



## *Business/Industry Host Information*

*“Bridging the Gap between Industry and Education”*

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# Pathways Bradley

## *Business/Industry Host Information*

The teacher externship program is open to all content area teachers at the high school level. The purpose is to provide a “hands on” experience in the world of work. A major emphasis should be placed on experiences in new technology, occupational skills and methods of operation in the business world. The externship will enable the educator to update his/her curriculum and/or teaching methods in a specific manner.

This program is planned not only to update the educator but to increase the understanding of some challenges faced by business agencies today. Our educators are charged with preparing tomorrow’s work force—they need YOUR help do this successfully. Thank you for your support.

We encourage you to publicize your participation in this effort through your company’s publications.

**While a stipend will be paid by Pathways Bradley, the industry organization host plays the most important role in this program. The host will:**

1. Provide the externship opportunity at the business location for four days;
2. Allow the educator to see different aspects of the business and talk to different employees within the company;
3. Designate a contact person to interact with the coordinator and educators during the experience;
4. Allow the educators an area for 45 minutes at the close of each day to reflect on the events of the day.

**The educator is expected to:**

1. Be at the industry host for four days, six hours a day;
2. Follow your personnel policies, where appropriate;
3. Ask for meetings, as needed, to make sure value is being added;
4. Fill out journal entries for each day along with the workplace learning opportunities and skills observation form.

# Introduction to Teacher Externships

Teacher Externships are a creative way of building strong links and greater understanding between schools and businesses. In an externship, teachers across disciplines spend time in a business setting, visiting with various personnel, observing work activities, participating in projects, and gathering information for future classroom use.

With the goal that all students should be college and career ready, teachers must constantly update their own knowledge and skills about current workplace practices, requirements, and tools by gaining an “on the ground” understanding of career trends that will affect their students. The externship experience helps teachers connect classroom content with students’ future career interests and helps students develop both the academic and technical skills required in the world they are preparing to enter.

## **The Goals of a Teacher Externship are to:**

- Provide a paid professional development opportunity for teachers to spend time in a business or community agency.
- Communicate teachers’ practical knowledge of the world of work into the classroom and better articulate the needs of the local and global workforce. This will enable teachers to better respond to the student questions such as, “Why do I need to know this?” or “When will I use this again?”
- Increase a teachers’ ability to connect theory and practice and bring an understanding of 21<sup>st</sup> Century Skills into the classroom, thus increasing the relevance of student learning.
- Give employers other avenues of involvement in education. It allows them to inform educators about their expectations of employees in various positions and offer input into the curriculum, thereby contributing to the preparation of their future workforce.
- Examine new teaching strategies reflected in business organization structures (i.e. team approach and project management)

**\*\*\*\* *This document was given to teachers in their orientation packet*\*\*\*\***

# 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.

## Educators will be most interested in opportunities to:

1. Learn the administrative structure—organizational chart;
2. Participate in staff meetings;
3. Learn about/or participate in training programs and, when appropriate, have access to training materials which apply to the teacher’s instructional area;
4. Learn current industry standards;
5. Learn about requirements for new employees (including occupational skills, academic requirements, and information on how new employees are recruited and hired);
6. Create a network for ongoing program assistance;
7. Visit different departments to see how industry applies to classroom content area along with different soft skills used in industry.

**\*\*\* This document was given to teachers in their orientation packet\*\*\***

## Checklist for a Successful Teacher Externship

- Wear appropriate attire for the host site
- Arrive at the agreed upon time
- Follow all company guidelines and rules of confidentiality
- Act professionally at all times
- Stay actively engaged at all times
- 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 21<sup>st</sup> 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 the academy and/or 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

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# Sample Questions Teachers Might Ask

## **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?

## **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
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 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 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?

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## Additional Pertinent Information

Thank you again for your willingness to participate in Pathways Bradley's first every teacher externship program. We are beyond excited about the foundation this program will lay. It is our goal to bridge the gap between education and industry to better prepare our students to be college and/or career ready.

Please see below information that will allow for a smooth externship experience:

1. You will receive a teacher profile document prior to the educators arriving at your facility. This will allow you to "get to know" the teachers before they arrive.
2. Teachers from all disciplines have signed up to participate in the program. They are eager to learn from industry professionals.
3. Teachers are expected to complete a log of their time and activities throughout the four days industry.
4. Teachers will complete and turn in four journal entries along with the Workplace Learning Opportunities and Skills Observation Form.