

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.