

## **Teacher Externship Abstract**

“Teacher Externship – The final Frontier” by Sandy Mittelsteadt prepares an educator to job – shadow in the “real world” in order to make academic learning more relevant in the classroom. Using a Star Trek theme, this packet defines a teacher externship and states the expectations of both educators and industry partners. Ideas for contacting companies, along with a checklist, are given. Sample job-shadowing questions and observation forms are included to enrich the actual job-shadowing experience, while a reflection exercise ensures that the job-shadowing experience is a true learning activity for the teacher. The packet includes a lesson plan format that the teacher fills out, so that the “Teacher Externship” enhances students’ learning.

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# Teacher Internship Application

Job Shadowing is an opportunity for you to learn how business/industry utilize the skills taught in the classroom. The information requested will help to develop a job shadow experience that is best suited to your interests.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

Years Taught \_\_\_\_\_ Grades Taught \_\_\_\_\_

Specialty Area(s) \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

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# LOCATING A COMPANY TO JOB SHADOW

Brainstorm businesses that would integrate with your classroom:

(Contact human resources or public relations department if you have no contact person.)

Company Name

Contact Name

Telephone

1. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

2. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

3. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

4. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

5. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

6. \_\_\_\_\_

A. Primary Product/Service \_\_\_\_\_

B. Secondary Product/Service \_\_\_\_\_

# Sample Telephone Contact for Teacher Job Shadowing and Checklist

Call to arrange teacher externship appointment:

Example: "My name is \_\_\_\_\_ and I teach at \_\_\_\_\_."

I would like to incorporate some "real life" experiences into my classroom, as I am teaching a unit on career exploration next month. May I job shadow for a couple of hours one afternoon next week? I'm particularly interested in observing lab technicians perform their job duties. I would also like to ask them questions, such as their level of education, salary range, typical workday, and positive aspects of their job. Would this be possible?"

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

Contact Name \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Externship Date \_\_\_\_\_ Time \_\_\_\_\_

Check-In Location \_\_\_\_\_

Directions to Company \_\_\_\_\_

Parking \_\_\_\_\_ Dress Requirements \_\_\_\_\_

Foreseeable Problems \_\_\_\_\_

## Check List:

Confirm the appointment the day before the visit.

Arrive at the agreed upon time.

Follow all company guidelines at the site.

Act professionally at all times.

Give employees time to answer your questions. (Let *them* do most of the talking);

Be enthusiastic about what you see.

Thank contact for externship visit.

Leave at agreed upon time.

Send thank-you note.

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# Sample Business Request for Teacher Job Shadowing

Date:

To:

From:

Re:

Thank you for taking the time to consider participating in a job shadowing experience for teachers. As you are probably aware, employer surveys (conducted both locally and nationally) conclude that the majority of entry-level workers lack the basic skills needed to be immediately productive in the workplace.

In response to these trends, the \_\_\_\_\_ Partnerships Academy is working to increase student achievement and motivation through new teaching strategies. This includes business and industry, labor, teachers, counselors, administrators, parents, and the community. Through the use of innovative curriculum, hands-on projects, and workplace experiences, this Partnership Academy seeks to integrate the foundation skills of reading, writing and math with general workplace skills, such as problem solving/critical thinking, articulation, technology usage, and teamwork.

The job shadow experience is designed to expose teachers and other educators to careers and work environments. It is an opportunity for them to see what a job entails, to observe and interact with business professionals, and to recognize the link between the skills the job shadow participants are teaching in the classroom and the skills being used in the workplace.

By connecting high school educators with local businesses/industries, teachers will learn about the world of work, create strategies for teaching work-based skills and competencies that are needed to be successful in the "real world."

Here's how you can help. We are planning a job shadow for \_\_\_\_\_ high school teachers on \_\_\_\_\_, from approximately \_\_\_\_\_ to \_\_\_\_\_.

We will contact you within the next two weeks. Meanwhile, if you have any questions or need additional information, please contact us at \_\_\_\_\_.

Sincerely,

Name

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# Sample Employer Information Sheet for Teacher Job Shadowing

Thank you for participating in "Teacher Job Shadowing." Please fill in the information and fax this form to:

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Job Shadow Date \_\_\_\_\_ Time \_\_\_\_\_

Contact Person (indicate if same as above) \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Full Business/Industry Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Lunch (Check one)  
\_\_\_\_\_ Employer provides    \_\_\_\_\_ Teacher purchases    \_\_\_\_\_ Teacher brings

Comments:

Appropriate Attire:

Directions to worksite:

Parking location:

Specific entrance/door:

\_\_\_\_\_

# Sample Business Confirmation

Date:

To:

From:

Re:

Thank you for your participation in the \_\_\_\_\_ Academy Teacher Job Shadow Day.

The times and dates of teachers' visits include:

| Name  | Date  | Time  |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

A copy of questions teachers may ask during their job shadowing experience is enclosed.

Thank you again for supporting the Partnership Academy Job Shadow Day. Enjoy your time with the teachers!

**SAMPLE JOB SHADOW QUESTIONS**

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## General

Would you give me a brief description of your company?

Who are your clients or customers?

How is your company organized? (May I see an organizational chart?)

During the past several years, what major industry changes/issues have impacted your company?

What changes/issues does your company anticipate having an impact on the company's future development?

What is company dress policy?

How many employees are with the company?

Full - time:

Part - time:

Temporary/Seasonal:

What job classifications does your company have?

Clerical

Sales/Marketing

Unskilled

Professional

Semi-Skilled

Technical

Skilled

Managerial

Other: \_\_\_\_\_

What job classifications do you expect to have the greatest demand within the next five years?

What are the titles of entry-level positions in your company?

What level of education, training, skills, or experiences does an applicant need for an entry-level position?

What is the entry-level wage for that position?

How do you locate future employees?

Given two equally qualified applicants, how does the company choose which one to hire?

Who interviews the applicants?

How many applications are received (week, month, and year)?

How many applicants are interviewed?

What training do you give employees?

How do you evaluate employees?

What is your company policy on attendance/tardies?

What advice would you give a student who is interested in working for your company?

How is your company involved in education?

How is your company involved in the community?

## Specific

Describe your typical workday.

What level of education is needed?

What academic and vocational skills are required for your job?

What is the salary range for this job?

What hours do you work?

What are the positive aspects of your job?

What are the negative aspects of your job?

What advice would you give a student who is interested in working in your occupation?

How did you get this job?

Would you be willing to participate on an advisory board?

Would you be willing to speak to my class?

Would you be willing to allow a student to job shadow?

Would you be willing to mentor a student?

What other employee should I job shadow?

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# TEACHER EXTERNSHIP OBSERVATION FORM

## Category Observed

## Evidence

Employee Attire

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Communication Activities:

Reading

---

Writing

---

Speaking

---

Listening

---

Body Language

---

Team Interactions

---

Scientific Concepts

---

Mathematical Concepts

---

Historical Perspective

---

Technology Used

---

Software Used

---

Employee Training

---

Leadership Skills

---

Employee Attitudes

---

General Job Skills

---

Specific Job Skills

---

Integrated Work

---

Good Work Habits/Behaviors

---

Poor Work Habits/Behaviors

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Materials/Equipment/Tools

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Visual Aids/Posters/Videos/Graphs/Maps

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**TEACHER EXTERNSHIP OBSERVATION FORM (Cont.)**

|                                   |       |
|-----------------------------------|-------|
| Time Issues                       | _____ |
| Health/Safety Issues              | _____ |
| Diversity Respected               | _____ |
| Motivation Activities             | _____ |
| Quality Control                   | _____ |
| Evaluation/Performance Reviews    | _____ |
| Problem Solving/Trouble Shooting  | _____ |
| Acquiring Information             | _____ |
| Evaluating Information            | _____ |
| Organizing Information            | _____ |
| Interpreting Information          | _____ |
| Critical Thinking/Decision Making | _____ |
| Liability/Insurance Concerns      | _____ |

# Teacher Job Shadow Workplace Skills Observation Form

Please note the skills and personal qualities you observe during your job shadow experience that are necessary for solid job performance. Record the ways you saw these skills being used.

**Basic Skills:**

Reading,  
Writing,  
Mathematics,  
Listening,  
Speaking

**Thinking Skills:**

Creative thinking,  
Making decision,  
Problem solving  
Seeing things mentally  
Knowing how to learn  
reasoning

**Personal qualities:**

Individual Responsibility,  
Sociability,  
Self-Management,  
Integrity

Teacher Name \_\_\_\_\_

Date \_\_\_\_\_

Company \_\_\_\_\_

Occupation(s) \_\_\_\_\_

\_\_\_\_\_

# Teacher Job Shadow

## Workplace Competencies Observation Form

Please identify the workplace competencies observed during the job shadowing. Record the ways you saw these competencies being used.

|  |  |
|--|--|
| <b>Resources:</b><br>Allocating Time,<br>Money,<br>Materials,<br>Space, and<br>Staff   |  |
| <b>Interpersonal Skills:</b><br>Working on teams,<br>Teaching others,<br>Serving customers, Leading,<br>Negotiating, and<br>Working with people from<br>culturally diverse<br>backgrounds. |  |
| <b>Systems:</b><br>Understanding social<br>Organizational and<br>Technological systems,<br>Monitoring, and<br>Correcting performance, &<br>Designing or improving<br>systems               |  |
| <b>Technology:</b><br>Selecting equipment and<br>tools,<br>Applying technology to<br>specific tasks, and<br>Maintaining and<br>troubleshooting<br>technologies                             |  |
| <b>Information:</b><br>Acquiring and evaluating<br>data<br>Organizing and maintaining<br>files,<br>Interpreting and<br>communicating, and<br>Using computers                               |  |

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Occupation \_\_\_\_\_

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# Sample Job Shadowing/Internship Daily Log

(Completed by teacher/intern)

Intern Name \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

| <b>Skills Observed:</b> | <b>Classroom Application Notes:</b> |
|-------------------------|-------------------------------------|
|                         |                                     |
|                         |                                     |
|                         |                                     |
|                         |                                     |
|                         |                                     |

# “TREK” SOUVENIRS

Terms/Vocabulary

Concepts

“Real Life” examples:

“Hands-on” Activities

“The more you learn, the more you earn.”

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# LESSON PLAN DEVELOPED THROUGH EXTERNSHIP

Objectives:

Advance Preparation:

Resources/Materials:

Pre-learning Activities:

Learning Activities:

Closure/Homework:

Assessment:

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# CURRICULUM INTEGRATION

## TOPIC

*CULMINATING PROJECT*  
(For All 5 subjects)

*ENGLISH Activities*

*MATHEMATICAL Activities*

*SOCIAL SCIENCES Activities*

*SCIENCE Activities*

*ELECTIVE Activities*

## *POSSIBLE ACTIVITIES / PROJECTS*

Labs, videos, guest speakers, surveys, opinion polls, reports (written and oral), models, debates, literature reading, content reading, writing essays, presentations, show and tell, advertisements, letters, journals, interviews, estimates, drawing, manuals, scripts, autobiographies, stories, measuring, mapping, estimating, drawing, sculpturing, musical compositions, computer programs, role playing, computer activities, research, budgets, conferences, symposiums, broadcasts, experimenting, field observations, charting, pamphlets, newsletters, blueprints, comic books, photography, games, carving, weaving, job-shadowing, fashion shows, magazines, recitals, murals, apprentices, work experience, panel discussions, portfolios, contests, service projects, or games.

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# Sample Teacher Job Shadow Thank You Letter

Date

Name of contact person  
Name of business/industry  
Address  
City, State, Zip code

Dear \_\_\_\_\_:

Thank you for your time and patience during my job shadowing experience. I observed several skills and competencies that can be implemented in my \_\_\_\_\_ class. As a result of my experience with you, I will be more successful at helping students understand the connection between academic learning and workplace skills necessary for success in the world of work.

Sincerely,

Teacher's name

\_\_\_\_\_ Department

\_\_\_\_\_ Name of school

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# Sample Job Shadow Thank You Letter from Academy Director

Date:

To:

From:

Re:

Dear \_\_\_\_\_:

Thank you for participating in the \_\_\_\_\_ Academy Job Shadow Day on \_\_\_\_\_ . We believe it was a very successful day. According to the employer surveys, the experience was very beneficial and the employers are eager to participate in the program again.

Comments received from the teachers were also extremely positive. Many have specific ideas on utilizing their experience by enriching their classroom curriculum and instruction. One teacher spoke of the need to stress quality, presentation, responsibility, basic skills, and self-esteem. Another said this experience was the best of any “in-service learning” activities in which she had participated.

As we continue to refine and improve job shadowing learning, any additional suggestions you may have would be greatly appreciated. Thank you again for supporting the staff at \_\_\_\_\_ Academy at \_\_\_\_\_ High School. We look forward to working with you in the future.

Sincerely,

Name

Title

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# Sample Job Shadow Evaluation for Teachers

Thank you for participating in the Teacher Job Shadow Program. In an effort to improve this experience for both the educators and the employers, please complete this brief survey and return it to the address below. Thank you.

Name \_\_\_\_\_

School \_\_\_\_\_

Company \_\_\_\_\_

Employee(s) Shadowed \_\_\_\_\_

Date(s) Shadowed \_\_\_\_\_ Hours Shadowed \_\_\_\_\_

- |   | Agree |     | Disagree |    |   |
|---|-------|-----|----------|----|---|
| 1. The job shadow was connected to your subject matter of expertise?  | 1     | 2   | 3        | 4  | 5 |
| 2. The experience made you more aware of the workplace readiness (problem solving, technology, communication) required by the employer.           | 1     | 2   | 3        | 4  | 5 |
| 3. Discussions with the employer focused on the academic preparation required for the occupation(s) observed.                                     | 1     | 2   | 3        | 4  | 5 |
| 4. During the experience, ways were identified in which classroom instruction could incorporate the skills needed in the occupations(s) observed. | 1     | 2   | 3        | 4  | 5 |
| 5. The procedures and guidelines provided for the job shadow experience give an adequate and clear understanding of what to expect.               | 1     | 2   | 3        | 4  | 5 |
| 6. What could have been done to help make the experience more meaningful for you?   |       |     |          |    |   |
| 7. Would you participate in the Job Shadow Program again?   | ?     | Yes | ?        | No |   |

Thank you for taking the time to complete this evaluation. Please fax to:

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# Sample Job Shadow Evaluation for Employers

Thank you for participating in the Teacher Job Shadow Program and hosting an academy teacher. In an effort to improve this experience for both the employer and the teacher, please complete this brief survey and return it to the fax number listed below. Thank you.

Name \_\_\_\_\_

Company \_\_\_\_\_

Employee(s) Shadowed \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date(s) Shadowed \_\_\_\_\_ Hours Shadowed \_\_\_\_\_

- |  | Agree |   |   |   |   | Disagree |     |          |    |   |
|--|-------|---|---|---|---|----------|-----|----------|----|---|
| 1. The job shadow was connected to the teacher's subject matter expertise.   | 1     | 2 | 3 | 4 | 5 |          |     |          |    |   |
| 2. The teacher learned about workplace readiness (problem solving, technology, communication) required by you as the employer.           |       |   |   |   |   | 1        | 2   | 3        | 4  | 5 |
| 3. The teacher discussed the academic preparation required for the occupation(s) observed.   |       |   |   |   |   | 1        | 2   | 3        | 4  | 5 |
| 4. The teacher discussed ways in which classroom instruction could be made more relevant to your occupations(s)/career field.            |       |   |   |   |   | 1        | 2   | 3        | 4  | 5 |
| 5. The procedures and guidelines provided for this job shadow experience gave you an adequate and clear understanding of what to expect. |       |   |   |   |   | 1        | 2   | 3        | 4  | 5 |
| 6. What could have been done to help make the experience more meaningful for you and or the teacher?                                     |       |   |   |   |   |          |     |          |    |   |
| 7. Would you participate in the Job Shadow Program again?  |       |   |   |   |   | <b>?</b> | Yes | <b>?</b> | No |   |
| 8. Would your business be willing to participate in an ongoing advisory capacity?  |       |   |   |   |   | <b>?</b> | Yes | <b>?</b> | No |   |

Thank you for taking the time to complete this evaluation. Please fax to:

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