



Mr. Jay Berno, Principal
Ms. Christine Stone, Assistant Principal
Mr. Michael Chavez, Assistant Principal
Mr. Jack Sclar, Assistant Principal

3471 Campus Drive
Ijamsville, MD 21754
Phone: 240-236-7600
Fax: 240-236-7601

AN INVITATION TO PARTICIPATE IN THE 14TH ANNUAL URBANA HIGH SCHOOL SCIENCE, TECHNOLOGY AND MATH CAREER DAY

Dear Sir or Madame:

On Friday, **June 7th, 2013**, Urbana High School is hosting a Science, Math and Technology Career Day for our student body. The event will begin at 7:45 a.m. and end at 2:05 p.m. Set up will begin at 7:15 a.m. This project will give approximately 1000 Urbana students a chance to learn about numerous science and technology careers. Approximately 150-200 students may attend your sessions throughout the day.

It would be greatly appreciated if you would share your knowledge with us. If you or someone you know has the time and extensive knowledge of your career field, please fill out the enclosed registration form and return it to Urbana High School. In order to give us time to inform the student body of the presenters attending, please **email** the registration form to us by May 18th.

You will be assigned a **classroom** for the day. We would like you to prepare about a 20-25 minute presentation. You will deliver that same presentation for eight sessions throughout the day. We expect approximately 20-30 students per session. We wish for you to share pertinent information about your daily work activities, your education, and any other related careers within your area or anything you believe may be of interest to the students. During the day, students will visit the various classrooms allowing you to formally share this information about your career through discussion, videos, handouts, brochures, packets, etc. Computers and Internet hookups will be available; feel free to bring your own laptop set-up. We can provide electrical outlets and extension cords, TV/VCR's and digital projectors are available upon request. I may be able to provide internet access through a guest pswd if needed. Parking is often challenging, so please park along the fence in front of the school. The front parking closest to the sidewalk is reserved for afternoon buses. A student will greet you in the main office and will be available to assist you with carrying any materials if necessary.

A one-hour lunch will be provided courtesy of Urbana High School. Please return the attached registration form as soon as possible if you are able to attend. Your participation will make our 13th Annual STEM Career Day a successful and informational experience for all. If you have any questions, please contact Elizabeth McCook, UHS Science teacher, at (240) 236-7635 or elizabeth.mccook@fcps.org. We are looking forward to your participation. Thank you for your time and any services you can render.

Sincerely,

Elizabeth McCook
Career Day Planning Chairperson



*Urbana High School's 14th Annual
Science, Technology, Engineering and Math STEM Career Day
Friday, June 7th, 2013*

AGENDA

Students will attend one presentation during each 30 minute time period. Presenters and their Careers will be listed clearly on each door. Students are expected to be courteous and curious. Please review the presentation options with your students prior to attending. Students will be expected to rotate quickly, 5 minutes was set aside for rotating. Teachers will expedite the rotation process so presenters are able to start and end on time. Students will return to class for the remaining 15 minutes each block to review and submit student sheets.

7:15-7:45	Registration and Set-up (for presenters)
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7:45-8:15	Block 1: Session 1
8:20-8:50	Block 1: Session 2
8:50-9:00	Students Return to class

9:20- 9:50	Block 2: Session 3
9:55-10:25	Block 2: Session 4
10:25-10:35	Students Return to class

10:45-11:10	Block 3: Session 5
11:15-11:45	Block 3: Session 6
11:45-12:45	Students Return to class

11:45-12:45	LUNCH for presenters (Media Center)
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1:00-1:30	Block 4: Session 7
1:35-2:05	Block 4: Session 8
2:05-2:15	Students Return to class

14th Annual Urbana High School 2013 Registration Form

Science, Technology, Engineering and Math STEM Career Day

If you plan to be our guest at our career day on **Friday, June 7th**, please fill out the following registration form and email it as soon as possible to Elizabeth McCook at Elizabeth.mccook@fcps.org. **Phone 240-236-7635.** For your information our address is Urbana High School, 3471 Campus Drive, Ijamsville, MD 21754.

Name: _____ Position/Title: _____

Company: _____ Contact Phone #: _____

Street: _____ Email Address: _____

State: _____ Zip: _____ Name of UHS Connection (if any) _____

Please note--- the following information will be used to develop a program for the teachers, so they may share it with the students in order for them to pre-determine which career representatives they may wish to visit. Please provide what you would want to be stated about your career for these purposes.

The more creative and enticing descriptions often attract more students.

I. Description of Your Career: (what you would like me to say in the program)

II. Summary of your Education/Certifications/Training:

III. Other Related Employment areas in your field, describe briefly:

IV. Additional Information or Comments:

V. Equipment Needed:

Available upon request (Check off what is needed)

___ TV/VCR

___ Extension Cord

___ Laptop (we do encourage you to bring your own for login purposes- but do have availability)

___ Internet Access

___ Digital Projector

___ Other? _____

