

Faculty Work Experience Tip Sheet

Work Experiences are designed to ...

- ✓ Promote hands-on, real-world experience in a field of interest.
- ✓ Provide productive value for the employer.
- ✓ Offer opportunities to develop, practice and demonstrate employability skills.
- ✓ Build occupational knowledge.
- ✓ Create awareness of the education needed to be successful in the industry.

Before the Work Experience ...

- ✓ Review the Work Experience Fact Sheet and this tip sheet.
- ✓ Assess how the work experience can support classroom activities and help meet curriculum goals.
- ✓ Have each student
 - Identify learning objectives for the job with the student(s) and record in the WBL Plan
 - Research the job, the host company and the careers it offers.
 - Find out if certain dress or safety gear is required
- ✓ Distribute and collect any required forms.

During the Work Experience ...

- ✓ Design and coordinate concurrent learning activities in the classroom, so the work experience is not an isolated activity but is connected to academic learning.
- ✓ Provide opportunities for students to reflect on the experience in the classroom, both verbally and in writing.

After the Work Experience ...

- ✓ Continue to provide reflection activities for students and help them make the connection between what they're learning and the workplace.
- ✓ Help the student(s) update their resumes and think about any next steps they would like to take to further their career goals.
- ✓ Assess and document the impact and value of the work experience and discuss the completed worksite supervisor evaluation with the student(s).
- ✓ Work with the coordinator and utilize employer, faculty and student feedback to improve future work experiences. (Use the WBL Activity Evaluation.)

Go deeper

- ✓ Make the work experience part of a project and have the student(s) prepare and deliver a presentation to others at your college about the host company.

The Classroom Connection: Preparation and Reflection

Before the Work Experience:

Set the student(s) up for success by having them:

- ✓ Research the job, company and industry of the employer.
- ✓ Discuss how the work experience can help them meet learning objectives.

After the Work Experience:

- ✓ Spark student reflection with an activity.
- ✓ Ask, "What new things did you learn from this job and what skills did you acquire?"
- ✓ See if they want to find out more or explore different jobs and careers in the employer's industry.