



# Virtual Open House Best Practices and Perspective of Award Recipients

## Best Practices--Registration

### Administrators

- 1) Encourage counselors and teachers to read “Best Practices” information and REGISTER classes for this Virtual College of Technology Open House.
- 2) Recommend to counselors and teachers that they use the virtual open house as a career investigation/development activity.
- 3) As an administrator, register for virtual open house and familiarize yourself with the Virtual Open House site, when the ENTIRE site and its activities are viewable online (see online date).

### Counselors

- 1) Identify specific teachers and their classes for which this Virtual College of Technology Open House would be a good fit. (e.g., Technology & Engineering Education, Agriculture; CTE—Construction, Drafting and CAD, Automotive, Electronics, Welding, etc.; Graphics, Desk Top Publishing (Journalism); pre-engineering classes (chemistry, physics); etc.
- 2) Consider multiple classes that meet during the same class hour (time period) **registering** for the virtual open house. This would eliminate students redundantly participating in virtual open house in multiple classes. It is recommended that such redundancies be avoided.
- 3) Recommend to teachers that they use the virtual open house as a career investigation/development activity
- 4) As a counselor, register for virtual open house and familiarize yourself with the site, when ENTIRE virtual open house site and its activities are online.

### Teachers

- 1) Register for the virtual open house using the “Teacher/Counselor/Administration Registration” link.
- 2) Be sure to indicate “How Many Students” are in your class that are going to register for the virtual open house.
- 3) Take part of a classroom period, and instruct all your students to register for the virtual open house using the “Student Registration” link.

[Note: Virtual Open House coordinator will monitor student registrations and let teachers know student registration status, based on the number of students the teacher indicated would be registering.

## Best Practices—Teaching Using the Virtual Open House as a Class Activity

### Administrators

- 1) Encourage counselors and teachers to read “Best Practices” information and use this Virtual College of Technology Open House as a classroom activity.
- 2) Recommend to counselors and teachers to designate one or more class periods to use the virtual open house as a career investigation/development activity.

### Counselors

- 1) Encourage teachers to read “Best Practices” information and use this Virtual College of Technology Open House as a classroom activity.
- 2) Recommend to teachers that they use the virtual open house as a career investigation/development activity

### Teachers

#### Prior to Event

- 1) Plan to do Virtual Open House (VOH), after you have had chance to thoroughly review the site and it feedback sheets in advance (e.g., if the entire site becomes active on a Monday, review the site, lesson plan, and recommended practices on Monday and/or Tuesday. Plan to designate it as a class activity later that week.  
[Note: Be sure to view Activity I- Welcome & Overview, including related feedback sheet; and view the program most closely related to what you teach in Activity II and related feedback sheet.]
- 2) Be sure all students in class have registered prior to the planned classroom VOH activity.
- 3) Review “Sample Virtual Open House Lesson Plan” and determine how to modify it adapt it for your class(es)
- 4) Plan class location that provides each student internet access.

#### Day of Event

- 5) Introduce Virtual Open House Activity
- 6) Lead all the students, as a class, through “Activity 1 - Event Welcome, Overview, and Instruction”
- 7) Have students complete online “Virtual Open House Overview Feedback Sheet” (5 questions) and submit.

(Cont-)

- 8) **Lead all the students, as a class, through the program area most closely associated with** the class they are in. View all 7 different components of the program. Complete the online [Program] Feedback Sheet (15 questions) and submit. Students can toggle between “Investigate” and “Complete Feedback Sheet” after each of the 7 components. .If necessary, students may go back and review program materials to complete the feedback sheet questions.
- 9) **Assign students to review a minimum of four (4) additional programs areas.** They should complete and submit related feedback sheets to document their activity. These may be programs they have some interest in investigating, or programs they want to investigate for a friend or relative.

**[Note: Possible Extra Credit.** Student may be assigned to investigate additional programs (beyond the first five investigated) and submit feedback sheets. This can be done outside of class.]

- 10) **As a class or outside of class, have students review Activity 3 - “Information Station” materials.** Complete “Virtual Open House Information Station Feedback Sheet” (20 questions) and submit.
- 11) **Activity 4 – Awards, Rewards (Door Prizes) and Next Steps [Optional Viewing March 12<sup>th</sup>]**
  - 1) **Video recording of “Awards and Rewards” announcement of door prize winners and award recipients will be posted on website under Activity 4.**
  - 2) **Next Steps –special events, websites, tour opportunities, etc., will be posted**

## **Survey for Follow-up and Feedback**

You and your students will be receiving the Pittsburg State University College of Technology Virtual Open House, shortly after the conclusion of the virtual open house. Please respond to the follow-up survey, so we can improve it and make it an even better learning experience for your students.  
– Thank You

## Perspectives of Award Recipients

At the conclusion of the Fall 2020 Virtual College of Technology Open House and Career Expo, PSU representatives evaluated the data and student feedback sheets to determine level of quality participation by students from various institutions. In total there were **529 student participants** representing **31 institutions**, from **six states** and **four countries**. After careful review of the feedback sheets and data, two schools emerged in terms of quality participation by students. These teachers and teachers are recognized with the Fall 2020 Virtual Open House Outstanding Participation Awards:

Outstanding School Participation Award: <small>(less than 1000 10,11,12 Grade Students)</small>	St Mary's-Colgan High School (Pittsburg, Kansas)
Outstanding Teaching Award:	Brian O'Neill
Outstanding School Participation Award: <small>(more than 1000 10,11,12 Grade Students)</small>	Har-Ber High School (Springdale, Arkansas)
Outstanding Teaching Award:	Greg Simpson

To gain insights as to how these award winning teachers and their students achieved this level of participation success, Brian O'Neill and Greg Simpson were interviewed to obtain their perspectives. The following is a summary of key points gleaned from the interviews:

1. Both teachers read the "Lesson Plan" and "Best Practices" documents prior to the event and adapted the lesson plan to their particular classes.
2. At St. Mary's – Colgan High School, a **"Career Presentation Day" was held prior to launching of the Virtual Open House**. The **Virtual Open House was used as a career activity in the Technology Education classes**. It was **made an integral part of the class** being taught. The lesson plan and recommended schedule was followed. Brian noted the following:
  - a. In first class, teacher introduced the "Virtual Open House" lesson and activity per the lesson plan.
  - b. The class did Activity 1 together, and students independently completed feedback sheet.
  - c. For Activity 2, the teacher and students investigated AMMT together, since the class was associated with Wood Technology. Students completed feedback sheets independently and submitted them at the conclusion of the investigation.
  - d. As part of the Career Investigation unit, the students were assigned to investigate remaining programs in Activity 2 and Activity 3. Over a two week period, students completed their investigations
3. A key to success was **students having access to laptops** (e.g., Chromebook) to **complete investigations and feedback sheets on their own time**.
4. Comment: "Students really enjoyed seeing college students doing demonstrations and talking about the programs, etc."
5. At Har-Ber High School, Greg **adapted the "Lesson Plan" provided to the CNC and Skills classes** he was teaching.
  - a. Again, Activity 1 and Activity 2 investigation of program associated with class was done together in class with students completing feedback sheets independently.
  - b. Students were assigned to investigate a minimum of two additional programs in Activity 2 and complete Activity 3.
6. **Another key to success was "Expectation and Accountability" -----Greg shared that students were told, "I'm expecting you [students] to do a good job [answering these feedback sheets]. I'll be looking at what you submit and so will people at Pitt State."**

**In summary**, the following are recommended:

1. Review the "Lesson Plan" and "Best Practices" prior to sharing Virtual Open House with students.
2. Adapt lesson plan to the class or classes you are teaching.
3. Incorporate the "Virtual Open House" into an actual class. Use it as a class activity in at least one class.
4. Do Activity 1 and investigate one program (most closely identified with class being taught) in Activity 2 together in a class. Feedback sheets should be completed independently.
5. Students should have personal access to computers (preferably each have laptops) to complete feedback sheets.
6. Assign students to complete investigations and Activity 3. Information Station on their own.
7. **Expectation and Accountability. Let students know they are expected to do a good job, and that their feedback sheets will be reviewed** by you the teacher, as well as PSU representatives.

Note: **Added Incentive**. **Students submitting completed, quality feedback sheets will be eligible for door prizes**, etc. These completed feedback sheets are also used for determining awards (e.g., "Outstanding School Participation Award").

