

TYPICAL FIELD TRIP SCHEDULE

8:00 – 9:00

Introduction to the trade minimally including:

- work performed
- apprenticeship application processes and requirements
- expectations of apprentices
- benefits and challenges
- orientation to the day, including a brief explanation of any concepts needed to contextualize the activities
- safety hazards and precautions

This is the coordinator's opportunity to present their programs and it is the appropriate time for students to ask questions like: "Do I need official high school transcripts?"

Try to set limits on the Q and A period, however, because we can always get answers to questions but will not be able to repeat the hands-on experience.

9:00-9:15

Break

9:15 – 11:30

Hands-on – because we want to make sure that every student has the opportunity to participate in hands-on activities, we normally break the class into small groups and rotate them through various stations so they can experience a range of work. The instructor should work with the coordinator/tradeswomen to organize the stations, assign time limits and volunteers if needed and incorporate basic skills (measuring, safety, teamwork etc.) The instructor will also be responsible for keeping time and rotating groups from one station to the next. She should also distribute hand-outs and, in the event that there are not enough stations for the time/# of people, create an extra station with hand-outs/worksheets provided.

11:30- 12:00

Lunch – students are required to bring their own lunch and should not be allowed to leave the building. Any staff and volunteers attending should do the same to set a good example.

12:00-12:30

Tradeswomen Question and Answer – this time is set aside for tradeswomen to share their stories and for women to ask questions about what it's "really" like in the field. Female role models in this industry are rare, so this is an important opportunity for our students to learn about their journeys and the strategies they have used to survive, and often excel, in a male dominated workplace. This can be difficult on some trips where there may not be many tradeswomen or where the coordinator stays for the session. If the coordinator participates, this session can turn into more of a Q and A about getting into the apprenticeship program etc. When possible, try to guide the discussion toward the tradeswomen and their experiences, understanding that they may not be willing to share too much in front of the program coordinator.

12:30 – 2:30

Hands-on continued

2:30 – 3:00

Clean up/wrap up – final Q and A

Tips for a successful field trip

1. Make sure students are appropriately dressed – work boots, jeans, safety glasses etc. according to the needs of that particular workshop
2. Have students complete workshop evaluation forms and share feedback with the apprenticeship program.
3. Collect the names and addresses of all school staff and volunteers leading the workshop and send thank you cards signed by students.
4. Make sure the school passes out application announcements if available
5. Take pictures



This product was funded by a grant awarded under the President's High Growth Job Training Initiative as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.

www.CHICAGOWOMENINTRADES.org