



Field Trip Overview & Tips for Success

NJ LEEP middle school and high school students attend corporate field trips throughout the year to help them learn about different careers, meet professionals, and learn what education and experience are necessary to work in that field.

During the school-year, companies host 10-20 students for an afternoon visit (4-6pm), and during the summer, companies host 30-40 students for a morning (10am-12pm) or afternoon (1pm-3pm). NJ LEEP staff will work with you to plan the field trip and will run the virtual session for your team and the students via Zoom.

Field Trip agendas include:

- Welcome and company overview – 15 minutes
- Activity overview – 5 minutes
- Interactive activity in breakout rooms with volunteers and small groups of students – 75 minutes
- Shareout in main room / presentations from the activity – 20 minutes
- Closing – 5 minutes

Tips for a successful event:

- Break down terms: assume the students don't know anything about the company or the industry
- Leave 2-3 months to plan
 - o Create a planning committee or group of 2-3 people who can pick a date, work with NJ LEEP on details, come up with the agenda, and recruit volunteers
- Recruit volunteers
 - o Start recruiting employees at least 2 weeks before the event
 - o The more volunteers, the merrier!
 - o You should aim to have at least 2 volunteers in each breakout room with 3-6 students; more is ok and you can either have smaller groups or more volunteers in each group.
 - o Volunteers should be prepared to lead the activity with students
 - Plan a prep call with volunteers who will be leading the activity
 - Other volunteers can support in the breakout rooms as well
- Focus on an activity
 - o Come up with an activity that is fun, interactive, and helps students learn about your company
 - o Consider doing a case study based on something your company has or is dealing with.
 - o Talk with your planning committee about what might be a good activity, and then check with NJ LEEP to see how it can be implemented

To learn more and get started planning your field trip with NJ LEEP, contact Claire Dragon at cdragon@njleep.org or 917-596-0923.