Event Confirmation Letter

Teacher: Libby Kendrick
School: Taft Middle School
5200 E Avenue NW
Cedar Rapids, Iowa 52405
Phone: 319-558-3785 Email: lkendrick@cr.k12.ia.us
Number of Students: ~30 Grade: 7th

Business Contact: Mark Morgan
Business: Foster's Heating and Air Conditioning
1040 East Post Rd.
Marion, IA 52302
Phone: 319-377-6323 Email: mark@fostersheatingandair.com
Date: September 8, 2006 Time: 1:12-2:50 (2 classes)
Event: Panel Speakers

The Workplace Learning Connection Contact Person is:
Jennie Ocken jocken@kirkwood.edu

This will be a panel on a variety of careers that take different kinds and amounts of post secondary training (4 year degree, 2 year degree, trade school, training).

Remember to gear your talk to 12-13 year olds and bring a tool of your trade to share with the students. Explain what education or training you had for your job and what a typical work day is like. Also please relate school subjectssion (math, reading, computer skills) and the importance of teamwork to your job. More speaker tips can be found at (http://www.kirkwood.edu/site/index.php?d=127&p=2010&t=2).