



TOOLS

Seven Simple Guidelines

Guideline 1: Plan and Prepare for Successful Experiences

- Provide a thorough orientation for both students and workplace partners.
- Promote a shared understanding of the expectations of the experience.
- Coach students in setting personal goals and establishing learning objectives.
- Treat students as regular employees.

Guideline 2: Maximize Learning

- Expose students to all aspects of the industry.
- Make ties to the classroom.
- Involve students in setting expectations.
- Provide opportunities for reflection.
- Document and measure the learning.

Guideline 3: Provide Effective Supervision

- Provide an overview of the workplace.
- Conduct orientations, training and support sessions for supervisors in the workplace.
- Help the supervisor teach new skills.
- Encourage ongoing evaluation.
- Assist the supervisor with coaching students.

Guideline 4: Promote Safety

- Design experiences that work for students and the workplace and that meet safety standards.
- Provide training on legal, safety and health issues.
- Prepare students to be safety and health conscious.
- Promote and support a safe work environment.
- Train and supervise the student.

Guideline 5: Manage the Hours a Student is at the Worksite

- Develop a time management plan with students.
- Inform education and workplace partners about the appropriate hours for students.

Guideline 6: Pay When Required

- Determine if pay is required for the experience.
- Encourage payment of fair and comparable wages.

Guideline 7: Provide Ongoing Support

- Make regular visits to the workplace.
- Provide the communications link.
- Be a resource to the workplace.