

Workplace Tour Fact Sheet

Workplace Tour

A Workplace Tour is a highly-structured Career Awareness activity in which students visit a workplace, learn about the business, meet employees, ask questions and observe work in progress.

More than a simple field trip or site visit, a Workplace Tour is designed and structured to meet specific learning outcomes, be educationally rich, and build awareness of the business, its industry sector, its role in the economy and the career options it provides.

A Workplace Tour involves preparation and follow-up in the classroom, including research and reflection by students. Tours generally last between an hour-and-a-half to two hours.

Workplace Tours are designed to ...

- ✓ Provide exposure to the industry sector, potential career opportunities and jobs.
- ✓ Build occupational knowledge.
- ✓ Build an understanding of the education and training needed for entry into careers in the industry.
- ✓ Foster an understanding of the business's workforce and its contributions to the community.

Workplace Tours are structured to ...

- ✓ Enhance workplace knowledge and build career awareness.
- ✓ Illustrate how key academic concepts are applied in the real world.
- ✓ Offer students a chance to ask questions and observe work in progress.
- ✓ Promote student interaction with professional adults.

Workplace Tours are supported by ...

- ✓ Student preparation and follow-up in the classroom.
- ✓ Research on the industry, the careers it offers and the hosting company.
- ✓ Support for employer partners in delivering an engaging and interactive tour.
- ✓ Opportunities to reflect upon the experience verbally and in writing.

Workplace Tours are connected to ...

- ✓ Classroom learning and preparation.
- ✓ Individual career development/training plans.
- ✓ A sequence of educational, training and workplace activities.
- ✓ The student's next step, by intentionally sequencing with future work-based or career-related classroom experiences.

Workplace Tours are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in the Los Angeles/Orange County Regional Consortium.

Workplace Tour Support Materials

Checklists, Tip Sheets and Fact Sheets

- ✓ Coordinator Workplace Tour Checklist
- ✓ Student Workplace Tour Checklist
- ✓ Faculty Workplace Tour Tip Sheet
- ✓ Employer Workplace Tour Tip Sheet
- ✓ Employer Workplace Tour Fact Sheet

Implementation Tools

- ✓ Workplace Tour Research Activity
- ✓ Workplace Tour Student Reflection Worksheet