



## Goals and Objectives for the NY Statewide Construction Career Days Program

It is the goal of the Statewide Construction Career Days program to introduce students to the rewarding career in the construction industry. It is the intent of the statewide program to assure an effective, quality program adhering to certain core values while at the same time encouraging innovative approaches that will enhance the quality of individual local events and draw upon the strengths of its members.

The following are the core values that are critical to the statewide program

- It must be recognized that the program has among its objectives to stimulate interest in highway construction as a viable career path for students.
- A parallel objective is to encourage participation among minority and female students.
- An activity that is considered essential to a CCD event is the hands-on use of heavy equipment such as backhoes or excavators, where each student can have an opportunity to learn to operate this type of equipment. It is important therefore that there be sufficient numbers of operating equipment to accommodate the number of students participating. We recommend that a ratio of 1 piece of operational equipment per each 10 students who will be in the operational section of the event at a time.
- The selected location must be able to accommodate this heavy equipment and its use.
- The CCD program focuses on 11<sup>th</sup> and 12<sup>th</sup> grade students. While it is highly desirable to involve younger students, students should be of an age that they can safely operate the equipment.



## Construction Career Days Local Committee

The formation of a Construction Career Days local committee to plan and conduct each event is critical to the event's success.

### Committee Membership

Above anything else, every individual member of the committee must commit to represent the committee and its objective while involved on committee activities. This effort is about Youth, Industry, and Partnership! All members must be willing to hang their individual organization's "hat" at the door while on committee business. We are about being inclusive. Some key organizations to participate on the committee include:

- a. AGC and/or other construction industry association(s): The industry associations, as well as individual private construction firms, construction-related firms, and equipment distributors and suppliers, must be involved. They will have the most career and developmental opportunities to offer youth. Moreover, a big share of the "in kind" contributions and resources (funding, equipment, personnel) will come from the industry.
- b. State Department of Transportation: The CCD movement started with the Federal Highway Administration and state DOTs. Where federal funds are used, the state DOT usually administers the funds.
- c. Federal Highway Administration Division Office: FHWA officials have been involved in CCD events since their inception in 1999 and have provided various means of support and technical assistance.
- d. Apprenticeship/Training Councils and Schools: Joint apprenticeship councils and on-the-job training programs provide critical information about the availability of skilled craftworker jobs and the training necessary to obtain such jobs. They also provide excellent hands-on activities.
- e. Educators. These include secondary and post-secondary colleges and universities as well as career technology educational institutions: Educators on the local committee can serve as the liaisons between the committee and the educational institutions.
- f. Community Based Organizations, such as but not limited to: National Association of Women In Construction (NAWIC). The key is to find community-based organizations that identify with the objectives of the committee to a point that they are willing to help throughout the event, from planning through completion.
- g. City Governments/Airport Authorities: The transportation/public works departments of county and local governments and airport authorities face the same workforce development challenges that all other industry members face. These entities may be helpful in providing logistical or other support.

### Committee Structure

Each local committee should elect a chairperson. To better distribute responsibility, some committees have appointed two or more equal co-chairs, each with responsibility in specifically identified areas. Committees have the flexibility to structure themselves. Most local committees are structured to mirror the task areas that are involved with planning and conducting a career fair. Thus some committees form subcommittees along the following lines;

- a. Activities/Events
- b. Financial
- c. Equipment
- d. Exhibitors
- e. Media/Communications
- f. Registration
- g. Schools
- h. Security
- i. Site Location & Design
- j. Volunteers

### Committee Meetings

It is suggested that local committees conduct their first meeting not later than nine months prior to the event. Committees planning their first event may find it advisable to meet even earlier. Keep in mind that a successful construction career day event will involve marshaling a significant amount of resources, mostly through volunteer efforts. Some additional suggestions regarding meetings:

1. Have a written agenda for each meeting;
2. Focus each meeting on what has to be done, by when and by whom;
3. Follow-up each meeting with minutes to each member and attendee. Ensure the minutes reflect specific action items, deadlines, and individuals responsible. An effective way to capture specific responsibilities and deadlines is a “timeline” in matrix format that covers the entire event from planning through execution.

### Communications

While there should not be a lot of “red tape” regarding communications, all formal communications, including verbal statements and/or press releases made to the media, should be issued either under the signature of the chair or co-chairs, or with the approval of the committee. This is to avoid anyone individual expressing positions or making commitments in conflict with the committee’s objectives.



## Construction Career Days Activities

The exhibits, events, and activities provided for the participants should be aimed at attracting and maintaining their attention. The challenge we face as an industry is to change these students perception of the construction industry. Construction currently ranks 498 out of 500 high school student's most desirable career choices. This perception is likely the result of different factions of the industry battling each other for their share of the limited pool of skilled technicians, engineers, architects, accountants, estimators and managers.

It is critically important to remember that Safety is Priority No. 1. All activities and equipment operation should be double-checked to ensure that proper safety equipment is worn (for instance, welding gloves and face shields for a hands-on welding activity). All heavy equipment should be set up so that students are gathered away from the operating equipment and so that no equipment can touch any other piece of equipment.

The most effective Construction Career Days show a wide variety of jobs in construction and related industries. The types of exhibits can be separated into three main categories: **Booth Exhibits, Hands-On Activities** and **Heavy Equipment**.

**Booth Exhibits** provide valuable information for the students and educators. They typically don't include hands-on opportunities, but can be made interesting with pictures, models and employment applications. Participating facilities include the following:

1. Universities that offer degrees in engineering, architecture, construction management, and construction science;
2. Technical colleges that offer specialty training such as: diesel mechanics, heavy equipment diagnostics, welding, and electrical.
3. Community colleges that offer Associate Degrees such as construction tech, construction materials, and computer aided drawing (CAD);
4. Union and trade organizations that offer training and apprenticeship programs;
5. Professional design firms and state agencies; and
6. Construction companies, specialty contractor companies, and equipment sales and rental companies.

**Hands-On Activities** are opportunities for students to try performing job-related skills and functions in a controlled environment. Some examples of hands-on activities are:

1. Masonry or brick laying;
2. Reinforcing steel erection can allow students to try using “tie wire” and pliers to fasten rebar together while explaining how rebar strengthens concrete;
3. Concrete finishing can put a trowel in the hands of students and give them a feel for the skill that is required to “finish” concrete while helping them understand that thermal hydration is the chemical process that is initiated when the elements of concrete are mixed together;
4. Electrical panels can be set up where students can pull wires and see how power is transferred safely from transformer to light bulb;
5. Dry-wall installation allows students to handle a power screw gun safely
6. Carpentry can be demonstrated by setting up an activity where students drive nails with a hammer
7. Welding, Brazing, & Pipe-Sweating can be activities for students to perform;
8. Simulators, such as crane simulators (usually owned by union training facilities).

**Heavy Equipment** has a tremendous appeal for students and can easily be staged so that students can actually have a chance to try their skills at operating. Static displays of larger equipment are also interesting especially if the manufacturer or dealer has a representative on hand to answer questions. It can be interesting to have experienced equipment operators put some specialty equipment through its paces, but the ‘hands-on’ opportunities are by far the most effective. Some examples of equipment that can be displayed, demonstrated, and operated by students are:

**Operational**

- Hydraulic Crane
- Bucket Truck
- Mini-Excavator
- Backhoe/Loader
- Skid Steer (aka Bobcats)

**Static**

- Milling Machines
- Large Front-End Loader
- Bulldozer
- Vacuum truck
- Articulated truck
- Cranes
- Directional Drilling Machines
- Gradall
- Large Hydraulic Excavators
- Steamrollers



## CONSTRUCTION CAREER DAYS PRE-REGISTRATION FORM

SCHOOL DISTRICT \_\_\_\_\_

SCHOOL \_\_\_\_\_

INSTRUCTOR/CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PROJECTED NUMBER OF STUDENTS \_\_\_\_\_

PROJECTED NUMBER OF CHAPERONES \_\_\_\_\_

PREFERRED DATE 1<sup>ST</sup> CHOICE \_\_\_\_\_ 2ND CHOICE \_\_\_\_\_

We understand that these numbers are preliminary. Please indicate your first and second date preference on the form.

Please email, fax or mail the information to: [contact info here].



# CONSTRUCTION CAREER DAYS STUDENT REGISTRATION FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

SCHOOL \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_ AGE \_\_\_\_\_

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The information requested below is **optional**. It would be appreciated if you provide it, however it is not required. The information is to be used **only** for reporting and planning and will not be used for any other purpose. Thank you for your consideration.

GENDER (MALE OR FEMALE) \_\_\_\_\_

RACE/ETHNICITY (CHECK THE CATEGORY THAT APPLIES)

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- \_\_\_\_\_ African American
- \_\_\_\_\_ Hispanic
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Asian-American
- \_\_\_\_\_ Other American

# CONSTRUCTION CAREER DAYS

[Date]

## HANDS-ON REGISTRATION FORM

- Space for hands-on activities exhibitors will be pre-determined based upon activities to be conducted and available space.
- All hands-on activities exhibitors will receive name badges and lunch.

- Type & scope of activity: \_\_\_\_\_  
(Please remember the students will only be in the hands-on area for an hour, so activities must be relatively simple.)

- Organization Name: \_\_\_\_\_  
(Organization's name exactly as you would want it to appear on the sign and event brochure)

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

- All exhibitors at the Construction Career Days event must have a name badge. Please list your volunteers' full names. If you need additional space, please attach a separate sheet.

_____	_____
_____	_____
_____	_____
_____	_____

- Set-up: The facility will be open for set-up from [time and date]. We ask that all exhibitors be in place by [time and date].
- Location & Directions:
- Please mail completed form(s) to: [name, address]
- Questions? Please contact: [name, phone, email]

# CONSTRUCTION CAREER DAYS

[Date]

## EXHIBITOR REGISTRATION FORM

Exhibitors will receive:

- 8'x10' space
- 1 covered table
- 2 chairs
- a sign with your organization's name
- exhibitor name badges
- lunch

Electrical Outlets: will be available (standard 120v only).

Please check here if you need an electrical outlet: Yes\_\_\_\_\_ No\_\_\_\_\_.

Note: no phone lines will be available.

Booth Sign: \_\_\_\_\_

(Organization's name exactly as you would want it to appear on the sign and event brochure)

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

All exhibitors at the Construction Career Days event must have a badge. Please list your volunteers' full names. If you need additional space, please attach a separate sheet.

_____	_____
_____	_____
_____	_____
_____	_____

- Set-up: The facility will be open for set-up from 8 a.m. to 4 p.m. on [date]. We ask that all exhibitors be in place by: [date and time].
- Location & Directions:
- Please mail completed form(s) to: [contact's name and address]
- Questions? Please contact: [contact's phone and email]

## CCD BUS ORIENTATION

- Welcome to Construction Careers Days.
- You are at the bus drop-off and loading site. As you exit the bus, you will be counted off in groups and assigned a tour guide. Your guide has construction experience, so please ask lots of questions.
- Please treat your tour guides with courtesy and respect, as all have volunteered their time today.
- Just outside this bus, you will pick up your hard hats, nametag holders and a bag to put all the information you receive today. In your bag is also your lunch ticket.
- Your tour guide will be given an agenda with a specific time to move to and from each of the events and when to be at lunch. The tour consists of 3 parts: hands-on activities, exhibits and equipment operation.
- You will spend one hour at each location, and one-half hour at lunch.
- A technician will assist you in the operation of the equipment. Please do as they tell you and touch only those controls that you are instructed to touch.
- Lunch will be served at the pavilion. After lunch your school will be called. You will get back on your bus at this same location.
- This is a smoke-free facility.
- You must wear your hard hat and name tags at all times.
- Please stay within the roped-off areas.
- Teachers / chaperones must stay with your group at all times.

# CONSTRUCTION CAREER DAYS STUDENT EVALUATION/SURVEY FORM

Please help the Construction Career Days Committee by completing this form. Thank you!

1. Check one:     10<sup>th</sup> Grade                       11<sup>th</sup> Grade                       12<sup>th</sup> Grade

**Rate the following using the 1-5 scale, with 1 = Strongly Disagree; 5 = Strongly Agree.**

2. Today's Construction Career Days event was well-organized.  
     1               2               3               4               5
3. The information was useful.  
     1               2               3               4               5
4. The waiting time to operate heavy equipment was reasonable.  
     1               2               3               4               5               N/A
5. The waiting time to perform hands-on activities was reasonable.  
     1               2               3               4               5               N/A
6. The number and types of hands-on activities were acceptable.  
     1               2               3               4               5
7. Overall, I was satisfied with the Construction Career Days event.  
     1               2               3               4               5
8. My favorite hands-on activity was:  
     Bricklaying               Concrete pour               Welding               Carpentry               Other
9. The most interesting part of Construction Career Days was (check one):  
 Exhibitors     Operating Equipment               Hands-On Activities               Demonstrations
10. After high school, I will go to:  College     Work (construction)     Work (non-construction)  
     Military               Undecided

Please share any comments on the reverse side of this sheet.

<p>I am interested in a career in construction. Please contact me for more information.</p> <p>Name: _____</p> <p>Email address: _____</p> <p>Mailing Address: _____</p> <p style="text-align: center;">Street Address</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">City, State, Zip</p> <p>Phone number where I can be reached: _____</p>
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