



## Teacher Site Visit Tip Sheet

Note: If you are coordinating the tour, have a look at the School Coordinator Site Visit Checklist.

### Site Visits are Designed to:

- Provide exposure to the industry sector, potential career opportunities, and jobs.
- Expand 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 Site Visit

- Review the Site Visit 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 determine 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?
- Collect signed permission forms.

### During the Site Visit

- 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 Site Visit

- Provide individual and group reflection activities for students. Help them make the connection between the classroom and the workplace.
- Support students in updating their Career Portfolio and 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.

## 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 your school 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 school website.