



Teacher Externship Guide



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INTRODUCTION

What is a Teacher Externship?

Teacher externships offer a unique professional development opportunity connecting the classroom to the workplace. They provide an experience in which teachers spend time in a workplace to learn through direct experience about trends, skill requirements and opportunities in industries related to their subject in order to enrich and strengthen their teaching and bring relevance to student learning. Externships range from a day of job shadowing to longer externships that are usually project-based and can last as long as a full summer. Teacher externships offer a professional development experience that is often transformative for educators and their students.

In Career and Technical Education teacher externships take on increased meaning as these instructors build the bridge between skills-based and knowledge-based education. With the goal that all students be prepared for college *and* careers teachers must constantly update their own knowledge and skills about current workplace practices, requirements, and tools by gaining an “on the ground” understanding of economic and career trends that will affect their students.

Purpose

The purpose of a teacher externship is to engage in activities in business and industry, and/or service-based organizations, to learn how classroom content and learning strategies are applied in the workplace. Teachers improve their pedagogical practices by incorporating new methods, labor market information, and employment skills that meet current industry standards. The educational goal of an externship is to increase a teacher’s ability to connect theory and practice and bring an understanding of workplace practices and policies (e.g. problem solving methods, practical applications of theory, leadership concepts) into the classroom, thus increasing the relevance of student learning.

Benefits

With first-hand exposure, teachers can design and implement classroom activities, projects and work-based learning opportunities that will add relevance and meaning to students’ classroom learning. Externships provide a fresh perspective that lets teachers tie curriculum to real-world applications. They gain an increased ability to explain the value of what students are learning. This often leads to activities in which students work in groups, engaging in cooperative learning and open-ended real-life, problem-based assignments. The externship experience offers an avenue for teachers to expand their industry-based knowledge and transfer this to the curriculum.

The benefits for teachers are many but, so too are the benefits for the hosting employer. They can inform educators about their expectations of employees in various positions and offer input to the curriculum, thereby contributing to the preparation of their future workforce. They can also become guest speakers, mentors, host field trips and job shadows, or offer internships for students. Many companies do not have the means to give to their community through financial or equipment donations but are rich in what they can provide in training and experience. In-kind donations of time and expertise are immensely valuable and provide employers an opportunity to show their commitment to their community.

Make this Guide Your Own

There are multiple resources in this guide that will assist you in developing a successful externship experience. The step by step process for LEP participation is found in the **LEP APPLICATION**.

PLANNING

This planning document is intended to help you begin to plan for a successful externship experience. No two teachers, schools or communities are alike and planning will lead to a richer and more useful experience. Please take the time to jot down your ideas related to the prompts below.

Externship Objectives & Expected Outcomes

What do you hope to get out of the externship experience and how will this translate to your work as a classroom teacher? Include curriculum or products you hope to develop through this experience. How will the externship experience lead to improved student learning?

How many hours or days will you spend in the workplace?

Suggestion – spend at least two full days or the equivalent of 16 hours in the workplace. The more time you spend the more you will learn and the more contacts you will make for future possibilities such as guest speakers, field trips and student job shadows and internships.

Planned Activities

What will you do during your externship? For example - information interviews with various departments such as Human Resources or Research & Development; work alongside someone sharing their day-to-day responsibilities; observe a team working together; learn a particular skill?

Contacting a Workplace

Check out the businesses that have agreed to offer summer externships on Unite! If you do not find what you are looking for there, brainstorm businesses, industry, and not-for-profit organizations that would integrate with your classroom. Use your Advisory Committee/Board, the Internet, your local Chamber of Commerce, and colleagues to research appropriate places. Share your preferences on the **LEP APPLICATION** including contact information that you may have if you choose not to use a Unite! partner.

Material Needs and Resources

What do you need to get ahead of time, such as safety equipment? Is there anything you should read or prepare before the experience?

AGREEMENTS FOR A SUCCESSFUL EXTERNSHIP

It is useful to have some type of agreement between the externship teacher and those organizing or hosting the externship, such as the district, a Regional Occupation Program, or a Chamber of Commerce. CEANCI will provide this agreement to the hosting site defining what each of the parties is expected to do to ensure a successful experience.

This agreement is meant to serve as a helpful example and starting point to develop a clear understanding of expectations and/or roles and responsibilities for each party involved. 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 this packet. The remaining information are simply suggestions for you to have a great experience.

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.
- Follow rules and regulations of your employer (the school district) and host
- Be punctual and properly dressed
- **Use the EXTERNSHIP JOURNAL to record daily reflection of your experience.**
- **Complete the TIME LOG and have the host sign for verify your time.**

AFTER

- **Develop at least one lesson plan based on the externship using the standards for your subject matter (CTE or State 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**

CEANCI

- Contact business/industry/community partners to set up the externship
- Establish agreements for all parties involved in the summer externship
- Provide liability insurance for the experience
- Provide a point of contact for the teacher
- Provide teacher and host with guides and suggestions for a successful externship
- Provide teacher and host with required forms to be completed
- Attend to any problems that affect or arise out of the externship
- Provide an evaluation tool for feedback from teachers and host

HOST

- Provide CEANCI with a point of contact for the teacher
- Impart knowledge of career opportunities, organizational issues, hiring trends and skills required for work in the industry by providing the teacher the opportunity to conduct informational interviews, shadow employees, make observations and collect appropriate material
- Give the teacher the opportunity to make observations and perform tasks that will enhance understanding and skills in specific areas related to their teaching
- Report to CEANCI any problems or concerns that may arise during the course of the externship
- Maintain an adequate and safe training station and tools, which meet state and federal health and safety rules and regulations
- Inform teacher externs of all applicable rules, regulations and safety precautions established by federal and state law, regulation or by the employer
- Complete an evaluation of the externship program

BACKGROUND STATEMENT

You may want to send a letter of introduction and/or background information either before or after you make contact with the externship host. In any case having your information written down will help you think about what skills and experiences you bring to the table and what you want to gain from the externship. This is a nice opener for that first initial meeting you will need to set-up once you are assigned. The **BACKGROUND STATEMENT** form has been created for you to document and share this information with your host.

WORK PLAN

This guide can be used during your orientation meeting for deciding what you will do while you are at the host site. Although not required, by planning your activities you can ensure that your experience is varied, visiting multiple areas of the business and meeting key individuals that can share their knowledge of career opportunities, organizational issues, hiring trends and skills required for work in the industry. This will also ensure you have the opportunity to make observations and perform tasks that will enhance understanding and skills in specific areas related to your teaching. The **WORK PLAN** has been created for this purpose. Take a look at the **SUGGESTED ACTIVITIES** that have been provided in this guide before your orientation meeting making note of what you'd like to do.

PERMISSION TO PHOTOGRAPH

Taking photos of the worksite and employees during a teacher externship often provides a valuable resource for teachers and students once you return to the school site. A **PERMISSION TO PHOTOGRAPH** form is in this packet for you to get clearance to take pictures. A good time to present this form would be during your orientation meeting.

SUGGESTED ACTIVITIES FOR A TEACHER EXTERNSHIP

1. Visit a variety of departments and functions within the company, to obtain a full view of the opportunities available.
2. Take a brief tour of the facilities and departments:
 - + offices
 - + meeting rooms
 - + copy rooms
 - + kitchen/cafeteria
 - + common areas, “water cooler”, bulletin boards/announcements
 - + training facilities
 - + other: _____
3. Receive an orientation to the “human resources” department/functions:
 - + application materials
 - + job listings
 - + working conditions and benefits (hours, flexibility, vacation/leave opportunities, pension/profit-sharing plans, other incentives)
 - + summer hire programs
 - + sample resumes
 - + salary ranges for various positions
 - + performance review processes and tools
4. Conduct informational interviews; obtain information on the following:
 - + the variety of occupations and positions in your industry, company and department
 - + educational and skill requirements for your position and others in your department
 - + the career path you took to your position
 - + “a day in the life...”
 - + common and more unusual problems and challenges
 - + quality and performance standards and measurement
 - + “what I like most and least about working in this industry”
 - + current and future skill needs
 - + short- and long-term industry trends
5. Obtain materials that help shed light on the company and industry:
 - + organization chart
 - + annual report
 - + brochures
 - + sample products: reports, presentation materials, film clips, photographs
6. Observe:
 - + meetings
 - + informal “coffee talk”
 - + presentations
 - + interviews
 - + screenings
 - + lunch time/breaks
7. If appropriate, plan a project and ask for:
 - + instructions and opportunities for questions and dialogue
 - + tools
 - + timeline
8. Work in a given position for some period of time, under the supervision of someone who can provide orientation and training in that job.

BACKGROUND STATEMENT



Full Name:	
Address:	
Phone:	Email:
School:	School phone:
Principal's name:	
School address:	
School website:	

Education Background

Degree Major/Minor Subjects University/College
Credentials

Teaching Experience

List all courses you are currently teaching (include title, grade levels)
Total Years teaching

Describe your students' characteristics in two sentences

List and briefly describe workshops, courses, or seminars completed within the last 3 years

List committees on which you have served

Specialized Skills and/or Interests



Previous Non-Teaching Work Experience

Employer	Employer
Location	Location
Job Description/Duties	Job Description/Duties
Dates	Dates

Emergency Contact Information

Name:	Relationship:
Phone:	Address:

Name:	Relationship:
Phone:	Address:

WORK PLAN



Externship Host Site:
Supervisor's Name:
Teacher Extern's Name:

Work Plan:

Period of Externship (Dates):
Number of hours:
Teacher Intern signature:
Host Site signature:

TEACHER EXTERNSHIP AGREEMENT - HOST



Host Site:			
Site Contact Name:			
Address:			
Phone:			
Teacher Name:			
Teacher Contact Phone Number:			
Teacher email address:			
School Name:			
School Address:			
School Telephone:		Fax:	
School Contact Name:		Contact Number:	
Externship Duration	Days/Weeks:	Start date:	End date:

- Provide CEANCI with a point of contact for the teacher
- Impart knowledge of career opportunities, organizational issues, hiring trends and skills required for work in the industry by providing the teacher the opportunity to conduct informational interviews, shadow employees, make observations and collect appropriate material
- Give the teacher the opportunity to make observations and perform tasks that will enhance understanding and skills in specific areas related to their teaching
- Report to CEANCI any problems or concerns that may arise during the course of the externship
- Maintain an adequate and safe training station and tools, which meet state and federal health and safety rules and regulations
- Inform teacher externs of all applicable rules, regulations and safety precautions established by federal and state law, regulation or by the employer
- Complete an evaluation of the externship program

PERMISSION TO PHOTOGRAPH THE WORKSITE AND EMPLOYEES

Taking photos of the worksite and employees during a teacher externship often provides a valuable resource for teachers and students once teachers return to the school site. Please grant permission to use these photographs in teacher created curriculum, on the school website, in school newsletters, in brochures, in power point presentations, and so on. The photographs will never be sold and will be used exclusively for educational purposes.

_____ YES. I grant you permission to use photos taken during the teacher externship.

OR

_____ NO. Please do NOT take or use any photos.

Host Site Signature of Permission: _____

Name: _____

Job Title: _____

Place of Employment: _____

Contact Information:

Phone: _____

Email: _____

Date: _____

EXTERNSHIP JOURNAL

A required component of your externship experience is to journal your activities and reflect on your experiences. The **EXTERNSHIP JOURNAL** form is located in this guide for you to document your experiences. It's a good idea to document contact information for future resources to enhance your classroom.

INFORMATIONAL INTERVIEWS

One of the best ways to gather employment information is to talk with various employees at the hosting site. There is a **QUESTIONS TO ASK AT WORKSITE/INFORMATION INTERVIEW** document that breaks down questions into various categories based on who you are interviewing. Questions included are directed to supervisors, human resource managers, and employees. There are also some specific questions on labor market information that you may want to gather to share some current career information with your students.

SOFT SKILL DEVELOPMENT

Soft skills are a constant concern when we talk with industry experts. To incorporate learning strategies use the **SKILLS OBSERVATION FORM WITH CLASSROOM APPLICATION NOTES** to get you started. Note the skills and personal qualities you observe during your externship that are necessary for solid job performance. Record the ways you see these skills being used and then consider how you could incorporate teaching these soft skills in your classroom.

TIME LOG

Before leaving the worksite, you need to locate the **TEACHER EXTERNSHIP TIME LOG** form to document the days and times you were at the worksite. This log requires the signature of your contact person and must be turned in to CEANCI.

REMINDERS/CHECKLIST FOR A SUCCESSFUL TEACHER EXTERNSHIP

- Call the host site the day before to confirm the date(s), time(s), arrival location and parking location for your externship. Ask about lunch – should you bring one, will they provide one, will you go out to lunch with others?
- Wear appropriate attire for the host site
- Arrive at the agreed upon time
- Read/review the company handbook
- Follow all company guidelines and rules of confidentiality
- Act professionally at all times
- Stay actively engaged at all times
- Bring a copy of the work plan to the host site
- Give employees time to answer your questions; let them do most of the talking
- Be enthusiastic about what you see and can do
- Bring a copy of SCANS Skills document, 21st Century skills document and any other forms that might be useful throughout the day
- Complete detailed notes that you will use to help develop your lesson plans
- Be on the alert to connect and partner with key individuals who can serve as resources to you and/or the education community
- Go beyond the needs of your own classroom and keep in mind others who could use the connections and resources
- Thank people you visit with for the hosting your externship
- Leave at the agreed upon time
- Send a thank you note

TIME LOG



Name of Teacher Extern:
Name of Host Site:

Teacher Intern signature:	Date:
Host Site signature:	Date:

Date	Time In	Time Out	Hours	Description of Activities
TOTAL HOURS				

QUESTIONS TO ASK AT WORKSITE/INFORMATION INTERVIEWS

Supervisor Questions

1. Please give me a brief description of your company
2. Who are your clients or customers?
3. Do you have an organizational chart showing how your company is structured?
4. During the past several years, what major industry changes/issues have impacted your company?
5. What changes/issues does your company anticipate having an impact on the company's future development?
6. Describe your company's culture?
7. How many people are employed by the company?
8. How has technology affected the company?
9. What should I be teaching in my classroom to prepare students for employment in a company like this?
10. What would you recommend teachers do to strengthen the relevance of school to the workplace?

Use the next set of labor market questions, if applicable.

Labor Market Questions:

Specify occupational area: _____

1. Do you see the local labor markets' need for new workers in your field increasing, decreasing or remaining steady?
2. Do you have labor market data you use with employers or potential investors?
3. In what specific areas, if any, is there new job growth?
4. How might this labor market change in the next five years?
5. What new skills are required of entry-level employees?

6. What skills are recommended for workers in the field who wish to advance?
7. What, if any, industry certifications do you consider desirable for a prospective employee?
8. What new technologies are emerging in this field?
9. Is there any additional information you would like educators to know?

Human Resource Questions

1. What job classifications does your company have?
Clerical/Marketing
Unskilled Professional
Semi-Skilled Technical
Skilled Managerial
Other: _____
2. What job classifications do you expect to have the greatest demand within the next five years?
3. What level of education, training, skills, or experiences does an applicant need for an entry-level position?
4. What are some of the core abilities and skills you look for in a new hire for entrylevel positions?
5. What should I be teaching in my classroom to prepare student for employment in a company like this?
6. What ideas or materials to you currently have that a teacher could use in the classroom?
7. What is the entry-level wage?
8. How do you locate future employees?
9. What training do you give employees?
10. How do you evaluate employees?
11. What is your company policy on attendance/tardiness?
12. What advice would you give a student who is interested in working for your company?
13. How is your company involved in education?
14. How is your company involved in the community?

15. What would you recommend teachers do to strengthen the relevance of school to the workplace?

Employee Questions

1. Please describe your typical workday OR What are your main responsibilities?
2. How long have you been with the company?
3. What level of education or training is needed for your position?
4. What academic and technical skills are required for your position?
5. What should I be teaching in my classroom to prepare students for employment in a company like this?
6. What ideas or materials do you have that a teacher could use in the classroom?
7. How has technology affected your position?
8. What are your work hours?
9. What are the positive aspects of your job?
10. What are the negative aspects of your job?
11. What advice would you give a student who is interested in working in your job?
12. What would you recommend teachers do to strengthen the relevance of school to the workplace?
13. Would you be willing to participate on an academy advisory board?
14. Would you be willing to speak to my class?
15. Would you be willing to allow a student to job shadow?
16. Would you be willing to mentor a student?

SKILLS OBSERVATION FORM WITH CLASSROOM APPLICATION

Basic Skills	The Way the Skill Is Being Used	Classroom Application
Listening		
Speaking		
Appropriate Attire		
Body Language		
Team Interactions		
Technology Used		
Quality Control		
Customer Service		
Selecting and using appropriate tools/equipment		
Academic Skills	The Way the Skill Is Being Used	Classroom Application
Reading		
Writing		
Mathematics		
Scientific Concepts		
Historical Perspective		
Foreign Language		

Thinking Skills	The Way the Skill Is Being Used	Classroom Application
Creative thinking		
Decision making		
Problem solving		
Seeing things mentally		
Knowing how to learn		
Reasoning		
Negotiating		
Monitoring and Correcting Performance		
Designing or Improving Systems		
Acquiring and evaluating data		
Personal Qualities	The Way the Skill Is Being Used	Classroom Application
Individual Responsibility		
Sociability		
Integrity		
Time Management		
Respecting Diversity		
Teaching Others		

EXTERNSHIP JOURNAL



Extern Host Site:	
Date:	Time:
Department Name:	
Contact Name:	
Title:	
Activity:	

Extern Host Site:	
Date:	Time:
Department Name:	
Contact Name:	
Title:	
Activity:	

EXTERNSHIP EVALUATION - HOST



Host Site/Company:			
Contact (Individual Completing Evaluation):			
Position:			
Telephone:		email:	
Externship Dates	From:	To:	Today's Date:

Please rate the externship program by circling the number that best represents your view

1	2	3	4	5
Strongly Disagree	Disagree	Agree Somewhat	Agree	Strongly Agree

I was contacted in enough time for hosting a teacher extern	1	2	3	4	5	N/A
I received the information that I needed to set up the externship	1	2	3	4	5	N/A
My role in providing an externship was clear	1	2	3	4	5	N/A
The teacher was able to obtain information about my company and my industry that will be useful for students	1	2	3	4	5	N/A
The teacher was able to perform a function and/or produce a product that was of benefit to my company	1	2	3	4	5	N/A
I would host another teacher extern Comments:	1	2	3	4	5	N/A

The amount of time allotted was: just about right too long too short
Comments:

What could have been done to help make the experience more valuable for you or your company?

I would like to offer opportunities to students (check all that apply):

- visit the classroom as a guest speaker
- provide informational interviews with employees
- job shadowing
- unpaid internship
- paid internship
- other

Other Comments:

Thank you for your time and input

EVALUATION OF TEACHER EXTERNSHIP - TEACHERS



Thank you for participating in the externship. In an effort to improve the experience for both educators and the host site/employer, please take the time to complete this form.

Name: _____

School: _____

Host Site/Employer: _____

Date(s): _____ # of Hours: _____

	Disagree				Agree
	1	2	3	4	5
1. The externship was connected to my subject matter expertise?	1	2	3	4	5
2. The experience made me more aware of workplace readiness (problem solving, technology, communication) required by the employer.	1	2	3	4	5
3. Discussions with the employer focused on the academic preparation required for the occupation(s) observed.	1	2	3	4	5
4. During the experience, I was able to identify ways in which I could incorporate skills needed in the occupation(s) observed into my classroom instruction.	1	2	3	4	5
5. The information I received prior to the externship provided an adequate and clear understanding of what to expect.	1	2	3	4	5
6. The amount of time I spent as an extern was appropriate	1	2	3	4	5
7. What could have been done to help make the experience more meaningful for you? 					
8. Would you participate in an externship again? Comment	Yes_____ No_____				
General Comments: 					

SAMPLE THANK YOU NOTE

Printed on school letterhead

Your Name
School
Address
City, State, Zip Code email
phone

Name of Contact Person
Name of Host Site/Employer
Address
City, State, Zip Code

Date

Dear Mr./Ms. _____:

Thank you for your time and willingness to host me as a teacher extern. I observed a variety of skills and competencies that I plan to implement in my _____ class. As a result of my experience with (name of site) _____ I will be more successful at helping students understand the connection between the classroom and workplace skills necessary for success. Through my externship experience I learned _____ and will use this new knowledge help students to be more prepared to transition to college and careers.

Sincerely,

Your Name
Title