



Check list 3. How to organize a study visit (School tutor)

Before the study visit

Evaluate how the study visit can help you achieve your teaching objectives

- Make sure that the study visit will help students understand the context in which they will be challenged, acting as a valuable tool for applying academic concepts to work real situations.
- Select suitable companies for the study visit. Make sure they are appropriate organizations able to link academic learning to the world of work.
- Organize in detail the logistical part of the visit. Confirm logistics. Transport of students and any other school staff; direct contact with the persons responsible for the visit in the company; confirmation of clothing requirements
- Prepare students to best maximize their learning:
 - o Discuss in class their expectations about the study visit they are about to accomplish and what they expect to learn
 - o Present to students the behavioral expectations that will allow them to get the most out of this activity
 - o Ask students what they already know about the company
 - o Help students to do a research on the company so that during the study visit they are prepared to ask relevant questions of interest to them.
 - o Ask students to prepare a list of learning questions and goals they would like to accomplish during the study visit.

It also presents students with additional material that can help them prepare for the study visit.

During the study visit

- Ensure that students receive safety instructions at the workplace.
- Organize the study visit in small groups of students. This allows students to become familiar with their guidance and maximize the likelihood that they will ask questions and engage in dialogue.

- Make sure that students come into contact with all aspects / environments of the host organization.
- Make sure that students can have meetings with employees with different levels of responsibility.

After the study visit

- Provide individual and group reflection exercises. Reflection promotes self-awareness and personal evaluation and helps students internalize learning acquired during the tour.
- Help students understand the connection between the school and the world of work.
- Assist students in writing a thank-you letter to the host company. Students' letters of thanks allow the company to better understand and evaluate its participation in the learning process. Classroom reflection activities work well as a lead-in to write thank-you notes for the host company.
- Help students understand and determine the next steps of learning their path. The study visit allows students to discover further elements for the construction of their careers.
- Use company and student feedback for continuous improvement of study visit organization