

## Teacher Work Experience Tip Sheet

Note: If you're coordinating a work experience, have a look at the Coordinator Work Experience Checklist.

### 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.
- Identify learning objectives for the job with the student(s) and record in the WBL Plan. excitement for the work experience.
- Have students research the job, the host company and the careers it offers.
- Find out if certain dress or safety gear is required and communicate any requirements to the student(s).
- 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 his or her Resume' and Employability Skills Profile 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, teacher 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 school 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 further explore different jobs and careers in the employer's industry.