



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

What is a Teacher Externship?

An externship (an experience outside the parameters of one's own domain) allows educators to spend a period of time at a worksite and provides the experience of exploring and learning about the workplace and community at large. Externships provide educators with the opportunity to incorporate the experiences gained in the workplace with academic instruction.

The best range of experiences can be gained from each teacher spending four days in the workplace (Monday through Thursday), rotating to different departments. After their three day experience with the business, the teacher(s) will spend time developing and writing curriculum for their students to integrate what he/she learned about working in the "real world".

The Externship Experience:

- Increases awareness and knowledge of changing workplace competencies and attitudes.
- Gives a realistic perspective of today's workplace and the skills students will need to succeed.
- Provides an opportunity to gather information to aid in the design of curriculum.
- Offers teachers a rich professional development opportunity to enhance subject expertise and explore new teaching strategies.
- Increases awareness of career pathway potential in occupational areas.
- Provides a dialogue between business personnel and educators that aids in establishing permanent links between the workplace and the classroom.
- Brings knowledge of the business world into the classroom.
- Provides an exciting learning environment that will help students understand the importance of strong academics, how they apply to the world, and the career opportunities available to them.

Teacher Externship Benefits:

Business/Industry will:

- Establish an interactive partnership between their company and school district
- Heighten student awareness of career opportunities in the participating business field
- Have the ability to learn from the intern, educational techniques that work in the classroom
- Have a voice in the local educational reform movement
- Need to allow teachers to interview employees about their jobs
- Discuss and provide the rules and regulations of the business with the teacher
- Give the teacher(s) some actual duties to perform so that he/she can gain experience with a variety of skills associated with the business. The business will need to allow the teacher(s) to observe several jobs or departments so he/she will be able to observe a wide range of professions and career areas within the business

- Provide the teacher with forms used on the job that illustrate the need for skills such as reading, writing, math and communication. The business will need to allow the teacher to take copies back to the classroom to use for practical experiences
- Allow the teacher(s) to observe and participate in different types of technology associated with the business
- Allow the teachers to observe and participate in meetings
- Provides direct input for curriculum revision and/or development
- Have an opportunity for an individual outside of the business to provide feedback to the company

Teachers will:

- Learn “real world” applications of the subjects they teach and other subjects
- Increase content knowledge, renew their sense of professionalism, and learn career opportunities for students
- Write curriculum that will benefit students and other teachers
- Gain first-hand experiences of the workplace outside of education
- Have the opportunity to provide feedback to the business

Students will:

- Learn through their teachers about teamwork, problem-solving, technology, career awareness, corporate culture, and communication skills
- Receive from teacher(s), career awareness that will help them decide their career interests



Teacher Externship Expectations for Educators

Each business determines the number of teachers they will be able to accept. The teachers follow the daily work hours as established by the business. This information will be communicated to the teachers in advance by the CTE department.

Below are some guidelines to help make your Teacher Externship a success. If you have any questions about your experience, please contact Mike Doyle at 512-393-6899.

- Visit with your company contact one week prior to the externship.
- Ask your business representative about dress code.
- Talk to your business representative about parking.
- Review the interview questions on the following pages and add other questions if needed.
- Ask if you need a security badge for your work assignment.
- Talk to the employer about their expectations and your expectations of your externship.
- The teacher will respect the confidentiality of the Employer in all relevant matters in which the teacher may be involved during or after the externship. Please review your company policy with the teacher.
- The teacher is expected to comply with Employer's internal policies and procedures, including requirements under collective agreements and safety regulations so please review these policies with the teacher.
- Provide an emergency telephone number to your business representative.



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

Teacher Externship Expectations for Business

Each business determines the number of teachers they will be able to accept. The teachers follow the daily work hours as established by the business. This information has been communicated to the teacher in advance by the CTE Department.

Below are some guidelines to help make your Teacher Externship a success. If you have any questions about your experience, please contact Mike Doyle at 512-393-6899.

- Contact your teacher(s) one week prior to the experience to answer any questions the teacher may have.
- Visit with the teacher(s) about company dress code in advance so the teacher may dress accordingly.
- Inform the teacher of the correct parking location.
- Does the teacher need to bring a driver's license or identification for security purposes?
- Provide a telephone number and point of contact name for emergency purposes.
- Provide hands-on activities for the teacher. Allow them to work on a project with your employees.
- The teacher(s) will respect the confidentiality of the Employer in all relevant matter in which the teacher may be involved during or after the externship. Please review your company policy with the teacher.
- The teacher is expected to comply with Employer's internal policies and procedures, including requirements under collective agreements and safety regulations so please review these policies with the teacher.
- Provide handouts, as necessary.



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

Teacher Externship Business Interview Sheet For Educator

Please take the time to complete these interviews during your externship experience.

Company: _____ Contact: _____

Address: _____ Phone: _____

City, State, Zip: _____ Date of Visit: _____

Management Questions:

1) Primary product or service?

2) What kind of person are you looking for when hiring?

3) What are the most common reasons for employee termination?

4) What are the top five occupations, in terms of number of employees, within your workforce?

5) What are skills you anticipate employees will need in five years?

6) What kind of retraining or upgrade training is required?

7) What can high schools do to minimize retraining?

8) Based on current or most recent hiring activity, what percentage of employees have:

	4 Yr. Degree+	Apprenticeship	2 Yr./Cert.	Tech. School	H.S. Diploma
Percentage					
Salary Range					

9) What would you recommend we do to teach work ethic?

10) What is the one thing you wish we would teach our students?

11) What is the most valuable skill an employee can bring to your department?

Why?

12) What processes have become obsolete in the last couple of years?

13) What, if any, changes do you recommend be made to the subjects and the way subjects are taught to our students?

14) What skills do employees need to get and keep a job?

15) Do you ask to see high school/college transcripts or skills certificates during the hiring process? If so, does that influence your hiring decisions and why?

16) What method(s) does your company use to recruit workers?

17) What does the company do to retain and motivate employees?

18) What information is covered in a new employee orientation?

19) What effect has technology had on the company in the last five years?

Employee Questions:

This is a special interview with an employee in the company that you are assigned.

1) What is your job title? _____

2) How long have you been an employee? _____

3) What do you like most about your job? _____

4) What do you like least about your job? _____

5) How did you choose this particular line of work?

6) What classes have been the most helpful to you?

7) What classes have been the least helpful and why?

8) Knowing what you know now, what do you wish you would have paid closer attention to while in school?

9) What can high schools do to minimize training?

10) What kinds of incentives are offered by your company that motivates you to work here (other than a paycheck)?

11) Are you/have you ever been a part of a team that solves problems in the workplace? If so, describe your experiences.



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

Business Partner Validation Form

The contact person at the business will sign the following form to certify attendance by teacher on dates of participation shown.

Teacher: _____

Home Address: _____
Street City State Zip

Work phone: _____ Home phone: _____

Times/dates of participation: _____

Name of Business: _____

Address of Business: _____
Street City State Zip

DEADLINE

Business Partner Validation Form and Lesson Plan must be received in the Career and Technical Education office no later than 1 week after completion of externship.

Signature of business contact person: _____

Signature of Teacher: _____

Your teacher intern will ask you to complete this form on the 4th day of the externship. It verifies the teacher was at the business all four days (Monday – Thursday)

Teacher Externship Evaluation Form

TEACHER Evaluation

Please indicate the most appropriate response: 1 indicating the least satisfaction and 5 indicating very satisfied. A comment space is provided to allow you to give personal response. These responses are very important to allow us to make changes for future experiences. Please mail, email, or fax this evaluation back to as quickly as possible.

- 1) I was able to observe and participate in a variety of departments/jobs.

1 2 3 4 5

- 2) I was able to see the connection between skills and knowledge in the workplace and what needs to be taught in the classroom.

1 2 3 4 5

- 3) I was well prepared for this experience.

1 2 3 4 5

- 4) People at business made me feel welcome and comfortable.

1 2 3 4 5

- 5) The workplace provided enough information to enable me to gain from the experience and write quality curriculum.

1 2 3 4 5

- 6) This experience will help me create an awareness of workplace expectations for my students.

1 2 3 4 5

- 7) What did you like best about this experience?

- 8) What did you like least about this experience?

- 9) Considering the entire experience, do you have suggested changes for future Teacher Externship programs?

Mail or Fax to:

San Marcos High School
Attn: Mike Doyle, CTE Director
2601 Rattler Road
San Marcos, TX. 78666
Office: 512-393-6899
Fax: 512-393-6893
Email: michael.doyle@smcisd.net

Name: _____ School: _____

Participating Business: _____

Teacher Externship Evaluation Form

BUSINESS Evaluation

Please indicate the most appropriate response: 1 indicating the least satisfaction and 5 indicating very satisfied. A comment space is provided to allow you to give personal response. These responses are very important to allow us to make changes for future experiences. Please mail, email, or fax this evaluation back to as quickly as possible.

- 1) Teacher(s) was/were prepared and able to participate in our daily business routine.
1 2 3 4 5
- 2) Teacher(s) was/were able to experience several departments/jobs.
1 2 3 4 5
- 3) We received enough information prior to the externship to prepare for the experience.
1 2 3 4 5
- 4) I feel I was able to show a correlation between school and skills needed for the workplace.
1 2 3 4 5
- 5) Please rate the teachers(s) on the following
Willingness to work and learn 1 2 3 4 5
Communication skills 1 2 3 4 5
Appropriate Attire 1 2 3 4 5
Being on Time 1 2 3 4 5
- 6) I would like to host another Teacher Externship experience. Yes No
- 7) What did you like best about hosting this experience?

- 8) What did you like least about hosting this experience?

- 9) Considering the entire experiences, do you have suggested changes for future Teacher Externship programs?

Mail or Fax to:
San Marcos High School
Attn: Mike Doyle, CTE Director
2601 Rattler Road
San Marcos, TX. 78666
Office: 512-393-6899
Fax: 512-393-6893
Email: michael.doyle@smcisd.net

Name: _____ School: _____
Participating Business: _____



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

Thank You Letters/Notes/Follow-Up Assignments for Teachers

Once your interviews and assignments are complete, you will need to do three things.

- 1) Write thank you letters/notes to the employer you visited. It is important for them to get feedback from the community, and it is a great way for you to bring closure to the project.
- 2) Include copies of all projects with each of your thank you notes. This gives your business partners a sampling of how the connection between the work world and education is made in the classroom. Both the note and the examples are great forms of feedback and are sure to give your business partner a boost.
- 3) Be prepared to present your experience at an Education Advisory Board meeting.
- 4) Work to implement your newly gained knowledge into a new lesson.



S a n M a r c o s
Consolidated Independent School District

Dedicated to Education... Committed to Excellence

San Marcos High School
2601 Rattler Road
San Marcos, Texas 78666
www.smcisd.net

Mike Doyle
Career and Technical Education Director
512-393-6899
michael.doyle@smcisd.net