



Youth Building ICT Fluency Through Design

ICT Professionals Visit 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 your visit.
- Volunteer application
- Presentation content we'd like you to cover and sample presentation
- Lesson plan for the activity you'll co-lead with the program leader.
- Contact information for the program manager
- Location of and directions to the sites

BEFORE YOUR 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 and her staff 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) to your site contact person.

To your visit, bring the following:

- Design Notebooks (sketches and ideas) and/or professional portfolios if you have one to share
- Any other materials you need for your presentation and the activity with the youth. Materials listed in the lesson plan will be provided

WHEN YOU VISIT

- Provide a short (10 to 15 minutes) presentation about you and your career. See details below in the Presentation Checklist.
- 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.
- Provide an overview of what your company does and the products people create.
- Allow time for questions.
- 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.

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 affiliate]'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.

- Your name & title at work
- Description of your company
- 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
- Plan your time. You'll have a little over an hour with the youth. Plan to talk between 10 to 15 minutes about your career, leaving approximately 10 minutes for questions from the youth. You'll need at least 30 minutes for the hands-on activity. Youth can continue to ask you questions during the activity as well.

ACTIVITY CHECKLIST & EXAMPLES

Before you visit, the program manager will talk with you about doing a hands-on activity with the youth. She may send you a copy of the activity from the ICT4me curriculum or you might choose one of the example activities listed below. The following checklist will help you prepare to co-lead an activity from the curriculum. See the activity (attached separately) for more details.

- Read through the activity plans sent to you. You'll receive an activity plan for your session and you may also receive related activities that the youth have completed or will complete soon.
- Come prepared to engage in the hands-on activity with the youth.
- Encourage youth to ask questions and participate. Some of the youth may exhibit low-self esteem in relation to technology and mathematics. Be positive and supportive.
- 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.
- The Site Program Manager and/or Program Coordinators will talk with you before your session to let you know what to expect from the youth.

If you decide with the program manager to not lead a specific activity from the ICT4me curriculum, consider the following example activities 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.

CONTACT INFORMATION

[Name of main 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]

[Include the same (name, phone, and e-mail) for any site-specific contacts.]

DIRECTIONS

[Provide detailed directions to the site where the ICT professional will go to engage with the youth. Include information on how to find the room once on site.]