



MPPPC

Manitoba Public Post-Secondary Cooperative

Guide to Planning Your Post-Secondary Education (PSE) Visit

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1. A Successful Post-Secondary Education Visit

Thank you for hosting the MPPC at your high school. Often counsellors and principals ask MPPC members about guidelines for a successful Post-Secondary Education Visit. From our experience, students from Grades 10-12 benefit the most from the format listed below, particularly if they have worked with their teachers or guidance counsellors to prepare some questions in advance. We understand the amount of time and work involved in preparing for such an event, so we have included guidelines to assist you. In addition, a member of MPPC will be your regional tour coordinator and will work with you on behalf of the group. Your MPPC Coordinator is your contact and resource should you have any questions.

Suggested PSE visit format:

- Presentations and/or booths: Limit of two 45 minute presentations for each institution. After presentations, have a booth set up for 15-20 minutes (for students to meet with other reps). If needed, presenters can stay in their presentation rooms.
- Grade level: Presentations for Grades 11 to 12 and/or display booths for Grades 9 to 12.

2. Planning Checklists
 - a. Pre-event

- Prepare students in advance for the day. We find that students get more value out of the day if they have developed some individual questions.
- Have students sign-up for presentations in advance to determine seating and room allocation. Please make use of the provided signup sheets, which include descriptions of each institution.
- In the event that an institution has a small number of students sign up for their presentations, we ask that you provide that institution with a quiet space to meet with those students.
- Each institution presenting will need a white board or screen, table for equipment and an electrical outlet.
- Please have a supervisor assigned to each presentation who can remain in the room for the duration of the presentation. This is necessary to ensure a smooth presentation, taking disciplinary action when needed and controlling appropriate seating arrangements, especially for large groups.
- Please have a separate presentation room for each presenter. As a result of poor sound quality, gym presentations should be avoided.
- We appreciate if you are able to have student leaders who can help organize the event, show MPPC representatives where rooms are located, help carry display material and answer questions.
- Locate all the display booths in one common area, usually a gymnasium or lobby. Please ensure there is adequate space for the displays, a 6 or 8 foot table and seating for MPPC representatives.
- Please provide a table or box for institutions to drop off print materials for visiting counsellors to pick up and take back to their respective schools.

b. Post-event

- Your MPPC Regional Coordinator who assisted in planning your PSE Visit will contact you to debrief your PSE visit and talk about event recommendations for the following year.

3. Considerations

1. If possible, keep the day *focused on public post-secondary education opportunities*. When Post-Secondary Education Visits and Career Days are combined, there generally are too many presenters. Students feel overwhelmed and confused about where to go, and they find it difficult to switch focus back and forth.
2. *Display booths will be set up before the presentations begin and will be open for the duration of the visit*. When MPPC members are not in presentations, they will be available at their booth. This allows students to attend sessions *and* visit the booths of other representatives.
3. MPPC representatives are prepared to answer questions about their own institutional programs and requirements but we *prefer to avoid scripted questions on specific careers*. For example, questions relating to salary, job satisfaction, specific market information and room for advancement are all areas that fall outside the mandate of the MPPC.
4. Often schools may have limited space and gymnasiums must be used for information sessions. *Please ensure that the student capacity remains manageable in gymnasiums used for presentations*. Sounds tend to carry in these venues and it can become very difficult for representatives to present.

4. MPPC Members

The MPPC has two types of member – full and affiliate.

Full Members

All full members will be in attendance at your PSE Visit. Full members of the MPPC include:

- Assiniboine Community College
- Booth University College
- Brandon University
- Canadian Mennonite University
- Providence College
- Red River College
- University of Manitoba
- University of Winnipeg
- Winnipeg Technical College

Affiliate Members

Your school may choose to invite our affiliate members to your PSE Visit. Affiliate members of the MPPC include:

- College Universitaire de St. Boniface
- Steinbach Bible College
- University College of the North

Please visit www.mppc.ca for more information for counsellors, including information on each institution, unique programs, open house dates, career symposiums, etc.