



Virtual Field Trip Two: The Job Search Begins

Companion for Networking

Module Objectives

The purpose of this module is to accomplish the following:

- Provide tips on developing a network of career contacts.
- Hear directly from engineers on the importance of a career network.
- Begin thinking about important resources now and in the future.

Learning Outcomes

After completing this module, students will be able to:

- Describe and explain the importance of a career network.
- Begin building a career network by identifying critical resources now and in the future.

Suggested Virtual Field Trip Itinerary

The following outline is one way to incorporate the Virtual Field Trip into your classroom. Feel free to adjust the times and agenda items to suit your needs.

Total time: Approximately 35 minutes

Topic	Amount of time	Notes
Instructor preparation	7 minutes	Take these steps to prepare for your Virtual Field Trip: <ul style="list-style-type: none"> • Download the video to your computer's hard drive and review the video prior to class. • Print out one worksheet for each student.
Introductory discussion	5–10 minutes	Open class with a discussion on the saying, "It's not what you know but who you know." Questions for discussion: <ul style="list-style-type: none"> • What does this saying refer to? • Is this saying ever true? • How might this relate to finding a job or developing a career?
View video	4 minutes	Dim the classroom lights so students can see the screen better, but make sure there is enough light to take notes.
Exploring IT Careers: Networking (student worksheet)	20 minutes	Distribute the student worksheet and provide students with an explanation of the assignment. Tell students that this exercise will help them begin to think about and develop a career network using current and future resources.

		If this exercise takes students more than the allocated class time to complete, students may continue to work on their own at school or home.
Conclude class	2 minutes	Conclude by discussing the questions from the worksheet.



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Exploring IT Careers Student Worksheet for Networking

Name _____ Class _____ Date _____

Networking is about making contacts and building relationships that can lead to jobs or other work-related opportunities. It can help you get leads, referrals, advice, information, and support. Networking is an essential component of any successful job search.

Developing Your Contacts

It is critical to identify who you know. Your network will include people you know well, as well as acquaintances and referrals. Be creative. Here's a partial list of common sources for networking contacts:

- Career center staff
- Classmates
- College alumni organizations.
- Former employers, including supervisors and coworkers
- Friends, both local and out of town
- Instructors or teachers
- Members of clubs: health club, softball team, hiking club
- Members of your church, temple, synagogue, or mosque (some religious organizations also sponsor job search groups)
- Military
- Neighbors: current and past
- Participants in trade shows, seminars, or workshops you've attended
- Professional associations
- Relatives, both local and out-of-town

Networking Tips

As you move along with your education or work, you will develop additional contacts and resources. Consider these tips:

- When a contact gives you leads or referrals, be sure to ask for permission to use the contact's name.
- Keep detailed records of your networking activity. To whom did you talk? What did you talk about? When? What were the results?
- For each contact, identify next steps and develop a reliable follow-up system.
- Develop a system for keeping track of your network. Consider using index cards, a notebook, or a computer application.
- Be sure you thank everyone who helps you, both by written note and in person.
- Keep those who are interested posted on the progress of your search or career change.
- Remember to make yourself available as a resource for other job seekers, and treat them as you would like to be treated by those with whom you network.

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