



SEVEN SIMPLE GUIDELINES

Guideline 1: Plan and Prepare for Successful Experiences

Provide a thorough orientation for both students and workplace partners.
Promote a shared understanding of the expectations of the experience.
Prepare students with the knowledge they need to succeed.
Treat students as regular employees.

Guideline 2: Maximize Learning

Expose students to all aspects of the industry.
Make ties to the classroom.
Involve students in setting expectations.
Provide opportunities for reflection.
Document and measure the learning.

Guideline 3: Provide Effective Supervision

Provide an overview of the workplace.
Conduct orientations, training and support sessions for supervisors in the workplace.
Help the supervisor teach new skills.
Encourage ongoing evaluation.
Assist the supervisor with coaching students.

Guideline 4: Promote Safety

Design experiences that work for students and the workplace and that meet safety standards.
Provide training on legal, safety and health issues.
Prepare students to be safety- and health-conscious.
Promote and support a safe work environment.
Train and supervise the student.

Guideline 5: Manage the Hours a Student is at the Worksite

Develop a time management plan with students.
Inform education and workplace partners about the appropriate hours for students.

Guideline 6: Pay When Required

Determine if pay is required for the experience.
Encourage payment of fair and comparable wages.

Guideline 7: Provide Ongoing Support

Make regular visits to the workplace.
Provide the communications link.
Be a resource to the workplace.