**Teacher Externship Employer Checklist/Expectations** (WBL coordinator to fill in contact information)

To help you prepare, we have created the following checklist of what you can expect as we work together to plan a teacher externship. Thank you for participating in the externship program.

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| Preferred start date: | Teacher hours (e.g., X:XX to X:XX, # days per week): |
| Number of weeks: | School: |
| School contact name, phone, and email: |
| Work-based learning (WBL) coordinator name, phone, and email:  |

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| Employer expectations: | Check: |
| 1. Meet or speak with the WBL coordinator to discuss the nature of the work you anticipate for the teacher extern, any particular skills or strengths you would seek in a candidate, and other features of the externship. The initial conversation should take 15-20 minutes and will likely be followed by other communications with the WBL coordinator as planning progresses.
2. Work with the WBL coordinator to outline a work and learning plan with specific goals and deliverables for the teacher extern. This plan would be finalized in collaboration with the teacher who is selected to work with your organization. Teacher externs should not fill positions that otherwise would be available to part- or full-time workers.
3. Discuss payment or contribution to the extern stipend (if expected of employer).
4. Advise the WBL coordinator of any safety or security precautions that are necessary.
5. Identify the employee who will supervise the extern’s day-to-day work so that he/she can be well-informed about the program.
6. Interview externship candidates who will have been pre-screened and referred by school staff. College representatives may participate in screening and referral if a teacher is seeking credit for the externship.
7. Make the final selection of the extern for your organization.
8. Finalize the work and learning plan with the teacher you have selected. (In addition to the work on which you agree, the teacher will be expected to produce lesson plans that integrate real-world examples with academic content.)
9. Someone from the district, school, or college will be on call during the externship to provide any needed logistical support or to help resolve any problems that arise.
10. You or one of your employees may be invited to speak at a meeting in which externs discuss careers in your industry and the skills and knowledge students need to prepare for them.
11. Following the externship, you will be asked to complete a brief evaluation of the teacher’s performance and your assessment of the experience.
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