

**Lesson Plan**  
Cyber Career Center  
(CCC)

**Facilitator**  
Heidi

**Partners/Teams**  
Mathew & Mary  
Rebekah & Stephanie  
Shannon & Jonathan  
Ayana & Patrick  
Jen & Patricia

**Topic** – Introduction to the Cyber Career Center

**Summary** – Overview of the Cyber Career Center, including handling walk-in and distance students/alumni, CCC tools/resources, CCC equipment, etc.

**Objectives (what will they be able to do?)**

- Identify purpose of the Cyber Career Center
- Set up Sametime meeting room for webinar/resume review
- Use Instant Career Messaging from student and Cyber Coach side
- Demonstrate how to complete Cyber Center Log entries, and update statistics
- Identify ways in which the CMC offers career services at a distance

**Prerequisite** – Midas Account, Send links to shared CCC email

**Format** – Discussion, Hands on w/partners

**Guidelines** – Pair senior and new together. Senior will demo from admin side, new log-in for student perspective and then switch roles.

**Materials** - Cyber Center Protocol, Intranet, Sametime

**Ice Breaker** – Discuss: Have you ever taken an online class – how was it – likes/dislikes – Feel connected?

**Opening Statements**

- Staying Connected
  - Distance students
  - Alumni

**Challenge (warm up/engagement)**

- Scenario

**Agenda (sequence/advanced organizer)**

A “Typical” Day

- Log in to Novell and ICM
- Check Cyber Log (go over how to log an entry)/calendar
- Check shared email
- Statistics (how to enter email/ICM contacts)
- Go over project to do list
- Handling walk-in students
- Sametime

**Practice/Reinforcement**

- Log on to ICM as a student and Cyber Coach
- Set up Sametime meeting room for webinar/resume review
- Enter Stats from email/ICM

**Formative Assessment**

- Complete Cyber Log entry for the day

**Supervisor Time**

- Discuss how the Cyber Career Center fits in with your specific college
  - How to incorporate CCC projects/tools/resources
  - Conduct a Sametime meeting with supervisor

**Wrap up/Review**

- Email case study for everyone – within 1<sup>st</sup> week of semester

**Scheduled**

Thursday  
Aug. 24