

Educator Industry Tour Template

CEW Standards:	13.1.11 A, B, C, E, F, H, 12.2.11.C
Recommended length:	Approximately 1.5 hours, defer to host employer if more or less time is needed
Recommended frequency:	Four - Five times per year; one for each career pathway of focus
Recommended grade levels:	9-12
Teacher Preparation:	<p><u>Before the Tour:</u></p> <p><u>Employer Research:</u></p> <ul style="list-style-type: none"> ○ Make sure students have access to personal Career Plans ○ Design the reflection/artifact component for student completion after the tour ○ Research the company and determine what career pathways/academic preparation aligns to the industry <p><u>Logistics:</u></p> <ul style="list-style-type: none"> ○ Address where tour will take place ○ Obtain proper permission from Administration for tour ○ Obtain all permission slips ○ Touch base with host for tour specifics regarding size of group ○ Notify media, <u>if permitted by employer and school</u> ○ Secure transportation. <p style="padding-left: 40px;">What time may students leave the school?</p> <p style="padding-left: 40px;">What time must students be back?</p> <ul style="list-style-type: none"> ○ Determine start time and end time of tour with employer. Ideally each tour should be approximately 1.5 hours. Defer to employer. ○ Where will the transportation provided enter the company parking lot? <p style="padding-left: 40px;">Where will it park while tour takes place?</p> <ul style="list-style-type: none"> ○ What are the expectations for dress/attire/safety?

- Is there anything that can be communicated to students in advance to set them up for success, e.g., safety considerations, sound levels, etc.?

In collaboration with employer to determine tour content:

- Confirm location address where tour will take place
- Are photos permitted?
- Consider “wow” factor that students may like to see, touch or taste.
- How will students get to know the company and what it does? What engagement strategies can be used to gain the interest of students and keep them engaged?
- Share what company does, and ideal employee traits, which could include:
 - On Time
 - Drug free
 - Responsible
 - Team player
 - Respectful
 - Etc.
- Share how students can prepare for roles in this industry. Consider asking employees to comment during the tour:
 - Education
 - Skill set commonly needed to perform job well
 - What to expect in the job
 - What they like about the job, etc.
- Help connect what teachers teach in the classroom to technical skills needed on the job
- Share benefits of joining the company, e.g., tuition reimbursements, official On the Job Training programs, apprenticeship programs, entry level salaries and the range for multiple positions, highlights of benefits packages, etc.
- Is there a place where students and employee(s) can meet at the end of the tour for structured Q & A?
- Will any refreshments or food be provided by the employer? Is there a place available for students to eat lunch if the timing call for it?

	<p><u>During the Tour:</u></p> <ul style="list-style-type: none"> ○ Make proper Introductions ○ Remind students of expectations during the tour ○ Orient for bathrooms ○ Monitor Class ○ Take pictures, if allowed ○ Encourage questions and interaction <hr/> <p><u>After the Tour:</u></p> <ul style="list-style-type: none"> ○ Hold class open discussion on highlights of the tour ○ Review career pathways/academic preparation alignments to the industry in various roles ○ Have students revisit personal “Career Plan” to identify how this industry tour aligned with personal career goals. Compare the comments recorded prior to the tour ○ Have students complete any additional reflections or artifacts prepared for the tour ○ Notify media, <u>if permitted by employer and school</u> ○ Write thank you note to host and encourage/require students to write personal thank you notes with any specific impact the tour had on their career planning/interests ○ Complete survey or feedback tool from employer. Identify what went well and what could be improved for subsequent tours with this company.
<p>Student Expectations</p>	<p><u>Before the Tour:</u></p> <ul style="list-style-type: none"> ○ Revisit personal “Career Plan” and identify how this industry tour may align with personal career goals ○ Teacher driven review of industry and aligned, academic career pathway ○ Research company to be toured to include: web-site, posted vacancies, invite speaker from company to share overview with class virtually (15 min.), etc. ○ Compose three questions about the company, specifics related to posted vacancies or skills/academic preparation while touring <hr/> <p><u>During the Tour:</u></p> <ul style="list-style-type: none"> ○ Observe what company does ○ Observe what various employees do and their environments for various roles ○ Consider whether this type of work environment and careers offered are of interest ○ Actively engage in conversation/Q & A with host ○ Ask at least one prepared question if time permits

After the Tour:

- Revisit personal “Career Plan” and identify how this industry tour aligned with personal career goals. Compare the comments recorded prior to the tour
- Write personal thank you notes with any specific impact the tour had on their career planning/interests
- Complete any artifact(s) per teacher direction
- If career is of interest, consider next steps (job shadow, internship, research other companies within industry, research academic/ credentials needed, etc.)