

# WORKSITE VISITS– HOW DOES YOURS STACK UP?

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KAPOW worksite visits are a fun and meaningful trip for students. Like our classroom lessons, however, the worksite visit has specific educational goals. How can you ensure that these goals are accomplished?

**1** *What are the goals* of the worksite visit? Although “touring the facility” may well be very exciting, the purpose of the worksite visit is for students to have a first-hand experience with employees and their jobs. Activities should be hands-on and/or interactive; students should be able to identify specific examples of the workplace skills they learned about in their KAPOW lessons, such as teamwork and positive work habits.

**2** *Set the date(s) now*, even if it will be held at the end of the school year.

**3** *Set a meeting* (or a conference call) ideally two months in advance, with representatives from the SCHOOL AND THE COMPANY to plan the activities and logistics. KAPOW’s yellow Worksite Manual provides everything from the agenda for this meeting, to suggestions for activities, to checklists for school and companies. Make sure teachers realize that students must be prepared for the worksite visit in the same way that they are for classroom lessons. Lesson 5 in KAPOW’s curriculum provides excellent examples.

**4** *Some workstation volunteers* (people who lead activities with the students) may have less experience working with young people. The worksheet provided in Lesson 5 for workstation volunteers provides an excellent “script” that volunteers can follow to ensure an effective presentation.

**5** *Help your workstation* volunteers plan their hands-on, interactive activity. Example: Rather than telling students what an attorney does, have the students “sell” each other a plate of milk and cookies, write down the terms of the sale, sign the agreement, then eat the milk and cookies!

**6** *Divide the students* into small groups (10-12). This will make it much easier for workstation volunteers to conduct activities and the entire event.

**7** *Valuable time and experiences* can be lost if busses do not deliver the students on time! Work in extra travel time to ensure that this doesn’t happen.