

Workplace Tour

Commitment

Role	Commitment
Student	One day or less
Educator	One day or less
Employer	One day or less

Arrangement Information

What

Workplace tours are a highly structured career awareness experience in which students visit a workplace, learn about the business, meet employees, ask questions, and observe work in progress. These tours can take place in person or virtually. Ideally, tours are conducted with small groups of students and educators to allow for ample engagement. These experiences go beyond typical field trips by incorporating explicit student preparation, student interactions with industry professionals during the tour, and student reflections afterward.

When

Workplace tours are usually early career awareness activities for students, occurring during the elementary or middle grades, to expose students to multiple careers across a range of industries. At the high school level, workplace tours may connect to a specific curriculum related to workplace skills or an academic or technical subject. While the focus at all grade levels is on exposure to specific workplaces and employers, high school students benefit from more in-depth discussion of potential careers and the education and skills required for them.

Time Commitment

Workplace tours can range in time from an hour or two to a full day, depending on the complexity of the workplace and the time the employer is willing to offer. While the experience itself may be relatively short, educators, students, and employers should spend ample time preparing for the tours. Educators should ensure that students are prepared to engage in discussions with professionals in the workplace, while employers should ensure that staff are prepared to engage with students and to follow any necessary

safety precautions. During and after the experience, students' observations of the workplace should be guided and documented through structured reflection activities.

Benefits

For **students**, workplace tours provide an opportunity to learn about careers that are available within a particular organization and to observe the work performed by professionals in those roles. These experiences can help students connect classroom learning to real-world applications and gain a better understanding of workplace environments. During a workplace tour, students primarily observe, listen to employees, ask questions, and explore potential career opportunities. Workplace tours can help students identify areas of interest and inform their participation in future career awareness and exploration activities, as well as their education and career planning.

For **educators**, workplace tours provide opportunities to build relationships with employers while helping ensure that experiences are aligned to student learning goals. Educators can also use insights gained from workplace tours to strengthen the relevance of classroom content by highlighting real-world applications. For example, a tour of an engineering firm may demonstrate how mathematics is applied in building design and construction.

For **employers**, workplace tours offer a meaningful way to connect with the next generation of talent, showcase careers and workplace opportunities, and increase awareness of their industry and organization. These experiences help employers build relationships with schools and communities while demonstrating the skills, knowledge, and career pathways available within their workforce.