



**BARREN INC.**

Barren County Chamber of Commerce

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# **Educator Externship Packet**

**Summer 2022**

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# Educator Externship Packet

## **Externship Expectations**

Educators will spend 1 day with a host business, learning about a high-demand or locally prominent industry.

Externships are an opportunity for educators to observe and interact with business professionals in a setting that better replicates the speed and demands of an existing industry.

Educators who participate in an externship should be able to identify demonstrable links between theoretic knowledge taught in the classroom to those skills being used in the workplace.

Externships assist with the development of professional connections related to the appropriate subject areas that should be utilized in the classroom, on advisory councils, and in testing and assessments.

Educators that complete an externship have more understanding of the workplace trends that are changing how business is conducted, to include skill deficiency/development, technology and tool or utensil advancement and economic factors influencing short- and long-term outlooks.

## **Business Benefits**

The host company will have a local point of contact in their community that will serve to help businesses better understand the governance and management of a school system.

The company will be able to have its leaders share the vision and mission of the company, give first-hand accounts of the issues influencing industry and highlight what their specific local needs are that may be different from other hiring organizations.

Time during the externship will include practical, hands-on experience with various employees/positions that can be documented and replicated in the classroom or laboratory to help tie lessons learned with technical application.

In addition to providing materials (safety and other protective gear) needed to perform the externship, the host company will identify with their externs with a list of items required to remain compliant, safe, and productive when working under typical conditions.

Business and Industry leadership that promotes and supports meaningful partnerships with their local education counterparts gain access to their talent development pipeline at earlier opportunities that result in positive effects on student outcomes and engagement with future employees.

## Overview of Externship Guide

This Educator Externship Guide is designed to provide both the participating educators and host business sites with information and documents that frame the experience. Components have been adapted from several national models that include the Nebraska Work-based Learning Manual (<http://www.nebraskaworkplaceexperiences.com/>), the Nashville Tennessee Externship Project (<http://ltd.edc.org/sites/ltd.edc.org/files/KantrovWhitePaper2.pdf>), the Licking County Educational Service Center ([www.lcesc.org/Downloads/E%20What%20is%20the%20STEP%20Program.doc](http://www.lcesc.org/Downloads/E%20What%20is%20the%20STEP%20Program.doc)), the Career Academy Support Network, University of California at Berkeley (<http://casn.berkeley.edu/resources.php?r=251>), the Georgia Department of Education's Educator Externship Packet (<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Externship-Packet-2019.pdf>), and Career Education Associates of North Central Illinois's Teacher Externship Guide (<http://ceanci.org/wp-content/uploads/2015/03/LEP-Guide.pdf>)

This document will also be provided electronically to participating educators, so they can use it to complete requirements of the project.

## Externship Goals

An externship is a professional learning opportunity that allows educators to complete a period of service in the workplace. This collaborative experience gives educators and business professionals a structured time to connect with one another for mutual learning so that educators ultimately enhance instructional practices that result in improved student performance.

In summary, the Educator Externship experience seeks to:

- Increase awareness and knowledge of labor market trends including changing work competencies and attitudes.
- Give a realistic perspective of today's workplace and the skills students need to succeed.
- Provide an opportunity to gather information for designing curriculum and improving core indicators
- Offer educators rich professional learning to enhance subject expertise and explore new teaching/counseling strategies.
- Increase awareness of career pathway potential in occupational areas.
- Give business professionals and educators an opportunity to have a constructive dialogue.
- Enable businesses to actively support workforce development.
- Build collaborative partnerships between education and business & industry.
- Define employability skills development needed by business & industry.

## Benefits of Externships

### ***Business partners will have the opportunity to:***

- Make a positive impact on classroom curriculum and instructional practices.
- Aid in preparing students with the skills they need to enter the workforce.
- Gain a realistic perspective about teaching and learning in schools today.
- Develop personal connections with educators and students.

### ***Educators will have an opportunity to:***

- Gain an understanding of the skills needed in today's workplace.
- Develop personal connections with business professionals.
- Increase knowledge of changing workplace competencies and attitudes.
- Obtain a better understanding of the post-secondary requirements students need.
- Examine new teaching strategies reflected in business organization structures (i.e. team approach, project management).

## Elements of Successful Program

### ***How can I translate the experiences from the externship to my everyday educational practice?***

It is important that the externship have meaning for the educator and the business partner and provide information that will translate into activities that prepare students for the future. The externship should also help the educator meet their curriculum and professional goals.

The following are four basic elements of a successful and meaningful externship experience:

- **Ownership:** Both the educator and the business partner must be invested in the development of a meaningful externship and follow-up in the classroom.
- **Input:** By linking the externship to curriculum and the KY Skills U Employability Standards (<https://kyskillsu.ky.gov/Educators/Pages/employability-standards.aspx>), an employability skills framework will be created to enable the educator and the business partner to understand that the work they are doing together will become part of what is taught in the classroom and will contribute to students' employability.
- **Reflection:** The externship will present the educator with new information which needs to be incorporated into everyday educational practice. Time is required for understanding the connection between educators and the world of work. Host site partners also need to understand the school environment, by observing and asking questions, of the educator.
- **Accountability:** The externship is a means to an end; that end is improved student learning and quality professional development for educators. As a result, instructional methods change to reflect the way "business" is conducted in the world of work. Ultimately, the collaborative partners are accountable, along with the extended community, for providing youth with the knowledge and tools they need for the future.

## KY Skills U Employability Standards

The Kentucky Skills U Employability Standards are derived from listening to employers and adult education instructors, and referencing national leaders in workplace preparation including Comprehensive Adult Student Assessment Systems (CASAS) Competencies and Equipped For the Future (EFF), among others. Extensive research and vetting contributed to this concise and concrete list of skills. The standards are written as stand-alone statements describing skills the employable adult should possess in order to be successful in the workplace.

	<h1 style="text-align: center; margin: 0;">EMPLOYABILITY STANDARDS</h1> <p style="text-align: center; margin: 0;">The employable adult should be able to:</p>
<b>E.1</b>	Effectively contribute to a team through cooperation, leadership, and giving and accepting critical feedback to work toward a common goal.
<b>E.2</b>	Utilize workplace tools and technologies to communicate effectively (e.g., memos/e-mails, basic computer programs, phone systems).
<b>E.3</b>	Model compliance of workplace policies and procedures.
<b>E.4</b>	Utilize and support workplace organizational structures (e.g., company departments, corporate goals, chain of command).
<b>E.5</b>	Utilize resources responsibly.
<b>E.6</b>	Identify and effectively use skills and materials needed for a particular task.
<b>E.7</b>	Accurately analyze information and respond appropriately.
<b>E.8</b>	Interact with others in a professional manner.
<b>E.9</b>	Analyze self-performance to better understand strengths and areas for improvement.
<b>E.10</b>	Seek out opportunities for advancement and improvement of personal skills and abilities.

## Educator Externship Requirements

Requirements of the Externship Program are:

1. Spend at least 1 day (8 hours) at the required host site.
2. Complete the outlined requirements that include the following:
  - a. Make a journal/record reflections during the experience;
  - b. Evaluating the externship experience.
  - c. Writing a thank you note to the host site.
3. Be punctual, appropriately dressed, and follow the host site instructions for working at the assigned facility.
4. Actively seek out opportunities to learn about the company and to identify company resources that may be useful to students and colleagues.

## Educator Question Bank for Host Site

**Directions: During the externship experience, use the question bank below (when and as applicable) to gather information about the host site and to spur conversations with their employees encountered daily.**

### **Employer Mentor/Coach 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 educators do to strengthen the relevance of school to the workplace?

### **Labor Market Questions:**

Specify occupational area(s):

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 other 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. What characteristics does your company look for in a local school system when determining to locate or relocate the company to a new community?
10. Is there any additional information you would like educators to know?

### **Human Resource Questions:**

1. What job classifications does your company have (skilled, unskilled, professional, 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, skills, and personality traits you look for in a new hire for entry-level 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 do you currently have that a teacher could use in the classroom?
7. What is the entry-level wage?
8. What benefits are offered to employees (PTO, health insurance, retirement, etc.)?
9. How do you locate future employees?
10. What training do you give employees?
11. How do you evaluate employees?
12. What is your company policy on attendance/tardiness?
13. What advice would you give a student who is interested in working for your company?
14. How is your company involved in education?
15. How is your company involved in the community?
16. What would you recommend teachers do to strengthen the relevance of school to the workplace?
17. Does your company offer work-based learning or apprenticeship placements to high school students? If so, are these positions paid? If not, what keeps you from offering work-based learning or apprenticeship placements?

### **Employee Questions:**

1. Please describe your typical workday. 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?

## Journal Assignment

Directions: *At the end of the day, take time to reflect in “no more than ONE PAGE” on your experience by either summarizing your day and its application to your classroom OR by responding to the topics below:*

DAILY ACTIVITIES: (List)

Comments concerning the activities you observed or participated in doing:

Observations linking externship to your classroom, a school program, or pathway:

Observations linking externship to employability skills framework in classroom:

Observations linking externship to “common threads” among business & industry partners (soft skills – math skills – communication skills – computer skills – drug tests – financial literacy – driver’s license):

Any ideas for unit/lessons that could be created based on observations today:

Any ideas for presentation that could be created based on observations today:

## Observation and Application Notes

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 consider how you could incorporate teaching these skills in your classroom/school.

<b>Basic Skills</b>	<b>The Way the Skill Is Being Used</b>	<b>Classroom Application</b>
Listening		
Speaking		
Appropriate attire		
Body language		
Team interactions		
Technology used		
Quality control		
Customer service		
Selecting and using appropriate tools/equipment		
<b>Academic Skills</b>	<b>The Way the Skill Is Being Used</b>	<b>Classroom Application</b>
Reading		
Writing		
Mathematics		
Scientific concepts		
Historical perspective		
Foreign language		

<b>Thinking Skills</b>	<b>The Way the Skill Is Being Used</b>	<b>Classroom Application</b>
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		
<b>Personal Qualities</b>	<b>The Way the Skill Is Being Used</b>	<b>Classroom Application</b>
Individual responsibility		
Sociability		
Integrity		
Time management		
Respecting diversity		
Teaching others		



## Time Sheet

At the end of your externship experience, please respond to the items below and submit the required documents to the Externship Liaison electronically or as directed.

Educator: \_\_\_\_\_

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

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

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

<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Contact Person's Initials</b>

## Permission to Photograph the Worksite and Employees

Taking photos of the worksite and employees during an educator's externship often provides a valuable resource for educators and students once the educator returns 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 slide presentations, and other educational publications. The photographs will never be sold and will be used exclusively for educational purposes.

\_\_\_\_\_ YES. I grant permission to use photos taken during the educator externship.

\_\_\_\_\_ YES. I grant permission to use photos taken **in designated areas only** during the educator externship.

\_\_\_\_\_ 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 Evaluation- Host

Host Site/Company: \_\_\_\_\_

Contact (Individual Completing Evaluation): \_\_\_\_\_

Position: \_\_\_\_\_

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

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

Externship Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please rate the externship program by circling the number that best represents your view: 1- Strongly Disagree 2- Disagree 3- Agree Somewhat 4- Agree 5- Strongly Agree

I was contacted in enough time for hosting an educator 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 educator 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 educator 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 educator extern.	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!**

## Externship Evaluation- Educators

Thank you for participating in the externship. 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: \_\_\_\_\_ # of Hours: \_\_\_\_\_

Please rate the externship program by circling the number that best represents your view: 1- Strongly Disagree 2- Disagree 3- Agree Somewhat 4- Agree 5- Strongly Agree

The externship was connected to my subject matter expertise?	1	2	3	4	5	N/A
The experience made me more aware of workplace readiness (problem solving, technology, communication) required by the employer.	1	2	3	4	5	N/A
Discussions with the employer focused on the academic preparation required for the occupation(s) observed.	1	2	3	4	5	N/A
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	N/A
The information I received prior to the externship provided an adequate and clear understanding of what to expect.	1	2	3	4	5	N/A
The amount of time I spent as an extern was appropriate.	1	2	3	4	5	N/A

7. What could have been done to help make the experience more meaningful for you?

8. Would you participate in an externship again?

Yes\_\_\_\_\_ No\_\_\_\_\_

Comments:

General Comments:

**Thank you for your time and input!**

## Sample Thank You Letter

*(Please print on school letterhead or a prepare a personal handwritten note or card.)*

*(Please delete this heading before sending to Externship Host.)*

Your Name  
Your School  
Address  
City, State Zip Code  
Email  
Phone number

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 an educator extern. I observed a variety of skills and competencies that I plan to implement in my *Name of Your Class* class. As a result of my experience with *Name of Host Site* I will be more successful at helping students understand the connection between classroom and workplace skills necessary for success.

Through my externship experience I learned *List some tasks or competencies learned* and will use this new knowledge to help students be more prepared to transition to college and careers.

Sincerely,

Type Your Name Here  
Type Your Job Title Here

## Links to Digital Forms

Page 20 held for links to digital forms