



Tool Kit Part 2

WORKPLACE TOURS

OVERVIEW

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 the workplace for small groups of students and **should involve preparation in the classroom, including research by the student. We are asking that the Discover Manufacturing Career Expo include structured activity before, during and after the experience.** These activities will help to ensure that all involved parties have meaningful, productive experiences that result in enriched student learning.

- *TEACHER CHECKLIST FOR WORKPLACE TOUR DEVELOPMENT*

Use this checklist as a quick reference to ensure you have completed all the steps needed to help make this a successful event.

Before the Workplace Tour

1. () It will be necessary to meet with the group of students that you select to administer a pre-test and to prepare them to maximize their learning. We know that this will be a challenge for some of our schools that do not have advisory periods or homeroom times. One idea that was suggested was a “Lunch and Learn” where students can meet with you over their lunch period to take the pre-test and receive instructions regarding the homework that they will need to complete prior to the event. To administer this online survey go to www.sravte.org on the drop down go to Manufacturing and complete the Survey Monkey Manufacturing Expo Pretest.

Administer the pre-test. Assure the students that it is OK if they do not know the answers to the questions that is why they will be participating in the event! Please be sure that each student has put his/her name and school on the pre-test.

2. () Once the pretest has been completed encourage the students to do some company research prior to their visit. There are websites and additional resources at the end of this Tool Kit.
3. () We are including a “sample” lesson plan in this toolkit that you can use if you would like.
4. () Work with appropriate personnel in your school to set up transportation to the Expo. **SRVTE and IVCC will reimburse the costs for subs and buses associated with the expo.** We will work with your school after the event to get the necessary paperwork for this.

Sample LESSON PLAN

Introduction – Inform the students that they have been chosen to participate in the 2016 Discover Manufacturing Career Expo and identify the company that they will be visiting. Inform them that they will be one of 400 students from 13 invited schools that have been selected to attend. If they participate in the event they will get the opportunity to win the grand prize of an iPhone 7 as well as other smaller prizes. Make sure they understand that they will be asked to do some homework and they will be responsible for completing some paperwork in order to participate in the event.

Talk to the students about ways that they can find out more about the company that they are going to visit (smart phones, internet, etc). Give students a worksheet that will help them to determine some pertinent information about the company. Be sure to inform students that there are many career opportunities available through these companies, not just the manufacturing process itself! See: “All Aspects of the Industry”

Information about “All Aspects of the Industry”:

<http://www.eed.state.ak.us/tls/cte/docs/curriculum/all-aspects-of-industry.pdf>

You may want to distribute the trip permission slips for your school at this time as well. Make sure the students know your expectations for when the worksheets and permission slips should be returned to you.

Company Research – Career Cruising – Use this site to complete the company research sheet.

Website: www.careercruising.com

To gain access to Career Cruising please use the username and password for your school:

This was sent in the email with this attachment

First you will set up a Portfolio

1. Setting up a Portfolio

What is a Career Portfolio?

Think of your career portfolio as your online filing cabinet. You can keep all of your information in it so it is VERY important to keep your username and password in a place where you can find it.

How to create your own personal Career Portfolio:

Under the words Career Cruising click on the drop down arrow that is to the right of Log In to My Plan. Click on (Create a New Account). Enter your information and then select your own Portfolio Username and Password so that only you can get into your portfolio. Write down your Portfolio Username and Password in a safe place in case you forget them.

2. Click CREATE My Plan

3. When the terms and conditions box appears check the box and click the submit button

Company Research Worksheet:

Once you have created your Portfolio using the Career Cruising page entitled Starved Rock Advantage. Click on Companies and find your assigned company and complete this worksheet:

Student Name:

Name of Company to be toured:

Address of Company to be toured:

Phone Number of Company to be toured:

What is manufactured at this company?

Write three sentences regarding specific company details.
(You will find the information under the Background Tab)

List 5 activities that this company provides.

(You will find the information under the Activities Tab)

Click on the Company Discussion Tab – this tab will connect you with a company representative.

Ask the question: Why do you enjoy your job?

ADDITIONAL RESOURCES:

Information about sponsors of the event and host sites:

LCN: www.allegion.com

Black Bros. Co: www.blackbros.com

Vactor: www.vactor.com

Carus Corp.: www.caruscorporation.com

James Hardie: www.jameshardie.com

Eakas: www.eakas.com

SABIC: www.sabic.com

Flint Hills: www.fhr.com

During the Workplace Tour

1. Please monitor your students to ensure that they are following all safety rules. We will be asking our host sites to cover necessary safety precautions at the beginning of the tour as well.
2. Help students to ask questions while they are on the tour. We want to ensure that students understand how these companies operate, what they produce and how they impact their community.

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

1. Have your students complete the post-test as soon as possible after the event. **We would like all posttests to be completed by 5 pm October 31, 2016. To complete the posttest go to ncrbc.net. The completion of this post-test will determine winners of some prizes, so it is very important that the student puts his/her first and last name and also his/her school.** Because SRAVTE grant funds to support this activity, it is extremely important that we collect this data!
2. Have the students write a thank-you to your host manufacturing site.
3. Help students make the connection between academics and the workplace. Talk about the specific math and communication skills that they saw while they were on the visit or their tour guides discussed with them.
4. Support students in determining the next step in learning about careers in which they now may have developed an interest. Please contact Jeanette or Dwayne at the SRAVTE office or Susan Monroe at IVCC to get more information about Programs of Study that may be helpful for the students.

Note: Approximately one week before the event. Talk to the students about the importance of following safety procedures when they are on the tours. Remind them that they need to dress appropriately (long pants, closed-toe shoes...NO HIGH HEELS!). Safety glasses and ear protection will be provided by the host sites.

This is also the time to stress the importance of making a positive impression of their school with these local manufacturers. These are the people that they may be working for in the near future (or that some of their parents and relatives are currently working for!) and it is important that they make a good impression!

Talk to the students about ways that make a good impression: eye contact, asking questions, etc. Help students to develop some good questions. You might even want to “assign” students to ask questions.

Some good ones might include..."What types of math, reading and writing do you use regularly to perform your job?"

FINAL REMINDERS:

Make sure students know where they are to report the morning of the Expo.

Students need to dress appropriately (long pants and close-toed shoes, NO HIGH HEELS)

Students should have some "general questions" to ask at the worksite tour

Information about the Expo:

www.ncrbc.net

Information about Programs of Study:

IVCC: www.ivcc.edu/cte

Additional Activities

Go to the SRAVTE website – www.sravte.org and click on CTE links, scroll down the page and click on Inspire. This will give you a complete lesson using Career Cruising /Starved Rock Advantage.