



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 New York City schools.



Workplace Tour Support Materials

Checklists, Tip Sheets and Fact Sheets

- WBL Coordinator Workplace Tour Checklist
- Student Workplace Tour Checklist
- Teacher Workplace Tour Tip Sheet
- Employer Workplace Tour Tip Sheet
- Employer Workplace Tour Fact Sheet

Required Forms and Documents

- WBL Travel and Media Consent Form
- Employability Skills Profile

Implementation Tools

- Workplace Tour Research Activity
- Workplace Tour Student Reflection

Tips for Success

Effective Workplace Tours include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- Engage in proper planning and preparation.
- Address safety, legal and logistical details.
- Communicate with all parties.
- Maximize learning potential.
- Focus on building awareness.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Workplace Tours and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.