



TOOLS

Teacher Checklist for Workplace Tour Development

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful tour.

Before the Workplace Tour

- Review the **Workplace Tour Fact Sheet**.
- Assess how a workplace tour can support your teaching and curriculum goals.
- Select appropriate businesses for tours based on students' ICAPs and your course curriculum.
- Confirm logistics and make students aware of work place standards.
- Collect signed **Work-Based Learning Permission** forms.
- Prepare students to maximize their learning.
- Check with district to secure transportation and any procedures that need to be followed.

During the Workplace Tour

- Ensure that students receive instruction in workplace safety.
- Arrange for students to experience the tour in small groups.
- Expose students to **all aspects of the industry**.
- Arrange for students to speak to employees with different levels of responsibility.
- Prepare students to maximize their learning.

After the Workplace Tour

- Provide individual and group reflection exercises.
- Help students make the connection between academics and the workplace.
- Have students write thank-you notes to workplace host.
- Support students in determining the next step in learning about careers.
- Use employer and student feedback to inform continuous improvement.
- This experience along with the documentation could be used to document ICAP Work- Based Learning activities. Make sure to forward documentation to the ICAP coordinator.