



Event Facilitator Guide

career★girls
careergirls.org



Career Girls

Take Our Daughters and Sons to
Work Day Event Facilitator Guide



Career Girls Event Facilitator Guide

Greetings!

Welcome to the **Career Girls Event Facilitator Guide**.

When: The Fourth Thursday in April

This guide is designed to help you plan exciting and educational **Career Girls** experiences for children ages 5-13 who will participate in your **Take Our Daughters and Sons to Work Day**.

What is **Career Girls**?

Career Girls is a free, noncommercial, online platform which showcases video clips of diverse women role models sharing career and educational advice to inspire young girls to expand their horizons, improve their academic performance, and dream big about their futures.

Career Girls is dedicated to providing girls of all income levels and ethnic backgrounds with the academic tools and support they need to achieve their professional aspirations. We do this by placing a "real world" context on a child's academic studies, specifically through interviews with positive female role models and a comprehensive collection of easy-to-follow educational resources.

What is **Take Our Daughters and Sons to Work Foundation**?

The Take Our Daughters And Sons To Work Foundation is dedicated to developing innovative strategies and research-based activities in informal educational programs that empower girls and boys in all sectors of society to confront and overcome societal messages about youth so that they may reach their full potential and live fulfilling lives.

Through its leadership, expertise, and collaborations, the Take Our Daughters And Sons To Work Foundation advocates for changes in social policy and public awareness on behalf of youth.

Planning Tips

Pre-Planning: 2 to 3 Weeks Before the Event Date

- Send out a Memo announcing your intentions to host the event at your place of work or business.
- Remind those parents who are planning on having their children attend the event to communicate their intentions with their children's teachers.
- Use our template to begin drafting a schedule for the event, including when and how you'll set aside time for your visitors to enjoy the **Career Girls** videos and follow-up resources.

Your schedule should also include places and times for:

- a word of welcome (including where restrooms are located)
 - a tour of your facility (see below)
 - brief employee presentations (see below)
 - visiting times with Mom and Dad
 - snack breaks and lunch
- Ask for a volunteer willing to familiarize themselves with the Career Girls videos, video discussion points and video follow-up activities. Invite this same volunteer to present the Career Girls resources to the visiting children. (Complete tips and how-to's are included in this Guide.)
 - Reserve and test any media equipment necessary for presentation of videos or other materials.
 - Ask for volunteers willing to assemble brief presentations for your visiting children. Include some presentation topics such as:
 - What I Like Best About My Career as a _____.
 - Why Teamwork is Important in My Career as a _____.
 - Why Leadership is Important in My Career as a _____.
 - Why Math is Important in My Career as a _____.
 - How a Mentor Helped Me in My Career as a _____.

Planning Tips (cont.)

- Ask for one or more volunteers willing to take the visiting children on a tour of your office, plant or facility. (Remember to take any necessary safety precautions.)
- Ask for a volunteer willing to make a list of specific features and/or areas of your workplace that your tour guide(s) can make your visiting children aware of. These may include:
 - a history of your business and/or building
 - a history of the people who founded your business
 - a child-friendly version of your mission statement
 - an overview of the types of careers needed to make your business hum
 - a brief meeting with as many different employees as possible
 - a walking tour of your facility, including areas where people work alone and/or with others
 - a closer look at how machines and/or technology are used in your business

Final Planning: 1 Week Before the Event Date

- Compile a list of children who will be attending. (If a large number of children plan on attending, consider organizing them into smaller groups.)
- Print the appropriate number of the related Discovery Guides and Fun Activities handouts for each video you will present
- Finalize, print and distribute copies of your schedule along with the list of your volunteers and presenters
- Prepare name tags for children visitors and volunteers
- Arrange for any food and beverages you wish to serve at snack time or lunchtime (or remind parents to supply snacks and lunch for their children).

Activity Schedule

Time	Activity	Responsible Adult

Take Our Daughters and Sons to Work Day- Thursday April 28, 2016

Tips for Sharing Career Girls Video on the Big Day!

- Careers Girls videos are perfect for sharing during the **Take Our Daughters and Sons to Work Day**.
- Pick and choose which videos to present from any or all of these topics:
 - Career Exploration 101 (<https://youtu.be/biBFWapLK2w>)
 - Financial Literacy (<https://youtu.be/GjLcHbPLRJE>)
 - Importance of Math (https://youtu.be/Hdt_neaq4w)
 - Why Choose STEM (<https://youtu.be/vwMby-RfQSk>)
 - Science Careers (<https://youtu.be/DxRs6FmbzAA>)
 - Technology Careers (<https://youtu.be/VNrTJfdrvXQ>)
 - Engineering Careers (<https://youtu.be/bZQxM5PEGlo>)
- Each topic includes two discussion aids to accompany its video:
 - Guided Discovery handout
 - Fun Activity handout (optional)
- Each video is approximately 2 minutes in length, so you can easily share more than one.
- Videos can be shared on a large screen for the entire group of children, or individual children can take turns viewing the videos at a “Career Girls” computer station or stations.
- After sharing each Career Girls video, use that video’s **Guided Discovery** handout to help children comprehend and reflect upon the topics and content presented.
- If time allows, print out the related **Fun Activity** handout that accompanies each video so children can complete the activities in a group (with guidance from a volunteer), individually, or working alongside their parents.

Career Girls: Career Exploration 101

Explore Career Possibilities! Name: _____

In the "Career Exploration 101" video you met 31 role models representing 31 different careers. Each role model shared what she liked best about her career. It's not too early to begin thinking about a career that you will enjoy!

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) Each role model in the video shared something they really liked about their career.

- Is it important to find some things you really like about your career? Explain your ideas.

2) The role models in the video name different things that they liked about their careers. For example, they said they liked to help children, keep people safe, solve problems, and so on.

- Which career on the video sounded like one you would be interested in and why?

3) Many of the role models said they liked helping people the most.

- Is being able to help people important to you? Why or why not?

4) Some of the role models said they liked being able to be creative in their careers.

- Do you think creativity will be important in your career? Why or why not?

5) Several role models said they liked solving problems the most.

- Would you enjoy solving problems in your career? Why or why not?

6) Many of the role models said they enjoyed teaching and sharing information with others.

- What would you enjoy teaching to others and why?

7) Some of the role models said they enjoyed helping others to live safer lives.

- Would you enjoy a career that keeps people safe? Why or why not?

8) A few of the role models said they liked helping children and animals.

- Tell why working with children or animals would or would not be a career for you.

Matchy-Matchy!

In the Video, "**Career Exploration 101**," you met 31 different role models telling what they like best about their careers.

Draw a line matching each career with its description. The first one has been done for you.

Compare answers with friends or view the video again to see if your match-ups were correct!

1. Pediatrician	a. I cook food. I like helping people enjoy a good meal.
2. Immunologist	b. I teach water safety. I like seeing kids' accomplishments.
3. TV Producer	c. I study water wildlife. I like studying something unknown.
4. Anchor Reporter	d. I help treat cancer. I like helping cancer patients.
5. Diabetes Researcher	e. I started my own business. I like helping families.
6. Electrical Engineer	f. I am a children's doctor. I like working with children.
7. Marine Biologist	g. I help create and write TV shows. I like getting my creativity out there.
8. Aquatics Director	h. I tell news stories on TV. I like being a voice for other people.
9. Head Chef	i. I study diseases. I like teaching the next generation.
10. Entrepreneur	j. I help design electronics. I like seeing people use electronics I help build.

Name _____

Career Girls: Financial Literacy

Financial Literacy and You! Name: _____

The “Financial Literacy” video is all about money: how to spend it, save it and make your wealth grow! Remember: if you take care of your money, your money will help take care of you!

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) The first role model in the video said that financial literacy is the way you will be able to provide for yourself now and in the future.

- How can learning how to handle money now help you later on when you are an adult?

2) The second role model in the video said that money gives you “freedom to do the things you want to do in life.”

- What things do you want to do in life that will require money?

3) The third role model in the video said that it's important to "be accountable for" or keep track of your money.

- What are some good ways to keep track of the money you earn and the money you spend?

4) You can spend money on things you want or on things you need.

- Why is it important to know the difference between wants and needs?

5) When it comes to money, you always have a choice to save it or spend it.

- Is it easier for you to save your money or spend money? Why is this so? Explain your answer.

6) When you invest your money, you spend it to help another business grow. If that business is successful, you earn more money back than you invested. People like to invest in successful companies like Disney and Apple, Inc.

- What business would you like to invest in?

7) If you are frugal with your money, you spend very little of it.

- Why might it be wise to be frugal with money? Explain your answer.

8) When you live on a budget, you decide ahead of time how much money you are going to spend and save each week.

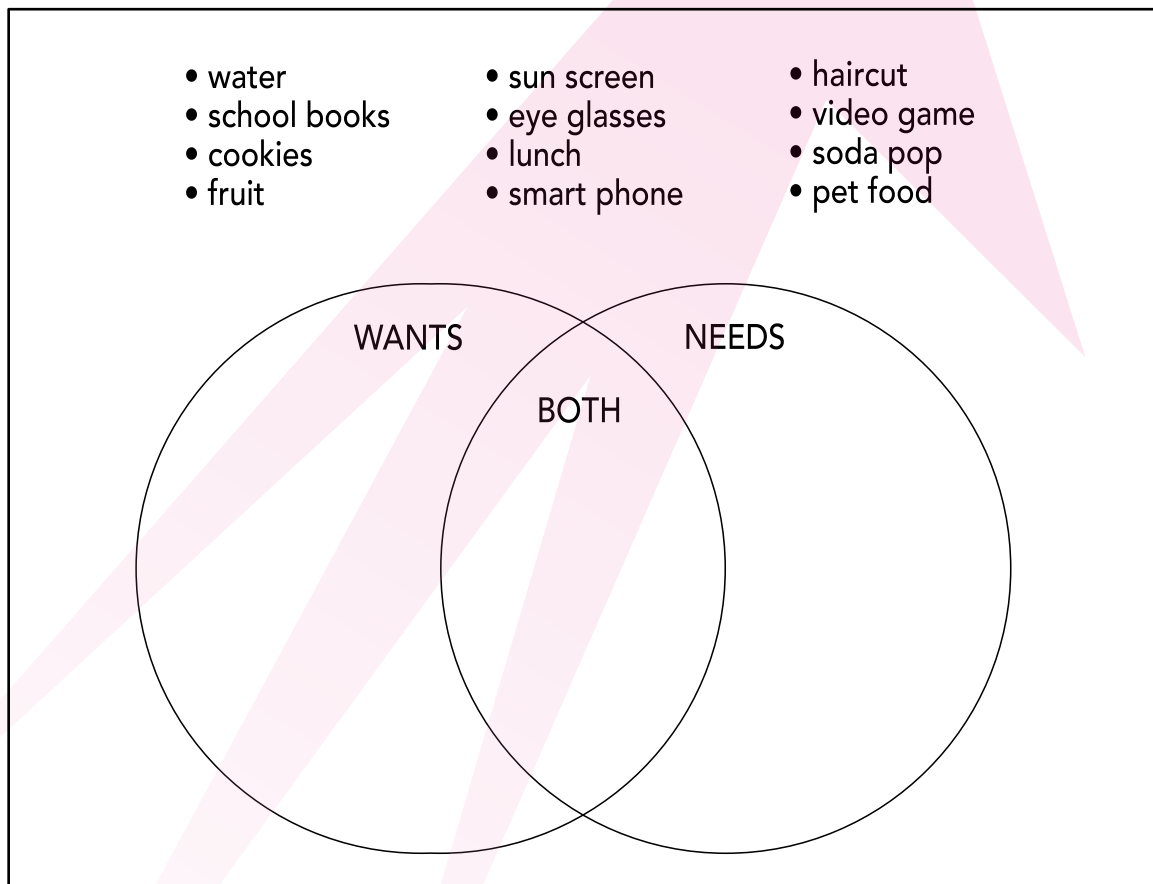
- How can a budget help you build wealth?

Wants and Needs

In the video, "**Financial Literacy**," you met role models talking about money issues—including the importance of knowing the difference between *wants* and *needs*.

Knowing the difference can help you spend your money wisely for things you really *need* before things you *want*.

1. Read each item below.
2. Copy each item in the Venn diagram to tell if you think each is a **WANT**, a **NEED** or **BOTH**.
3. Remember: there are no right or wrong answers!



Name _____

Career Girls: Importance of Math

Discover the Importance of Math!

Name: _____

In the "Importance of Math" video we met seven role models who told about the importance of familiarizing yourself with math skills and concepts to help guarantee success in careers and in life.

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) The first role model in the video said, "Math is important now because it equates to money later."

- What do you think the role model meant when she said this?

2) This same role model also said that you should not rely on a calculator, Mom, Dad or your future spouse to take care of the finances (money).

- What do math skills have to do with handling money?

3) A role model in the video said that math skills can help you in your everyday life.

- How might knowing math skills help you in your everyday life?

4) A role model in the video said that mastering math skills and concepts can help bolster your confidence.

- How might knowing math have the power to help you feel better about yourself? Explain.

5) The successful role models in the video believe that understanding math can help you solve problems in other areas of your life.

- Give an example of how understanding math can help you become a better problem-solver in another area of your life.

6) In the video, we learn that it can be helpful to think of math as a language that is made up of numbers instead of words.

- Why might it be helpful for someone to think of math as a language?

7) The last role model in the video said she let her fear of math stop her from going after a career she wanted.

- What would you do if you wanted a career that involved math, but were afraid of math?

You Can Count on Math!

In the video, "**Importance of Math**," you met role models with the message that math matters!

Many careers expect you to use math skills daily. Draw a line matching each career with how it uses math. The first one has been done for you. The answers are shown below so you can see how many you matched correctly!

1. Nurse	a. I cook food. I use math to measure recipe ingredients.
2. Biologist	b. I use math to tell people how much tax money they owe.
3. Engineer	c. I use math to figure out students' grades and test scores.
4. Pharmacist	d. I use math to measure design materials like wood and fabric.
5. Chef	e. I use math to measure car parts so passengers can stay safe.
6. Teacher	f. I use math to measure patients' temperature and blood pressure.
7. Accountant	g. I use math to help TV viewers understand news stories I deliver.
8. Movie Set Designer	h. I use math to measure medicine amounts for prescriptions.
9. TV Anchor	i. I use math to measure people's ability to see well.
10. Ophthalmologist	j. I use math to measure, compare and contrast results from scientific experiments.

Name _____

Career Girls: Why Choose STEM

EXPLORE STEM!

Name: _____

In the “Why Choose STEM” video we met role models who have successful careers in STEM (Science, Technology, Engineering, and Math) fields. Each role model shared reasons why you should consider a career in STEM.

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) The first role model in the video said that a career in STEM provides you with independence in your life.

- Why is independence an important thing to have in your life?

2) In the video we learned that “math and science dictates everything in life.”

- Explain some ways math and science affects your everyday life?

3) The video said that a career in STEM can help “close” the wage gap between men and women.

- What is the wage gap and how would choosing a career in STEM help close it?

4) Many STEM jobs pay more than other jobs.

- Why do you think this is so?

5) In the video we learned that some STEM careers begin with a salary of \$60,000 per year.

- How can earning such a high wage help better your life?

6) Employment in STEM jobs tend to last longer than employment in other jobs.

- Why do you think this is so and why would this be a desirable thing?

7) STEM careers include professions in science, technology, engineering and math.

- If you were to choose a STEM career, which one would you choose and why?

Fast Facts on STEM Careers

In the “**Why Choose STEM**” video we met women professional who talked about the importance of preparing for STEM careers.

You know that STEM stands for Science, Technology, Engineering and Math. But do you know the **TRUTH** about STEM careers?

Each statement item below is **FALSE**. Rewrite each statement so that it is **TRUE**. Check your rewrites with the **TRUTHS** below.

1. STEM job opportunities are growing at a slower rate than non-STEM jobs.

2. The US Government has not invested any money encouraging students to pursue STEM education.

3. STEM careers always require advanced math preparation.

4. More women than ever are choosing STEM careers.

5. Foreign students are taking STEM jobs away from US students.

TRUTHS About STEM Careers:

1. STEM job opportunities are growing at a much faster rate than non-STEM jobs.
2. The US Government has invested millions of dollars encouraging students to pursue STEM education.
3. STEM careers do not always require advanced math preparation.
4. Fewer women than ever are choosing STEM careers. The truth is the number of women in STEM careers has decreased over the past twenty years.
5. Foreign students are not taking STEM jobs away from US students. The truth is fewer US students are preparing for STEM jobs as compared with foreign students.

Name _____

Career Girls: Science Careers

Your Science Career!

Name: _____

In the 'Science Careers' video we met scientist role models who shared reasons why you should consider a career in science.

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) When you think of working in a science career, what images pop into your mind?

- How can you know for sure what a particular science career might really be like?

2) Successful women scientists are all around!

- If you were able to meet and greet a successful woman scientist, what questions would you ask her?

3) In the video we learned that a career in science prepares you to explore the wonders of life.

- What life wonders would you like to explore? Explain your answer.

4) The video reminds us that when it comes to science, there are always new things to learn about.

- What new science discoveries have taken place in your lifetime?

5) Two scientist role models in the video said that girls are needed in science because they bring a different perspective to scientific efforts. That means girls see things in a different way.

- When it comes to scientific explorations, how might girls and boys see things differently?

6) In the video, we learn that a science career can lead to many other career choices. For example, a scientist might enjoy teaching science to others.

- What other careers would you like to explore that are related to a science career?

7) A career in science can help the people in your community live better lives.

- Name some ways science experts in your community are helping change people's lives for the better.

Scrambled Science Careers

In the "Science Careers" video, eight scientist role models told about the advantages of a career in science. Let's begin exploring their science careers!

Read each item below. Write the name of the science career described on the blank line. (TIP: Check the WORD BOX for the spellings of the science careers.)

1. I study the biology of cells.

I am a _____.

2. I study the chemical molecules that contain carbon.

I am a _____.

3. I study the building blocks of life known as DNA.

I am a _____.

4. I study healthy and diseased immune systems.

I am a _____.

5. I write directions that tell you how to take your medicines.

I am a _____.

6. I help educate the community about health and safety issues.

I am a _____.

7. I study bacteria.

I am a _____.

8. I make sure the Mars Rover computer works with the flight software.

I am a _____.

a. Epidemiologist

b. Medical Writer

c. Microbiologist

d. Mars Rover Systems Engineer

e. Scientist Sequencing DNA

f. Immunologist

g. Organic Chemist

h. Molecular Biologist

Name _____ [Answers: 1.h; 2.g; 3.e; 4.f; 5.b; 6.a; 7.c; 8.d]

Career Girls: Technology Careers

Explore Technology as a Career!

Name: _____

In the "Technology Careers" video we met technology role models who shared reasons why you should consider a career in technology.

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) The first technology role model said that a career in technology is "more interesting than you think." That tells us that many people think a career in technology is not interesting.

- How can you know for sure if a career in technology is actually interesting or not?

2) This same technology role model said that a career in technology is challenging and will "open doors for you."

- What does it mean when a career "opens doors for you?"

3) In the video we learned that when a women prepares for a career in technology she has a chance to be a pioneer.

- How does having a career in technology make you a pioneer?

4) The video reminds us that technology is all around us, not just in our phones and computers, but everywhere in our daily lives.

- Where have you noticed new technologies making a difference in your life?

5) Sometimes a career in technology can be combined with other interests.

- What other interests do you have that might be successfully be combined with a career in technology?

6) Technology experts usually earn a lot of money in their careers.

- How does earning a good salary help you enjoy more freedom?

7) Technology experts create applications we use on our computers, tablets and phones. These applications help us live better lives.

- What application do you wish you could create that would help people live better lives?

Test Your Technology Career Know-How!

In the video, "**Technology Careers**," you met technology experts talking about the importance of preparing for careers in technology.

How much do you know about careers in technology? Take our quiz to find out!

Read each item below. Circle the answer you think is correct. Be prepared to discuss your answers with your friends. Then check your answers below.

Quiz

1. Most technology careers are filled by men because:
 - a. everybody knows men are better than women at math
 - b. technology jobs pay well and men make more money than women
 - c. technology is for geeks and most geeks are male
 - d. not enough girls prepare for jobs in technology.

2. Girls would be wise to prepare for a career in technology because:
 - a. such jobs pay well and allow women to have independence
 - b. women can make a lot of money without working hard
 - c. technology is for lazy people and most women don't want to work
 - d. they can avoid mean bosses.

3. Skills in technology:
 - a. can be put to work in many different careers
 - b. help you learn how to solve problems
 - c. are important, even if you don't work in the technology field
 - d. all of the above.

4. A career in technology is best for someone who:
 - a. cares more about money than people
 - b. likes an unchanging world
 - c. has patience for details
 - d. does not enjoy working with others.

5. Careers in technology mostly involve:
 - a. programming computers
 - b. building mobile devices
 - c. solving problems
 - d. all of the above and much more!

Name _____ [Answers: 1.d; 2.a; 3.d; 4.c; 5.d]

Career Girls: Engineering Careers

Explore Engineering as a Career!

Name: _____

In the "Engineering" video we met seven different engineer role models. Each role model shared reasons why you should consider a career in engineering.

Read each item below. Think carefully about each one. Use the lines to share your ideas.

1) The first engineer role model said that while many people think a career in engineering is "boring," it actually gives you the technology and skills to do anything.

- How can you know for sure if a career in engineering is actually boring or exciting?

2) The engineer from General Motors automobile company said that by watching the "crash dummies" she realized her job was important.

- How might an engineer from a car company work to keep people safe?

3) In the video, one role model said that engineering “helps turn scientific principles, ideas and dreams into reality.”

- In your own words, what do you think she meant by that statement?

4) Software engineers work to develop computer programs.

- If you became a software engineer, what kind of computer software would you like to develop and why?

5) The NASA Jet Propulsion Engineer made her job sound like a puzzle involving many pieces that must work together.

- Tell about a project you worked on that had many different pieces that had to work together.

6) Sometimes a career in engineering can be combined with an interest in other areas.

- What interests do you have that might be successfully combined with a career in engineering?

7) Careers in engineering can help protect people and the environment.

- Would you enjoy a career that keeps people safe or that helps protect our earthly home? Why or why not?

Careers in Engineering: Exploding Myths!

In the Video, "**Engineering Careers**," we learned there are lots of false ideas about what it really means to have a career in engineering.

To Do:

1. Read each statement about engineering below.
2. Circle to tell if you think each item is TRUE or FALSE.
3. Read more about each item to see if you answered correctly.

Quiz

1. There are no female engineers. **True / False**
2. Engineering is a very isolating job. Most of the time you work alone.
True / False
3. There are many different types of engineering careers. **True / False**
4. You can't be an engineer if you don't like math. **True / False**
5. We need more women engineers. **True / False**

Answers

1. False. About 11% of engineers employed in the USA are female.
2. False. Engineers often work closely on teams with other engineers and other professionals.
3. True. There are six major branches of engineering: Mechanical, Chemical, Civil, Electrical, Management, and Geotechnical. Under each branch, there are hundreds of different types of possible engineering careers.
4. False. With engineering, what matters more than a love of math is that you are a person who wants to understand how things work.
5. True. The number of women engineers has grown, but there are still far less women engineers than men engineers. There is plenty of room for many new women engineers!

Name _____