**Business Tour Tip Sheet - Teacher**

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**

❒ **R**eview 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.