

What is a Workplace Tour?

A Workplace Tour is a career awareness activity in which students visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. It is conducted at a worksite for small groups of students and should involve preparation and research in the classroom.

Workplace tours are designed to promote:

- Exposure to careers and jobs
- Building occupational knowledge.

Success Factors

- Arrange tours for small groups.
- Have students prepare questions in advance.
- Prepare students for the work environment.
- Identify the education or training required and skills needed for various occupations.
- Have students reflect on the occupations they would enjoy the most or least.

Key Legal, Safety & Health Issues

- Relevant company safety and health rules should be reviewed with students.
- School-sponsored workplace tours similar to fieldtrips. School district policies regarding transportation, liability insurance and workers' compensation coverage apply.
- Students and teachers participating in workplace tours should receive relevant safety instruction and gear (e.g., eye goggles, hard hat, gloves.)

All Work-Based Learning Experiences Should:

- Be developmentally appropriate
- Include an orientation for all parties
- Identify learning objectives
- Link to the student's next step
- Explore all aspects of the industry
- Be documented and recorded
- Assess student performance
- Provide opportunities for reflection
- Comply with state and federal labor laws