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 **Missouri**
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

Certified Teacher Externship

Information Guide and Documents



Certified Teacher Externship



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Definition of 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. Teacher externships offer a professional development experience that is often transformative for educators and their students. 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.

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.

Key Terms:

Extern – A general education teacher, Career and Technical Education (CTE) teacher, counselor, building or central office administrator who participates in the *Certified Educator Externship Experience (CEEE)*.

Industry Partner – A company, corporation, agency, non-profit, or service provider that has agreed to host at least one extern for 120 hours.

LEA – *Local Education Agency*- A public board of education or other public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state

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Benefit of Externship for Educators: Externship programs are one way for educators to learn about a specific industry and begin building relationships to deepen and broaden industry engagement within a school. Partnerships with employers resulting from externships can then be leveraged to enhance work-based learning activities throughout the K-12 continuum. The externship experience offers an avenue for teachers to expand their industry-based knowledge and transfer this to the curriculum.

Externships can be a powerful professional development tool that can change educators' beliefs about certain categories of students and careers, leading to a culture shift within a school. This includes equipping educators with the ability to make real-world connections for students in the classroom and to help them develop employability skills.

The externship experience is built upon the belief that teachers, counselors, administrators and business partners must all be part of the process to enable students to make connections between what is learned in the classroom and the skills that are required 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.

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.

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

Teachers 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.

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Teachers 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.

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.

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).

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Benefit of Externship for Employers: Externships are a way for businesses to make a positive impact in their communities and work with schools to develop their future workforce.

Benefits for the hosting employer include the ability to 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.

Many companies, large and small, have established programs that allow employees to donate work time to philanthropic endeavors to promote community involvement and/or service learning. Peer-to-peer experiences where educators and adults working in industry share their experiences provide valuable insights into the demands and challenges of education and the modern workplace and make learning more meaningful for students.

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 (clothing, safety and other protective gear, tools) 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.

- 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.

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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.

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EDUCATOR EXTERNSHIP REQUIREMENTS

Requirements of the Externship Program are:

1. The extern participant is to spend a required total of 120 hours (20 days at 8 hours per day) at the host industry site. This will equate to two (2) college graduate hours for possible advancement on the district's salary schedule. The site must be a prior district approved location.
2. Complete the outlined requirements that include the following:
 - a. Making daily journal/reflections (one page per day) during the experience;
 - b. Developing a unit plan, lesson plan, presentation, or improvement plan for implementation that the educator will share with instructors, administrators, board of education, or any other group as specified by the participant's district at their direction.
 - c. Evaluating the externship experience.
 - d. 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.

For additional information or questions, please contact the Career Pathways manager
In the Office of College and Career Readiness (OCCR) at the Department of Elementary and Secondary Education (DESE) at 573-526-4987.

Locating an Externship Host Sample Letter

Your Name

Your School

Address

City, State Zip Code

Email

Phone number

Date

Possible Externship Host Possible Externship Address City, State Zip Code

Dear Possible Externship Host Manager, Owner, or Head of Human Resources:

Please let me take this opportunity to introduce the idea of your company hosting an educator extern. As you are probably aware, employer surveys (conducted both locally and nationally) conclude that most entry-level workers lack the basic skills and knowledge needed to be immediately productive in the workplace. In response to these trends, Name of Your School is working to increase student achievement and motivation through new teaching and learning strategies. This includes employers, administrators, teachers, counselors, parents and community working more closely together. Using an innovative curriculum, hands-on real-world projects, and workplace experiences Name of Your School seeks to integrate the foundation skills of reading, writing, and math with workplace skills such as problem solving, critical thinking, teamwork, and use of technology to prepare all students for college and careers.

The educator externship is designed to expose teachers to careers and work environments so they can work with high school students more effectively. This is an opportunity for teachers to observe first-hand what the 21st century workplace entails and to interact with business professionals. Additionally, the externship allows teachers to provide links between the skills and knowledge taught in the classroom and those being used in the workplace so that educators can better prepare young people for the workplace and the challenges therein.

Here's how you can help. We are planning educator externships for Dates of Externship. The externship should last 120 hours. If you have any questions or need additional information please contact (List Contact Person i.e. principal or CTE Director) at Contact Person's Phone Number.

Sincerely,

NAME

Locating an Externship Host Sample Telephone Contact Sheet

Example: Hello, My name is _____ and I teach at _____.

I would like to incorporate some real-world experiences into my class. I teach (name the class, a unit, a project) _____ and hope to learn more about _____.

I understand from (how do you know this – colleague, internet, Chamber of Commerce) that _____ (your company) is doing great work in this area.

I'm particularly interested in observing (who or what do you want to see/do?) _____ . I would also like to find out about the range, required levels of education, salary ranges, typical workdays, and pros and cons of the jobs there.

Would your organization be open to hosting me for an externship for (state amount of time, i.e., hours/days?) _____ (when?) _____.

Company Name _____

Primary Product/Service _____

Secondary Product/Service _____

Contact Name _____

Department _____

Main Telephone _____ Cell number _____ Fax _____

Address _____

Externship Date(s) _____ Time _____

Check-In Location _____

Directions to Company _____

Parking/Entrance/Security Information _____

Dress Requirements _____

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.

_____ 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: _____

Teacher Externship Agreement – Host

Host Site: _____

Site Contact Name: _____

Address: _____

Phone: _____

Educator's Name: _____

Educator's Contact Phone Number: _____

Educator's email address: _____

School's Name: _____

School's Address: _____

School's Phone Number: _____

School's Contact Name: _____

School Contact's Phone Number: _____

Externship Start Date: _____

Externship End Date: _____

- Provide district 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 district 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

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
 - lunchtime/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.

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:

6. What job classifications does your company have (skilled, unskilled, professional, other)?
7. What job classifications do you expect to have the greatest demand within the next five years?

8. What level of education, training, skills, or experiences does an applicant need for an entry-level position?
 9. What are some of the core abilities and skills you look for in a new hire for entry-level positions?
 10. What should I be teaching in my classroom to prepare student for employment in a company like this?
 11. What ideas or materials do you currently have that a teacher could use in the classroom?
 12. What is the entry-level wage?
 13. How do you locate future employees?
 14. What training do you give employees?
 15. How do you evaluate employees?
 16. What is your company policy on attendance/tardiness?
 17. What advice would you give a student who is interested in working for your company?
 18. How is your company involved in education?
 19. How is your company involved in the community?
-
15. What would you recommend teachers do to strengthen the relevance of school to the workplace?
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16. 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?
-
13. Would you be willing to participate on an advisory board and/or committee within the school setting?