**Teacher Workplace Tour Employer Participation Form** (WBL coordinator to fill in own name and contact information)

Five teachers from (school) have identified your organization as one they would like to tour. Workplace tours can give teachers valuable insights into how they can better prepare their students for careers in your industry.

Workplace tours typically last three to four hours and usually involves time for an introduction to the host organization, a tour of the workplace, time for individual teachers to shadow individual employees, and an open discussion among teachers and their hosts, perhaps over lunch.

Please complete the following information and return it to the work-based learning coordinator by (date). He/she will confirm receipt, send you more information about hosting teachers, and work with you to prepare a proposed agenda for the day.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Number of teachers you can accommodate: |  |
| Location (office number or conference room) to which teachers should report: | Lunch provided: Y or N |
| Dress code: | |
| Employer representative name: | |
| Phone: | Email: |
| Signature: | |
| Work-based learning coordinator name, phone, email, fax: | |

Your support of work-based learning opportunities is a valuable complement to the classroom and enables teachers to help their students make informed choices about their future education and career plans. Thank you!