

WORKPLACE 'TOOL' PROJECT

CONCEPT:

Establish a teacher team representing a variety of disciplines and grade levels which will work with an employer or a select group of employers to create a **WORKPLACE TOOL** for student tours, job shadows, internships, etc.

This multidisciplinary team will visit one or more workplaces and their departments in order to create a "mini-tool" related to specific elements of the occupation(s).

This tool can then be used by employers and employees to help relate their jobs to academic subjects and create valuable learning experiences.

PURPOSE:

The project is designed to create an "all-purpose tool" for a business which shows employees how to turn a visit/tour into a teachable moment. Give them something which helps make visits/tours/shadows, etc. easier.

SAMPLE IDEAS:

- Focus Questions for Teachers before Visitation (see attached)
- Each of the following (attachments) can be considered a "mini-tool".
- These examples are intended to get you thinking.
- These examples are adaptable to numerous industries.

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| Exhibit A | All Purpose Questions for Employees |
| Exhibit B | Conversation Starters for Employees |
| Exhibit C | Questions Kids Ask Employees |
| Exhibit D | Job Shadow Evaluation Tool for Employees |
| Exhibit E | Teacher Internship Overview for Employees |
| Exhibit F | A Closer Look at Connecting School & Work |
| Exhibit G | Employee Evaluation Form |

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