

## VIRTUAL WORKPLACE EXPERIENCES

### IN-FIELD EXPERIENCE: A DAY ON THE JOB OR VOLUNTEER SERVICE DAY CHECKLIST FOR TEACHERS

*Adapted from the Louisiana Department of Education State-approved Skills Certificate Handbook, 2012: Community Services Learning*

Step 1	Identify prospective work sites. The student may find work sites on his/her own or the school coordinator may locate organizations willing to work with the student. The activity and the work site should match the student's career objective.
Step 2	Send chosen organization(s) the solicitation letter.
Step 3	Arrange schedules that are convenient for the student and the workplace.
Step 4	Confirm plans with the job site coordinator and answer any questions that he/she may have.
Step 5	Prepare students thoroughly by making them aware of the dress code and behavior expectations.
Step 6	Collect signed parent permission slips.
Step 7	Provide students with Informative Interview worksheets. Collect completed worksheets.
Step 8	Collect completed Evaluation worksheets. Encourage students to complete journal reflection survey.
Step 9	Assist students in completing the Thank You Note Assignment.