



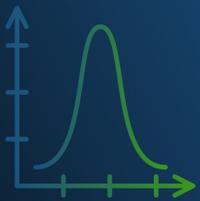
STEM Careers
Coalition™

GRADES
9-12



Companion Guide

NETWORKING & PROFESSIONALISM MODULE





NETWORKING & PROFESSIONALISM MODULE

1. WHAT CAN YOU EXPECT IN THE NETWORKING & PROFESSIONALISM MODULE?

“Networking & Professionalism” is an e-learning module for students to discover the practice of networking for future educational and career opportunities. Students will examine the benefits of networking, how to grow and leverage their professional network, and best practices of professional conduct.

This e-learning module will help inspire and motivate your students to focus on building their professional network while in high school and throughout the rest of their careers.

Module Objectives: At the end of the module, the student should be able to:

- Explain professional networking
- Describe ways to build, sustain, and leverage a professional network
- Identify professional conduct basics and how they impact networking

Educators can apply the module objectives with school or district goals, such as literacy, culturally responsive instruction, career and college readiness, work-based learning, or cooperative and collaborative classroom structures across disciplines.

Module Overview

Module Section	Key Points
Introduction	<ul style="list-style-type: none"> • Introduce the concept of networking and professionalism
Introduce the concept of networking and professionalism	<ul style="list-style-type: none"> • The definition of networking and professionalism • The impact of networking and professionalism in career progression • How to identify a professional network
How can you develop and grow your network?	<ul style="list-style-type: none"> • Strategies to develop and grow a professional network • Actionable steps to conduct an informational interview with a new contact
How can professionalism impact networking?	<ul style="list-style-type: none"> • Professionalism has an impact on networking success • Professionalism basics and best practices for social media
Summary & resources	<ul style="list-style-type: none"> • Review of learning objectives and additional resources

2. POST MODULE ACTIVITIES

Professional Network Audit

Have students use the Professional Network Audit in pages X of this companion guide, to give students the opportunity to reflect on their current network. Consider creating a spreadsheet for the students to enter this information. Have students include the contact information for their network after submitting the assignment for privacy purposes.

Professional Interview Pitch:

After conducting the professional network audit, have students write a professional email with their “pitch.” They can use this pitch to grow their network by connection with new contacts. An additional work-based learning activity would be to have students get feedback on their pitch from friends, family, and/or teachers.

Think-Pair-Share Activity

After conducting the professional network audit and creating their “pitch,” have students participate in a think-pair-share exercise. Explain to the class that you will share some discussion questions for them to discuss and share their findings with the class. Present the discussions questions below and have students write down their answers. Pair students in small groups and give them 5-10 minutes to discuss their thoughts. Afterwards, have the groups share their finding with the class.

- What type of people do you want to add to your network?
- How often should you conduct a professional network audit?
- What are some characteristics of professionalism for high school students?

3. REFERENCES

- 2021. Informational Interviews Student Resources. Retrieved from: <https://naf.org/topic/career-readiness/career-readiness-skills/informational-interviews>.
- 2021. 10 Tips for Building a Network for Beginners. Retrieved from: <https://www.indeed.com/career-advice/career-development/build-a-network>.

Instructions: Take a moment to think about the people in your life. Identify those that would be helpful in your future career and collegiate goals. Be sure to consider family members, neighbors, friends and their families, teachers, coaches, religious groups, community members, and part-time job supervisors.

Name	How you know them	Notes	Contact Information
Ex.: Mr. Gonzales	Math teacher	Went to one of my top 3 colleges	555-555-5555 name@email.com
Ex.: Ms. Smith	Neighbor	A financial analyst and I'm interested in learning about that career	555-555-5555 name@email.com

Keep this list in a place you can quickly access like a spreadsheet or Google doc.

Professional Interview Pitch

Instructions: Grow your network by conducting informational interviews with new contacts. Introduce yourself via email with a “pitch” that ends in a request for an interview. The pitch should include:

- who you are
- how you got their information and who you know in common
- what your goals are
- why you want to connect with them

Use the section below to write your first draft in email format.

Hello *Name*,

Thank you in advance,

Your name

Once you have a final version of the pitch, be sure to get feedback from friends, family and/or teachers. Practice you pitch out loud a few times so you can easily recall it if you serendipitously meet someone. Then you will be ready to network with others. Use the [NAF Informational Interview Student Planning](#) guide to assist in preparing for the interview.