



STUDENT FIELD STUDY Planning Guide

Company Name: _____

Contact: _____

Address: _____

Phone Number: _____ Email: _____

Website: _____

Date: _____ Time: _____

NOTES

_____ Called at least one month (or more) to schedule visit?

_____ Touched base one week in advance to confirm?

_____ Touched base one day in advance to confirm?

_____ Called to notify if trip was cancelled?



STUDENT FIELD STUDY OVERVIEW

Definition:

The Student Field Study is an activity to introduce students to the business world and career opportunities.

The field study gives students critical exposure to a particular industry and introduces them to the steps they need to take to prepare for employment in the industry.

An industry representative well-versed in the workings of various aspects of the industry will lead students on a tour of the facility. Students are encouraged to ask questions of their industry representatives.

Objectives:

- Present industry overview and outlook to students.
- Provide career exploration based on the subject matter and interest of the student.
- Develop student awareness of the educational and technical skills required for entry level and advancement in specific occupations.
- Connect work-based learning experiences to school-based learning.
- Promote a better understanding of the relationship/opportunities available between the school and the business and the student and the employer.
- Encourage “real-world” classroom applications to be used and tied to industry.

SAMPLE AGENDA

0:00 Hour	Bring students into conference area
0:00-0:15	Welcome – Overview and Introductions
0:15-0:25	Housekeeping <ul style="list-style-type: none">a. Restroomsb. Safetyc. Contact Information
0:25-0:45	Overview of Company <ul style="list-style-type: none">a. PowerPoint presentation or video on companyb. Daily job responsibilities -- What you doc. Product presentationd. Markets and projectionse. OTHER
0:45-1:25	Break into groups and tour facility

Explain and provide overview of each area (involve workers as much as possible; provide demonstrations, hands-on if possible)

1:25-1:45

Bring back for Question and Answer Time

Provide contact information for students wanting shadowing, internship, co-op information etc.

1:45

Adjourn

- Business cards, blank applications and product literature should be available.
- Time-frame is provided as an example.
- Feel free to plan as you see fit.

Sample Questions to Discuss During Presentation

1. Describe the employee's occupation and duties.
2. Describe the working conditions associated with the employee's position (i.e. physical working conditions, amount of overtime required, stress level, amount of responsibility, amount of travel required, etc.)
3. What is the employee's educational background? What school subjects does he/she feel would be most helpful to prepare for this position?
4. What does the employee find most difficult, stressful, etc. about the position?
5. What recommendations would the employee offer to someone who is interested in entering a similar position?
6. What does the employee enjoy most about this position?
7. In the employee's opinion, what types of attitude and personality traits are important to be successful in his/her career field?
8. What opportunities for advancement does this career field offer?
9. Describe this employee's role in supervision. (Does he/she supervise other people? What is involved in supervision? Who supervises his/her position?)
10. What are the starting salaries and educational requirements for people who hold positions similar to the one featured today?
11. What does this company do to encourage its employees to continue their education?
12. How can the students' best learn more about this career?



CHECKLIST

Travel

_____	Parking	_____	Permission Slips
_____	Load/unload bus	_____	Confidentiality Forms
_____	Arrival Time		(are they required?)
_____	Departure Time		

Refreshments

_____	Snacks		Cameras/Video Cameras
_____	Breakfast	(are they allowed?)	YES___ NO___
_____	Lunch		
_____	Drinks only		
_____	Not applicable		

Attendees

_____	Number attending
_____	Tour guides
Areas to visit	_____
Who will be involved	_____

Safety briefing required?

_____	Yes
_____	No

Safety equipment required? If so, what?

_____	Glasses
_____	Hats
_____	Jackets/vests
_____	Other

Information Packets

_____	Company brochure/handout
_____	HR materials
_____	Salary sheet/range
_____	CD
_____	Booklets
_____	Other

Goodies such as mugs, pens/pencils, bags, rulers, T-shirts, hats, etc. Students love “stuff” and it promotes your company!