

## Faculty Workplace Tour Tip Sheet

### 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.

### Before the Workplace Tour ...

- ✓ Review the Workplace Tour Fact Sheet and assess how a tour can support classroom activities and help meet curriculum goals.
- ✓ Review the plan for the tour with the coordinator and decide where you can be helpful.
- ✓ Identify and document desired student learning objectives.
- ✓ Discuss expectations for the tour with students and point out what they might learn from it.
- ✓ Have students research the employer and prepare at least three meaningful questions to ask during the tour. What do they want to know about the company and the industry?

#### The Classroom Connection: Preparation and Reflection

Support students in recognizing the curriculum connection.

Structure a reflection activity based on a "What? So what? Now what?" format.

### During the Workplace Tour ...

- ✓ Attend the tour and work with the tour coordinator to support aspects of the tour.
- ✓ Support the employer by making sure students are attentive, polite and engaged.
- ✓ Help connect what you see at the workplace with classroom topics.

### After the Workplace Tour ...

- ✓ Provide individual and group reflection activities for students. Help them make the connection between the classroom and the workplace.
- ✓ Support students in determining their next steps in learning about careers.
- ✓ Provide feedback to help assess the impact and value of the tour.
- ✓ Document and archive information about the tour.
- ✓ Have students write thank-you notes to the employer partner.
- ✓ Suggest students share a post about the day via social media, tagging the company in posts.

### Go Deeper

- ✓ Guide students through a comparison of the culture and style of the workplace with others they have observed, including behavioral and communication expectations.
- ✓ Make the tour part of a project and have students prepare and deliver a presentation to others at the college about the company.
- ✓ Take pictures from the tour and provide them to the company for their website or newsletter. Ensure you have signed releases for all photos.
- ✓ Publicize the tour and business by placing a story in the local newspaper or posting on the college website.