



# TOOLS

## Student 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***

- Research the company or organization that you will visit.
- Assess how a workplace tour can support your ICAP goals.
- Find out how to dress and act appropriately at this particular workplace.
- Get **Work-Based Learning Permission** form signed.
- Turn in signed **Work-Based Learning Permission** form.
- Develop questions with teacher about the work, career opportunities and connections to academics at this workplace.

### ***During the Workplace Tour***

- Pay close attention to safety issues at the workplace.
- Know your prearranged small groups to experience the most of tour.
- Think about what you need to know to determine if careers in this industry are for you.
- Listen carefully as other students are asking questions so as not to repeat questions.
- Prepare to maximize your learning by listening and learning from tour guide. Take notes to document experience.

### ***After the Workplace Tour***

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the workplace tour.
- Write thank you-notes to workplace host. Electronic methods are acceptable.
- Discuss the next step in learning about careers.
- Complete a **Work-Based Learning Program Evaluation**.