

EL Civics

GRCC Campus

- Make an appointment for your class to visit the Career Development and Employment Services Center on campus (LSC x2555). Ask the staff there to give the students information about what services are available to students. An orientation could take about 20 to 30 minutes.
- Before you go to the Career Center, discuss your visit in class with your students. Have them write down and talk about possible questions they might have for someone in the career center.
- If your class is very interested in careers, you can do more in-depth preparation for this visit such as work discussing students' past work, what they liked and didn't like about that work, what students' current interests and skills are and what might be a possible career for a student in this country.
- When you are at the Career Center you may be interested in the following:
 - The Washington Occupation Information Systems (WOIS) and how to access and use it
 - Handouts for students about resumes, preparing for interviews, etc.
 - Current jobs listed above computers in binders
 - Career and Internship websites
 - Entry level employment resume
- When you return to your classroom, you can follow up on your visit in a variety of ways.
 - Help students access the WOIS website to look at a particular career of interest to an individual.
 - Have students create resumes they can use looking for work in the U. S.
 - Have a classroom discussion about internships
 - Have a classroom discussion about what they learned by going to the Career Center. Are there any other parts of the campus they would like to know more about?