



## Teacher Externship Application



# Application

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Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Email: \_\_\_\_\_

School Name: \_\_\_\_\_

District: \_\_\_\_\_

Externship will consist of:

- Introductory meeting with employer prior to scheduled externship
- 2 to 5 days of workplace experience (minimum 6 hours per day)
- Scheduled from June 1 to July 31, 2015
- Submission of Time Log, Externship Journal, Lesson Plan, Externship Evaluation
- Stipend to participants in the amount of \$100/day

Preference of worksite location:

\_\_\_\_\_ reviewed Unite! Teacher Externships available

Preference One: \_\_\_\_\_

Preference Two: \_\_\_\_\_

I have secured my own worksite. Please consider the following company for approval.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Preference of schedule: \_\_\_\_\_

Submit your application to [bmead@rockvalleycollege.edu](mailto:bmead@rockvalleycollege.edu). Applications are due by May 1, 2015.



## WHAT TO EXPECT

CEANCI will ensure a worksite, the information will be shared with you by May 20th. CEANCI will also send you a copy of forms that you'll need during your externship. From that point on, you will be in charge of your experience. Below are steps to follow to guarantee a successful externship. Items that are noted in **bold** are required for participation in the LEP. Words listed in ALL CAPS refer to a resource or form that can be found in the *LEP Guide* located on the CEANCI website (print this off, it's a great resource). The remaining information is simply suggestions for you.

## TEACHER

### PRIOR

- **Set up an orientation meeting with the externship host to organize and plan for the externship experience.** Send the BACKGROUND STATEMENT as a letter of introduction to your contact at the hosting site.
- At the orientation meeting plan out your experience using the WORK PLAN as your guide. **Finalize dates and times and email CEANCI the details.**
- There is a list of SUGGESTED ACTIVITIES FOR A TEACHER EXTERNSHIP that you may want to review beforehand so you can create the best learning experience for the time you will be spending with the host.
- Plan to spend a total of two-days or the equivalent of 12 hours in the workplace at a minimum. A full day is 6 hours minimum.

### DURING

- Complete informational interviews with the key people during the externship. Refer to the QUESTIONS TO ASK AT WORKSITE worksheet for a list of questions. (LEP Guide)
- Follow rules and regulations of your employer (the school district) and host
- Be punctual and properly dressed
- **Use the EXTERNSHIP JOURNAL to record daily reflections on your experience.**
- **Complete the TIME LOG and have the host sign to verify your time.**

### AFTER

- **Develop at least one lesson plan based on the externship using the standards for your subject matter (Common Core or professional content standards)**
- Develop a summary, power point presentation or other professional development tool based on your experience that can be shared with colleagues
- **Complete the EVALUATION OF TEACHER EXTERNSHIP – TEACHER**
- Write a thank you note to the externship host
- Notify CEANCI of any problems that arise out of the externship
- **Submit your paperwork to CEANCI for reimbursement**