/what someone in your career does
- Your interests outside of work
- Your interests as a middle school and high school youth; make connections from these interests to your career
- Your education path and what education is necessary for your career
- What skills or personality types map well to your career
- What advice you would give a youth interested in your career
- Keep your presentation to 5-10 minutes and allow time for questions.

ACTIVITY EXAMPLES

Consider leading a short activity with the youth to give them an opportunity to learn more about what you do and who you work with. The following are examples that you may want to use or they may inspire ideas of your own:

What's My Job Title Mean?

Job titles are often vague in describing what an individual actually does. Some can even be humorous.

- Have 2-3 of the ICT Professionals with the most intriguing job titles write their titles where the youth can see them.
- Ask youth to play 10 questions (probably not time for the typical 20 questions) where they ask questions of the ICT Professional in order to describe accurately what the person does.

Youth Giving Feedback

Give youth the opportunity to give you user feedback on a technology.

- Allow youth to use a new technology or review a prototype.
- Youth are guided in providing feedback by ICT professional and site staff.
- ICT professional shares how the technology was developed.

ICT Professionals Give Feedback

Youth bring their designs or show their website and ask for feedback or help from ICT Professionals.

My Design Tools

ICT professionals share a simple design tool such as a web page template or storyboard for how they begin design. Youth use the tool to create their own design and share it with the group.