**Workplace Tour (Students or Educators)**
Host students or educators inside work facilities to explore and experience work life, company culture, and activities firsthand.

**Career Presentation* (Offsite or Virtual)**
Professionals participate in school-based classroom activities or an event focused on understanding a range of career options.

**Informational Interviews (SME)**
Engage with students in-person or digitally (e.g. Zoom, email) either 1:1 or in small group settings to share information, build relationships and answer questions about careers, the workplace, and essential skills of professionals.

**Job Shadow**
Engage with students 1:1 or in small groups to give real-time insights into what a ‘day in the life’ in a career or within a company involves.

**Benefits**
- Create awareness of potential careers in support of decision making for future coursework
- Amplify the connection between school-based skills and their application to a professional environment, showing the importance of both technical and essential skills
- For Educators: Awareness of applied knowledge to academic standards
- For Educators: Awareness of career fields to support advising students
- Support understanding of academic standards and essential skills in context of a professional environment
- Build communication competencies and social capital
- Develop student awareness of career options, pathways, preparations and requirements
- Build social capital
- Acquire insights on how to be a successful leader in the industry

**Preparation Requirements**
- Route the tour
- Prepare the main points & places to be covered
- Make accommodations for security, safety requirements, lunch and logistics for the day
- Solicit key staff to ensure their availability and participation as needed
- Optional: Coordinate with public affairs team
- Identify subject matter experts
- Professionals prepare summary of personal learning and career journey as well as company/industry overview
- Identify subject matter experts
- Process determined to manage outreach and responsiveness
- Develop sample interview questions for students to respond to and list of highest priority topics to discuss
- Consider adding a mini-tour for both in-person and virtual interviews if appropriate
- Experience planning, accommodating security and safety requirements
- Create an agenda for the day that provides a diverse range of things to see, people to meet and skills to learn
- Optional: Coordinate with public affairs team

**Onsite Requirements**
- Reserve facilities
- Determined by event or individual professional presenting
- Appropriate connectivity and platform access (If virtual)
- For Video Virtual: Select a location with limited background noise and distractions
- For in-person: Comfortable space that mimics an authentic and comfortable interview environment
- Reserve facilities

**Time Commitment**
- 2-5 hours planning time + 1-2 hours onsite hosting
- 2-4 hours planning time + 30-60 minutes of engagement
- 2-4 hours planning time + 2-6 hours host time
- 2-4 hours planning time + 2-6 hours host time

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*Consider PREP-KC’s Connector*
<table>
<thead>
<tr>
<th><strong>Project Sponsorship</strong></th>
<th><strong>Educator Externships</strong></th>
<th><strong>Internships</strong></th>
<th><strong>Apprenticeships</strong></th>
<th><strong>Hosted Classroom</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Provide authentic projects for students to complete individually or in small groups that allows for coaching and engagement with professionals along the way.</td>
<td>Engage with educators 1:1 or in small groups to show what a ‘day in the life’ of a job or industry involves.</td>
<td>Provide student internships (may be paid or unpaid) that allows them to perform real work activities under the supervision of current professionals.</td>
<td>Provide paid apprenticeships with on-the-job training as a pathway to full-time employment within the company.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>» Develops student essential skills and technical skills aligned with career options within the industry. » Provide access to a growing and developing talent pool » Create mentoring relationships and strengthen leadership skills in current associates » Opportunity to collaboratively select real-world problems for students to engage in</td>
<td>» Develop educator awareness of career options, pathways, and preparation requirements » Builds social capital</td>
<td>» Develop student essential skills and professional skills aligned with career options within the industry » Develop pipeline of potential future associates calibrated to company expectations » Strengthen connection between classroom and real-world application » Opportunity for students to receive compensation for their contributions (eg. financial, school credit and/or MVA credential)</td>
<td>» Provide authentic opportunities for students to learn as they build knowledge and practice about the profession</td>
</tr>
<tr>
<td><strong>Preparation Requirements</strong></td>
<td>» Determine problem statement and dates of interest in project engagement. » Coach through project design process, provide engagement and feedback during project cycle » Participate in project evaluation</td>
<td>» Experience planning, accommodating security and safety requirements » Optional: Coordination between public affairs teams</td>
<td>» Recruiting and placement process, on-boarding, continuous feedback process, evaluation. » Potential background checks required</td>
<td>» Recruitment and placement process, on-boarding, continuous feedback, and evaluation</td>
</tr>
<tr>
<td><strong>Onsite Requirements</strong></td>
<td>» Reserve facilities, associate engagement in hosting site visit, recruit associates for project check-ins (in-person or virtual) and project review (in-person or virtual)</td>
<td>» Reserve facilities, associate engagement in hosting, potential provision of food or promotional items</td>
<td>» Dedicated work space and necessary equipment, ongoing availability of manager, (optional) transportation to/from internship</td>
<td>» Dedicated work space and necessary equipment, ongoing availability of manager, (optional) transportation or subsidy for transportation to and from apprenticeship</td>
</tr>
<tr>
<td><strong>Time Commitment</strong></td>
<td>2-4 hours planning time + 8-10 hours engagement (site visit, project check-ins, project review)</td>
<td>1-4 hours planning time + 2-6 hours host time</td>
<td>24-40 hours of preparation for student internship of 120+ hours.</td>
<td>40-60 hours of preparation for apprenticeships of 1,000+ hours</td>
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<td>2-4 hours planning time, daily presence with some oversight</td>
<td>24-40 hours of preparation for student internship of 120+ hours.</td>
<td>2-4 hours planning time, daily presence with some oversight</td>
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</tbody>
</table>
## Support

<table>
<thead>
<tr>
<th>Curriculum Support</th>
<th>Industry Taskforce</th>
<th>Guest Instruction</th>
<th>Project Review</th>
<th>Career Mentoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Share company/industry insights to support alignment of academic content to real-world knowledge and skills needed.</td>
<td>Provide information about hiring needs, skills and competency profiles, and job progression opportunities to inform talent and workforce development efforts.</td>
<td>Provide subject matter experts to assist with content delivery in the classroom.</td>
<td>One to one relationships between professionals and students to support pathfinding and build social capital.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>» Advisory engagement has potential to impact significant numbers of students if content is embedded</td>
<td>» Ensure learning objectives and approach reflect real-world expectations and skills.</td>
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<td>» Deep engagement fills potential gaps in advising and support</td>
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<td></td>
<td>» Ensure learning objectives and approach reflect real-world expectations and skills.</td>
<td>» Emphasize connection between school and work</td>
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<td></td>
<td>» Expand professional learning for teachers</td>
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<tr>
<td><strong>Preparation Requirements</strong></td>
<td>» Identify subject matter experts and coordinate support of internal information</td>
<td>» Identify subject matter experts and coordinate support of internal information</td>
<td>» Potential background checks required dependent upon length/depth of engagement</td>
<td>» Recruitment and placement process, likely in partnership with school or intermediary</td>
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<td></td>
<td>» Ensure joint understanding of definition of success for student work and learning process</td>
<td>» Background check</td>
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<tr>
<td><strong>Onsite Requirements</strong></td>
<td>Potentially host meetings and worksite tours</td>
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<td>Potential background check</td>
<td>NONE</td>
</tr>
<tr>
<td><strong>Time Commitment</strong></td>
<td>1-2 hours planning + 12-24 hours professional engagement</td>
<td>1-2 hours planning + 12-24 hours professional engagement</td>
<td>8-10 hours planning + 5-40 hours professional engagement</td>
<td>1-2 hours planning + 1-4 hours professional engagement (in-person or virtual)</td>
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<td></td>
<td></td>
<td></td>
<td>2-4 hours planning + 4-120 hours professional engagement</td>
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