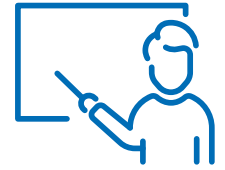


Employer Guide for Hosting a Teacher Externship

An externship is an opportunity for an educator to visit a workplace to learn more about the company, the type of work that's done there, and types of careers their students may pursue. Externships take place over three days in the summer, for a total of 24 hours. Teachers then integrate what they learn into their curriculum and share with their peers, impacting scores of students.

Benefits of an Externship

Employer Benefits



- **Boost Community Reputation:** Showcase your workplace and help the community understand what you do and how you do it.
- **Build Your Talent Pipeline:** Position your organization as an attractive employer.
- **Ignite Employee Engagement:** Current employees share their passion for their work, and engage in community partnerships.
- **Strengthen Local Economy:** Every \$1 invested in career-connected learning returns \$1.50–\$2.00 in local economic value through job growth and retention (Forbes).

Educator Extern Benefits

- **Career Exploration:** Broaden understanding of opportunities in various career fields to share with students.
- **Skill Connection:** See what skills and knowledge employers need, and how classroom learning is applied in real-world settings.
- **Skill Development:** Gain new professional insights and inspiration.
- **Local Networking:** Establish connections with employers in the community.



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Make it Happen

- Make a connection:** reach out to the Work-based Learning Collaborative and let them know you are interested in hosting a summer teacher externship experience. It's free to participate.
- Understand your audience and objectives for the event:**
 - Work with the coordinator to clarify the specific learning goals for the externship.
 - Will you be showcasing more than one area of your business?
 - Understand how many teachers will be present and their backgrounds.
- Assign roles:**
 - Who from your team will be involved with hosting the teacher(s)?
 - Consider showcasing multiple departments/occupations at your workplace.
 - Do the hosts feel that they have everything they need to be successful?
- Plan the externship:** Create a Schedule.
 - Introductions, welcome, overview of the organization and industry.
 - Workplace tour - Meet and Greet.
 - Individual shadowing time, including an informational interview - it's helpful to know if they will be shadowing one person/position or multiple.
 - Wrap-up and questions to end the days.

- Logistics:**
 - Coordinate directly with the educator placed with you to determine the dates of the externship.
 - Share any safety precautions or pre-onboarding tasks.
 - Will you provide the teacher lunch or should they bring a lunch?
 - Complete any necessary paperwork for coordinator.
- Internal communication:** Inform all site employees about the externship commitment to ensure participation, coverage and support, and confirm any necessary scheduling adjustments.
 - Complete any follow up for your company: host employee evaluations, etc.

Resources and/or Documents

- **WBLC Teacher Externship Brochure**
- **Externship Sample Schedule**
- **Why Partner in Work-Based Learning:**
A deeper look at employer benefits of work-based learning
- **Teacher Externship Resources**



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