**Planning a Worksite Tour/Field Trip**

Worksite Tours

Planning a worksite tour or field trip is a great activity for students exploring careers of interest. Keep in mind that organizing and implementing a worksite tour requires communication, collaboration, and providing support and guidance to the business. Below you will find an outline of the major components to consider when coordinating a worksite tour or field trip.

1. **Identify the rules and regulations of the school district for off-site excursions**
   * Inquire each year if any of the policies have changed or been modified
   * Ensure the safety of the students is by far the most important consideration
   * Be aware of time constraints regarding requests for off-site excursions and the support staff required for the event
2. **Discuss with school personnel the best days and times for students to be off-campus**
   * Set up early in the planning process to avoid conflicts with other school activities
   * Identify two or three available dates to discuss with the business for the tour
3. **Identify businesses or companies willing to conduct worksite tours**
   * Utilize your contacts and connections
   * Determine whether there are natural resources within the community
     + Parents
     + Local Organizations: Lions Club, Rotary Club, etc.
     + Local Businesses: Chamber of Commerce, local chapters of federal agencies
4. **Coordinate the details of the visit with businesses**
   * Set up a pre-tour meeting to gain first-hand experience of the business and discuss the event.
   * Be clear about the objectives and vision for the tour and make sure the employers agree
     + Create a schedule for the visit
     + What types of information employers should share with the students
   * Seek any additional ideas or input the business has about what to include in the tour
   * Support the business in creating a plan for the tour
     + Explain that the students want to observe employees engaging in a typical workday such as:
       - How do they start their day, are there morning tasks and afternoon tasks?
       - How do they start their day and manage their time? Do they complete the same job every day? Or do their assignments change frequently?
       - How do they spend break time? What does a meal break look like?
       - How are group projects assigned?
     + Explain various job positions and employee roles within the company
     + Share format expectation: presentations, physical tour, question and answer portions
5. **Arrange for off-site transportation**
   * Can the school provide transportation?
   * Is public transportation available?
6. **Assist students in notifying teachers of their upcoming absence**
   * Plan in advance. Review policy for absences with students
   * Support students in developing a plan for class work that needs to be made up
   * Encourage responsibility and accountability with the students
7. **Obtain parent/guardian permission forms** 
   * Provide relevant information to parents
8. **Review and plan for the accommodations and medical needs of students** 
   * What can the business do to ensure accessibility?
   * What are the individualized needs of students who will be attending this tour?
   * Are there important sensory issues to be considered?
   * Is more support staff needed to ensure students’ needs are met?
9. **Assign students to worksite tours based on their career interests**

* Review students’ self-assessments or career interest surveys

1. **Prepare students for worksite tours**
   * Conduct background research on the business with students
   * Go over expectations
     + Schedule
     + Dress code
     + Behavior
     + Transportation
   * Brainstorm questions with the students to ask the business
2. **Follow-up to reinforce and connect the experience to academic content** 
   * Provide opportunities for reflection on experiences
     + Promote self-reflection and assess the experience
   * Create small projects using the information learned on the tour. Examples include:
     + PowerPoint or visual presentation on the highlights of the tour
     + Drawings of the business process
     + Infographic on the workplace and their key services
     + Research on local companies in the same industry