

Workplace Tour Guide

Introduction

This Workplace Tour Guide is designed to help develop workplace tours that work for students, employers, and teachers. It is part of the Work-Based Learning Toolkit developed for NYS P-TECH that provides quality approaches and strategies to create high-quality, safe and legal Workplace Learning experiences for P-TECH students.

Workplace Tours Overview

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 is conducted at a workplace for small groups of students and involves preparation and follow-up in the classroom, including research and reflection by students.

Workplace Tours are designed to:

- Provide exposure to potential careers and jobs
- Build occupational knowledge
- Build knowledge about the education and training needed for entry into the industry
- Create awareness of the business's role in the community, as well as its functions, processes and products
- Foster an understanding of the business's workforce and its contributions to the community

A Workplace Tour is a prime example of the benefits to students, employers, teachers and schools described in section one of this toolkit. While Workplace Tours are part of the continuum of authentic Workplace Learning experiences provided to every student, not all P-TECH employer partners need to provide Workplace Tours.

The Importance of Structured Activity

All Workplace Tours should include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched student learning. Proper planning and preparation, attention to legal and safety details, maximization of learning potential, and communication and support for the student and industry host will help ensure success.

Workplace Tour Support Materials

Tip sheets and checklists for P-TECH coordinators, employer partners, and students and teachers are provided in this toolkit to help design, structure and support Workplace Tours to maximize student learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of this toolset, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

Tip Sheets and Fact Sheets

Coordinator Tip Sheet: Workplace Tour Success Factors

A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing Workplace Tours

Teacher Tip sheet: Workplace Tours Success Factors

A tip sheet to help teachers connect the Workplace Tour to the classroom

Student Tip Sheet: Workplace Tour Success Factors

A tip sheet to help students get the most out of the Workplace Tour experience

Employer Tip Sheet: Workplace Tour Success Factors

A tip sheet for participating employers

- *What's my role in the Workplace Tour?*
- *How do I get matched up?*
- *What should I talk about?*
- *How does this work?*

Employer Fact Sheet: Workplace Tour

A fact sheet that describes what's involved in a company providing a Workplace Tour