|  |  |
| --- | --- |
| A group of people around each other  Description automatically generated  A person wearing a hat  Description automatically generated | **Work-Based Learning Implementation Guide**  **Appendix: Resources** |

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Guest Speaker Participation Form

(WBL coordinator to fill in own name and contact information)

(Name of School) has a #th-grade (subject) class that would like you to speak about your organization and potential careers. Guest speakers add relevance to classroom learning and are an important part of a multi-year program that enables students to learn about career opportunities and the education required to pursue them.

Presentation details:

* (Date), from X:XX a.m. to X:XX a.m. (Other schedule options may be available.)
* #th- grade (subject) class of ## students
* Topic of interest:

Please complete the following information and return it to (WBL coordinator name) by (response date). Please contact (him or her) if you have any questions. (He or she) will confirm your participation and send you more information to help you prepare.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Main contact name: | Title: |
| Phone: | Email: |
| Speaker name and contact information (if different from main contact): | |
| Please specify any audio-visual or other equipment needs: | |
| Signature: | |
| Work-based learning (WBL) coordinator name, phone, and email: | |

Your support of work-based learning opportunities is a valuable complement to classroom learning and truly helps shape the lives of our students. Thank you!

# Guest Speaker Sample Email for Employers to Forward to Others

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to provide guest speakers for local schools. We’ve found it’s a rewarding experience for our employees as well as a good form of early recruitment for Blue Star.

The XYZ school district (or school name) is seeking guest speakers. Addressing a class will help broaden student awareness of potential careers in your industry. Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may well influence students’ future choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a presentation that will be convenient for you and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information

# Guest Speaker Sample Email to Employers from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ Public Schools (or name of specific school). Students from (list name of school) are seeking guest speakers to address their class about your organization and the potential careers it offers.

Guest speakers are part of a larger continuum of work-based learning opportunities designed to help students gain experience and insight into real-world careers. These activities help students set education and career goals and learn what it takes to prepare for careers.

Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may make a real difference in the students’ futures. I hope to schedule your visit for (date) at (time), but we could identify other options if necessary. Your audience will be about ## #th-grade (subject) students. I have attached a participation form for you to complete and return to accept this invitation. Please contact me at (list phone number) or (list email) if you have questions.

If you are unable to be a guest speaker, but would like to learn more about other opportunities to work with students by hosting job shadows, workplace tours, or internships, please contact me at your earliest convenience.

Thank you,

John Doe, Title

XYZ Public Schools (or name of specific school)

Contact information

Guest Speaker Evaluation Form

(WBL coordinator to pre-fill own name and contact information)

Thank you for taking the time to speak to (name of class and school) on (date). Your participation helps students make better-informed decisions regarding their future careers. Your feedback is valuable to ensuring high quality experiences for future speakers and our students. Please take a few minutes to complete this form and return it to (whom and where) at your earliest convenience.

|  |  |
| --- | --- |
| Your name: | Phone number: |
| Title: | Email: |
| Organization: | Industry: |
| Work-based learning coordinator name and contact information: | |

Please evaluate the guest speaker event in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LOGISTICS | | | | |
| Communication about the presentation and expectations | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Ease of participation | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Overall coordination | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| STUDENTS | | | | |
| Students were prepared with questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Students behaved appropriately | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| Guest speaker experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to be a guest speaker again in the future? YES NO

Would you be willing to participate in other work-based learning activities, such as workplace tours, career fairs, informational interviews, job shadows, or internships? Please note any that are of interest in the comment section below. Someone will contact you to follow up.

Please use the space below to provide additional comments about your experience. Please make note of any ways the coordinator could have helped you be better prepared.

|  |
| --- |
|  |

Guest Speaker Checklist/Expectations

(Top part to be completed by the WBL coordinator.)

To help you prepare, we have created the following checklist of what is usually expected from guest speakers. Please contact me with any questions. Thank you for agreeing to be a guest speaker at (list school name).

|  |  |
| --- | --- |
| Speaker name and title: | Organization: |
| Date of guest speaker presentation: | Arrival time: |
| Location and room number: | Length of presentation: |
| Where to park: | |
| Procedures for entering school: | |
| Audio-visual or other equipment to be provided at the school: | |
| Work-based learning (WBL) coordinator name, phone, and email: | |
| School contact name, phone, and email: | |

|  |  |
| --- | --- |
| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss the content of your presentation, including tips for making it interesting and informative for #th-grade students. This typically takes 15-20 minutes. 2. Your presentation should include a personal introduction and a description of your personal career path as well as information about the industry you work in, the organization you work for, and the education and training required to prepare for careers in your field. Based on your conversation with the coordinator, you may be able to make direct connections between classroom curricula and how they are applied in your work. You should plan to speak for about (## minutes) and allow (## minutes) for students to ask questions. 3. If possible, please share your presentation materials with the WBL coordinator, so that he/she can make sure the students are prepared ahead of time. If you have handouts to be copied, please provide those ahead of time as well. 4. Please provide a biographical summary so that you can be introduced properly. 5. The teacher or another school staff member will remain in the classroom during the presentation to assist with classroom management, if needed. 6. Students will be prepared with information about you and questions to ask. 7. It will be very helpful if you would complete the enclosed evaluation of your experience as a guest speaker within a few days after your presentation and return it to the WBL coordinator.   Thank you very much for agreeing to serve as a guest speaker. Please contact the WBL coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |

# Student Evaluation of Guest Speaker

Thank you for participating in the guest speaker visit by (name). Your feedback is important! Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Student name: | Name of guest speaker: |
| Date of guest speaker visit: | Guest speaker’s organization: |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GUEST SPEAKER | | | | |
| Speaker was interesting | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Speaker answered questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| INFORMATION |  |  |  |  |
| I found the information useful | Yes | | No | |
| Are you more or less interested in careers in the speaker’s field after listening? | More | | Less | |
| OVERALL EVALUATION | | | | |
| Guest speaker experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend this guest speaker for other classes? Circle one. YES NO

What did you find most interesting about the speaker’s presentation and why?

|  |
| --- |
|  |

What did you find least interesting about the speaker’s presentation and why?

|  |
| --- |
|  |

Did the presentation help you decide which career(s) you are interested in learning more about or identify careers in which you have no interest? Explain.

|  |
| --- |
|  |

Do you have ideas for other guest speakers we could invite to make presentations? Please provide additional comments below.

|  |
| --- |
|  |

# Guest Speaker Student Notes and Observations Form

|  |  |
| --- | --- |
| **Speaker Information** | |
| Name of speaker: | Job title of speaker: |
| Organization where speaker works: | Date of guest speaker visit: |
| Speaker’s education and training history: | |
| Speaker’s career history: | |

|  |
| --- |
| **Careers Available in Speaker’s Field** |
| What kinds of careers are available in this organization or field? |
| What kinds of things do employees in these careers do? |

|  |
| --- |
| **Career Potential** |
| What would I need to get a job in this field? (education/training/background experience) |
| What would I need to get ahead in this career? |
| What is the outlook for this career? |
| What are the potential salary ranges for this career? (entry level and top level) |

|  |
| --- |
| **Observations** |
| What did you learn that was surprising? |
| How will this experience inform your future education or career plans? |
| Use this space for additional notes. |

# Workplace Tour Sample Email for Employers to Forward to Others

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to host a workplace tour for local students. We’ve found these tours to be rewarding experiences for our employees as well as a good form of early recruitment for (Blue Star).

XYZ school district (or school name) is seeking workplace tour hosts. Visiting your workplace will help broaden student awareness of potential careers in your field. Typically lasting from a couple of hours to half a day, a workplace tour is a modest investment of your time that may influence students’ future education and career choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a workplace tour that will be convenient for you and your employees and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information

# Workplace Tour Participation Form

(WBL coordinator to fill in own name and contact information)

XYZ School would like to schedule an opportunity for ## #th-grade students to visit and tour your workplace to learn more about potential careers in your industry. Workplace tours are an important component of a multi-year program that helps students learn about career opportunities and set goals for their future education and career preparation. We hope to schedule the tour of your workplace on (date) but would be happy to work with you to find a date that is convenient for both your organization and the school.

Please complete the following information and return it via email by (response date) or call the work-based learning (WBL) coordinator if you have questions or wish to discuss a potential tour before making a commitment. We will confirm receipt and contact you to develop an agenda for the tour that will both showcase the career opportunities offered by your organization and industry and provide an engaging career awareness experience for the students.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Main contact name: | |
| Phone: | Email: |
| Dates that work for you: | |
| Comments: | |
| Signature: | |
| Work-based learning coordinator name, phone, and email: | |

Your support of work-based learning opportunities like this tour is an important complement to classroom learning and can make a real difference in the lives of our students. Thank you!

# Workplace Tour Teacher Permission Form for Class Absence

(Only include periods that students will miss)

You are excused from (part of day or full day) of school to participate in a workplace tour at (name of employer). There are certain procedures that must be followed for this to happen. All teachers whose classes you will miss must be informed, and you must obtain all assignments for the day of the tour. It is up to your individual teachers to decide when the assignments you miss will be due.

**This form must be completed with all teacher signatures and turned in to (whom) by the established deadline in order for** **you to be excused from classes and permitted to go on the workplace tour.**

|  |  |
| --- | --- |
| Student name: | Date of workplace tour: |
| Period 1 teacher signature: | Assignment: |
| Period 2 teacher signature: | Assignment: |
| Period 3 teacher signature: | Assignment: |
| Period 4 teacher signature: | Assignment: |
| Period 5 teacher signature: | Assignment: |
| Period 6 teacher signature: | Assignment: |
| Period 7 teacher signature: | Assignment: |

# Student Registration and Parent/Guardian Permission Form for Workplace Tour

(Top part to be completed by WBL coordinator)

Both the student and the parent or guardian should review the expectations outlined in this form. A signature on this form not only signifies permission but also a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in the tour.**

|  |  |
| --- | --- |
| Student name: | Parent/guardian name: |
| Date of tour: | Employer host and location: |
| Start and finish time for tour: | Adult(s) who will accompany students: |
| Meeting place and time for departure and return: | Transportation arrangements: |
| School contact name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for tour. 2. Obtain signatures and assignments from teachers for all classes that will be missed. 3. Arrive on time for the tour. 4. Adhere to the dress code discussed in class. 5. Demonstrate appropriate workplace behavior. 6. Listen to tour hosts and ask questions. 7. Record observations on the student observation form. 8. Participate in post-tour reflection activities. 9. Write a thank-you note to the workplace tour host. 10. Complete an evaluation of the tour. 11. Complete all assignments from any missed classes. | |
| Expectations for parents or guardians (Please check each box to indicate your understanding and acceptance of each):  ☐ Support student’s participation and fulfillment of the above expectations.  ☐ Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to attend the workplace tour.  ☐ Give permission for the student to be photographed during the tour.  ☐ (If needed) Provide transportation to and from the workplace tour.  ☐ (If needed) Allow student to drive to and from workplace tour. | |
| Student name: | Parent or guardian name: |

# Workplace Tour Employer Evaluation

Thank you for taking the time to host a workplace tour. Your support of this program provides students the opportunity to make better-informed decisions regarding their futures. Your feedback is valuable to ensuring high-quality experiences for you, other hosts, and our students. Please take a few minutes to complete this form and return it at your earliest convenience to (name) at (email).

|  |  |
| --- | --- |
| Your name: | Phone number: |
| Title: | Email: |
| Organization: | Industry: |

Please evaluate the tour in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LOGISTICS | | | | |
| Communication setting up the tour | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Ease of participation | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Tour coordination (before and during the tour) | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| STUDENTS | | | | |
| Students were prepared with questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Students behaved appropriately | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| Workplace tour experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host future tours? YES NO

Would you be willing to participate in other work-based learning activities, such as guest speaker presentations, career fairs, informational interviews, job shadows, or internships? Please note any that are of interest in the comment section below. Someone will contact you to follow up.

Please use the space below to provide additional comments about your experience. Please make note of any ways the coordinator could have helped you or the students be better prepared.

|  |
| --- |
|  |

# Employer Workplace Tour Checklist/Expectations

(Top part to be completed by the WBL coordinator.)

To help you prepare, we have created the following checklist for planning the tour of your workplace. Please contact (name, email, and phone) with any questions. Thank you for agreeing to host a tour for students from (school name).

|  |  |
| --- | --- |
| Date: | Arrival time: |
| Location: | Duration of tour: |
| Work-based learning (WBL) coordinator name, phone, and email address: | |
| School contact name, phone, and email address: | |
| Number and grade of students: | |

|  |  |
| --- | --- |
| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss the agenda for the tour, including tips for making it interesting and informative for (#th)-grade students. This typically takes 15-20 minutes. 2. Work with the WBL coordinator to identify enough adults (your employees, school staff, or parents) to accompany the students so that there are no more than ten students per adult. 3. Typically, a tour will begin with a presentation by the host, providing information about the organization, the industry it is in, the kinds of careers it offers, and what it takes to prepare for these careers. 4. The tour may be conducted with the whole group at once, or the students may be split into smaller groups to rotate through several departments or work stations. There may be one host that stays with the group(s) throughout the tour, or employees in each department or work station may talk to the students about their jobs, educational background, and career paths. 5. Workplace tours usually end with an opportunity for questions and answers. 6. Please provide information about any special security procedures, safety practices, or safety equipment that may be required. 7. If you are willing, give the WBL coordinator permission for photographs to be taken and/or information about the tour to be released to the media. 8. If there are special needs students who wish to participate in the tour, determine whether and how they can be accommodated. 9. If you have brochures or other information about your organization that you would like students to see before the tour, the WBL coordinator can arrange for them to be distributed. 10. Students will be prepared with information about your organization and questions to ask. 11. It will be very helpful if you would complete and return the enclosed evaluation of your experience in hosting a workplace tour within a few days after the tour.   Thank you very much for agreeing to host a workplace tour. Please contact the WBL coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |

# Workplace Tour Student Evaluation Form

Thank you for participating in the workplace tour. Your feedback is important. Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Student name: | Workplace tour host organization: |
| Date of tour: |  |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WORKPLACE | | | | |
| Host communicated well | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Host answered questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Tour coordination | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Workplace was interesting | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| INFORMATION |  |  |  |  |
| I found the information useful | Yes | | No | |
| Did the tour help inform you about careers? | Yes | No | Somewhat | Not Applicable |
| OVERALL EVALUATION | | | | |
| Workplace tour experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend that other students tour this workplace? Circle one. YES NO

Did the tour help you decide which career (s) you are interested in learning more about or identify careers in which you are not at all interested? Explain why.

|  |
| --- |
|  |

Please provide additional comments below.

|  |
| --- |
|  |

# Workplace Tour Student Observation Form

|  |  |
| --- | --- |
| **Organization Information** | |
| Name of organization: | Workplace tour date: |
| Host name: | Host title: |
| In which industry does the host organization operate? | |

|  |
| --- |
| **Site Information** |
| Describe the worksite in a few sentences. |
| Describe your host’s workspace. (cubicle, office, laboratory, manufacturing floor, etc.) |
| How were people dressed? Were there differences in how some people dressed and why? |
| What kinds of careers are available in this organization? |

|  |
| --- |
| **Career Potential** |
| What would I need to get a job in this field? (education/training/background experience) |
| What would I need to get ahead in this career? |
| What is the outlook for this career? |
| What are the potential salary ranges for this career? (entry level and top level) |

|  |
| --- |
| **Observations** |
| What did you observe that was not expected? |
| How did this experience help shape your future career plans? |

# Career Fair Sample Email for Employers to Forward to Others

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to participate in a career fair for local students. We’ve found these fairs to be rewarding experiences for our employees as well as a good form of early recruitment for (Blue Star).

XYZ school district (or school name) is seeking employers to exhibit at the fair to help build student awareness of potential careers in your industry. This year’s fair will take place on (date) from X:XX a.m. to X:XX p.m. at (location). While participating in the fair represents a significant investment of time, it will be very valuable to students as they make choices about their future education and careers. It also will provide favorable exposure for your organization and the opportunities it offers. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan an interesting exhibit that will engage students and parents, showcase your organization, and provide a positive experience for your employees.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information

# Career Fair Participation Form

(WBL coordinator to fill in own name and contact information)

XYZ district or school is hosting a career fair for #th- and #th-grade students from (school names) to learn more about potential careers and postsecondary education options. Career fairs are an important component of a multi-year program that helps students learn about potential career opportunities and set goals for their future education and career preparation. (Name), the work-based learning (WBL) coordinator who is leading the planning for the fair, will be happy to work with you to plan an interesting and engaging exhibit.

Fair details:

* (Date) from X:XX a.m. to X:XX p.m. (Exhibitor arrival for set-up and briefing one hour before fair)
* (Location)
* ### #th- and #th-grade students
* Each booth for exhibitors will have a table use to provide information, demonstrations, hands-on experiences, handouts, or other features that will engage students.
* If you have any equipment, electrical power, or internet access needs, please list them below.

Please complete the following information and return it via email by (date). We will confirm receipt and send you more information about the fair. I will contact you to discuss plans for your booth.

|  |  |
| --- | --- |
| Employer/educational institution: | |
| Industry/education programs: | |
| Main contact name: | |
| Phone: | Email: |
| Logistical needs (electrical outlet, internet access, etc.): | |
| Other comments: | |
| Signature: | |
| WBL coordinator name, phone, and email: | |

Your support of career awareness and exploration activities like this fair is a valuable complement to classroom learning and can make a real difference in the lives of our students. Thank you!

# Career Fair: Sample Email to Employers and Educational Institutions from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We are planning a career fair for students (and parents, if applicable) from (names of schools) and are seeking representatives from employers and educational institutions to showcase their organizations at the fair. Employers will be asked to provide information about the careers available in their industries, while education representatives will be expected to explain how their programs prepare students for careers. Career fairs are very helpful to students as they build awareness of career options and plan the next steps for career exploration. They are part of a broader continuum of work-based learning opportunities that expose students to real-world careers. These activities help students set education and career goals and learn what it takes to prepare for the careers that interest them.

Here are some specifics about the college and career fair:

* (Date) from X:XX a.m. to X:XX p.m.
* ## #th- and #th-grade students from (schools)
* Location
* ## exhibit spaces available

Because of strong student interest in your (organization, college, industry, or occupation), we are especially interested in making sure that you reserve an exhibit space while it is still available. If you are willing to participate in the fair, we can work out the details together. Please contact me at (phone number) or (email) if you are interested. I have enclosed a participation form you can use to confirm your intentions.

If you are unable to participate in this year’s fair but would like to learn about other opportunities to work with students by being a guest speaker, hosting a workplace tour or job shadow, or providing internships, please contact me at your earliest convenience.

Thank you,

John Doe, Title

XYZ District or School

Contact information

# Career Fair Exhibitor Evaluation

Thank you for taking the time to participate in the (date or location or other identifier) fair. Your support of this activity provides students with opportunities to make better-informed decisions about their futures. Your feedback is valuable to ensuring high-quality experiences for you, other career fair exhibitors, and our students. Please take a few minutes to complete this form and return it to the fair coordinator.

|  |  |
| --- | --- |
| Name: | Phone number: |
| Title: | Email: |
| Organization/Institution: | Industry: |

Please evaluate the fair in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LOGISTICS | | | | |
| Communication about the fair and expectations | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Ease of participation | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Fair coordination | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Fair layout | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Fair schedule | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| STUDENTS | | | | |
| Students were prepared with questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Students were professional | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| College and career fair experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to participate in future fairs? YES NO

Would you be willing to participate in other work-based learning activities, such as guest speaker presentations, workplace tours, informational interviews, job shadows, or internships? Please note any that are of interest in the comment section below. Someone will contact you to follow up.

Please use the space below to provide comments about the fair. Please be sure to suggest ways to make future fairs more convenient and productive for exhibitors.

|  |
| --- |
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# Career Fair Checklist/Expectations for Exhibitors

(Top section to be completed by WBL coordinator)

To help you prepare, we have created the following checklist for planning your exhibit. Please contact the work-based learning (WBL) coordinator (name, email, and phone) with any questions. Thank you for participating in the (school or region name) college and career fair.

|  |  |
| --- | --- |
| Date: | Arrival time (one hour before fair begins): |
| Location: | Departure time: |
| Where to park: | |

|  |  |
| --- | --- |
| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss plans for your booth and details about arrangements, including tips for making your exhibit interesting and informative for the students. This usually takes 15-20 minutes. 2. Identify one or two representatives to attend the fair and staff your exhibit. It can be helpful if they are parents of adolescents or have facilitated similar discussions because they are likely to be more comfortable interacting with students. 3. Employer representatives should be prepared to talk about their industries and organizations, the career opportunities available, the preparation it takes to pursue them, hiring requirements, and compensation. 4. Education representatives should be prepared to talk about admissions requirements, courses of study, degree and certificate programs, costs and financial aid, scholarship opportunities, extra-curricular activities, and the life of a student. 5. It is helpful to bring brochures or other handouts with information students can take home to share with their families. Please try to bring enough for all ### students and some extras for their teachers. 6. We will provide an undecorated (provide dimensions) table, so you may will want to bring a tablecloth, perhaps with your organization’s logo. 7. Exhibitors will need to bring their own displays (e.g., table top and/or standing) and signs. Please check with the WBL coordinator if you contemplate a large display. 8. The most effective booths provide hands-on, interactive opportunities for students to see, touch, or engage in other ways. Some participants bring tools, models, or games. Please discuss your plans with the WBL coordinator, as he/she needs to make sure your display does not exceed the available space and is safe for students. 9. (If this exhibitor is participating in a breakout session, include details). 10. Students will be prepared with information about your organization and questions to ask.   Thank you very much for agreeing to participate in the college and career fair. Please contact (WBL coordinator) at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |

# Career Fair Teacher Permission Form for Class Absence

(Only include periods that students will miss)

You are excused from (part of day or full day) of school on (date) to participate in a career fair at (location). There are certain procedures that must be followed for this to happen. All teachers whose classes you will miss must be informed, and you must obtain all assignments for the day of the tour. It is up to your individual teachers to decide when the assignments you miss will be due.

**This form must be completed with all teacher signatures and turned in to (whom) by the established deadline in order for** **you to be excused from class**. **Students will not be permitted to attend the college and career fair if they have not submitted completed permission forms.**

|  |  |
| --- | --- |
| Student name: | Date of fair: |
| Period 1 teacher signature: | Assignment: |
| Period 2 teacher signature: | Assignment: |
| Period 3 teacher signature: | Assignment: |
| Period 4 teacher signature: | Assignment: |
| Period 5 teacher signature: | Assignment: |
| Period 6 teacher signature: | Assignment: |
| Period 7 teacher signature: | Assignment: |

# Student Registration and Parent/Guardian Permission Form for Career Fair

(Only needed if fair location is off-campus. Top part to be completed by WBL coordinator, except for student and parent names.)

Both the student and the parent or guardian (if the student is a minor) should review the expectations outlined in this form. A signature on this form not only signifies permission, but also a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in the fair.**

|  |  |
| --- | --- |
| Student name: | Parent/guardian name: |
| Date of fair: | Location of fair: |
| Hours of fair: |  |
| Meeting place and time for departure and return: | Transportation arrangements: |
| School contact name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for fair. 2. Obtain signatures and assignments from teachers for all classes that will be missed. 3. Arrive on time on the day of the fair. 4. Adhere to the dress code discussed in class. 5. Demonstrate appropriate workplace behavior. 6. Listen to and ask questions of the employer and college representatives participating in the fair. 7. Get your passport to the future stamped or signed at each exhibit you visit. 8. Participate in post-fair reflection activities. 9. Complete an evaluation of the fair. 10. Complete all assignments from any missed classes. | |
| Expectations for parents or guardians: Please check boxes to indicate your understanding and acceptance of each item.  ☐Support student’s participation and fulfillment of the above expectations.  ☐Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to attend the fair.  ☐Give permission for the student to be photographed during the fair.  ☐Parents are welcome to visit the fair. Please register at the entrance if you decide to come. | |
| Student name: | Parent or guardian name: |
| Student signature: | Parent signature: |

# Career Fair Student Evaluation

Thank you for participating in the career fair. Your feedback is important. Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Student name: | School: |
| Date of fair: |  |

Please evaluate the experience in each of the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BOOTHS | | | | |
| Booths were hands-on and interesting | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Representatives described their organizations in detail | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Representatives were friendly | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| BREAKOUT SESSIONS (if applicable) | | | | |
| Breakout sessions were helpful | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Comments about breakout sessions |  | | | |
| OVERALL EVALUATION | | | | |
| The fair helped me learn more about careers and education programs | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| College and career fair experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend other students attend a similar fair? Circle one and explain. YES NO

|  |
| --- |
|  |

Did the fair help you decide which career(s) you are interested in learning more about or careers in which you are not at all interested? Explain why.

|  |
| --- |
|  |

What was the most interesting exhibit you visited and why?

|  |
| --- |
|  |

What was the least interesting exhibit you visited and why?

|  |
| --- |
|  |

Please provide additional comments below.

|  |
| --- |
|  |

# Career Fair Passport to the Future

(Add pages as needed, so that students can make notes on all exhibits.)

As you move through the career fair and talk to representatives at each exhibit, write the name of each exhibitor you visit in one of the boxes below and ask a representative to sign or stamp it. You may use this form to make notes about memorable employers or education institutions.

|  |  |
| --- | --- |
| Student name: | Date of fair: |
| School: |  |

Exhibits visited:

|  |  |
| --- | --- |
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# Informational Interview Sample Email to Employers from WBL Coordinator

(Note: This email could be adapted to be sent to an employer association such as a chamber of commerce.)

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We have ## #th-grade students from (school) who would like to schedule informational interviews with employees who work in the careers in which they are interested. We hope you will be willing to have one or more students interview you or a colleague at your organization.

Informational interviews are part of a larger continuum of work-based learning opportunities that help students learn about careers and set goals for further career exploration and education. Typically taking 15-30 minutes, informational interviews are a small investment of time that can have a positive impact on a student’s career planning. Interviews will take place between (date) and (date). To help them learn how to do so, students will make contact to schedule the interviews. Please feel free to contact me at (phone number) or (email) with questions or comments.

If your organization is willing to participate in one or more informational interviews, please reply to this email so that I can provide your contact information to a student who is interested in your industry. If there are other employees who can provide more detailed information about specific career in your organization, please provide their names, positions, and contact information. If you would like to learn more about other opportunities to work with students, such as being a guest speaker or hosting a workplace tour or job shadow, please contact me at any time.

Thank you,

John Doe, Title

XYZ District or School

Contact information

# Employer Informational Interview Checklist/Expectations

(Top part to be completed by WBL coordinator)

To help you prepare for your informational interview with (student name), we have created the following checklist of what you can expect. Please contact the work-based learning (WBL) coordinator with any questions. Thank you for your participation.

|  |  |
| --- | --- |
| Time period during which interview may be scheduled: | |
| Student name(s): | |
| School: | |
| School contact name and title: | School contact phone: |
| School contact email: | |
| WBL coordinator name and contact information: | |

|  |  |
| --- | --- |
| Expectations: | Check: |
| 1. Students will reconfirm the interview time shortly before it is scheduled to take place. 2. Before the interview, please have up-to-date information about your organization, industry, and the careers that are available. Any information about industry trends and the skills required for careers is beneficial to students, as are websites they can use to obtain more information. 3. Students will likely ask about your own education, training, and career path. 4. Allow the student to conduct the 15- to 30-minute interview. 5. If you would like, provide feedback to the school contact or the work-based learning coordinator noted above. |  |

# Informational Interview Teacher Permission Form for Class Absence

(Only include periods that students will miss)

You are excused from (which period or periods) on (date) to conduct an informational interview with an employer. There are certain procedures that must be followed for this to happen. Any teachers whose classes you will miss must be informed, and you must obtain class assignments for the day of the interview. It is up to your individual teachers to decide when the assignments you miss will be due.

**This form must be completed with all teacher signatures and turned in to (whom) by the established deadline in order for** **you to be excused from classes.**

|  |  |
| --- | --- |
| Student name: | Date and time of informational interview: |
| Period # teacher signature: | Assignment: |
| Period # teacher signature: | Assignment: |

# Informational Interview Student Evaluation

Thank you for completing your informational interview. Your feedback is important! Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Student name: | Name of employee interviewed: |
| Employer or organization of employee interviewed: | Title of employee interviewed: |
| Date of interview: | Phone/email of employee interviewed: |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INTERVIEWEE | | | | |
| Employee was helpful | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Employee was available at scheduled time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| INFORMATION |  |  |  |  |
| The information is useful | Yes | | No | |
| I became better-informed about careers? | Yes | No | Somewhat | Not Applicable |
| OVERALL EVALUATION | | | | |
| Informational interview experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend this employee to be interviewed by other students? Explain why or why not.

|  |
| --- |
|  |

Did the informational interview help you identify career(s) you would like to explore further or careers in which you have no interest? Explain.

|  |
| --- |
|  |

What did you find most interesting about the interview and why?

|  |
| --- |
|  |

What did you find least interesting about the interview and why?

|  |
| --- |
|  |

Please provide additional comments below.

|  |
| --- |
|  |

# Informational Interview Student Scheduling Phone Call Script

**(Adapted from *Roads to Success[[1]](#footnote-1)*)**

**Directions**: Use the script below to schedule your informational interview. Fill in the blanks for the first item before you make your call. The lines in bold indicate where you should be taking notes during the call. Make sure to record all of this informa­tion before you finish the call.

1. Hi, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am a (what year) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Name). Participating in an informational interview is an important part of my career education. I would like to interview someone at your organization for 15 to 30 minutes to learn about careers in (occupation/department/field) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. May I speak with someone who might help me identify the right person for me to contact to schedule an interview?

If person is unavailable or out for the day, get his or her name and the name of the person with whom you spoke.

**i. Name of person with whom you spoke: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ii. Name and phone number of informational interview contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. Repeat step 1 if transferred to another individual.

3. May I schedule an informational interview with one of your employees?

a. If the answer is yes, go on to the next question. If the answer is no, thank this person for his/her time and politely end the phone call.

4. Ask for the name, phone number, and e-mail address of your contact person.

**a. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**c. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Confirm that you have the name, phone number, and email recorded correctly. Thank the person who has helped you identify the contact.
2. Call or email the contact person. Introduce yourself and indicate who gave you his or her name and why you are calling.
3. Would it be possible to schedule my informational interview during the week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [as by teacher or school]? Is there a day or time that is best for you? (Or suggest a day and time.) How would you prefer I conduct the interview--by telephone or by videoconference?

**a. Date and time of informational interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. Method of interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone or video conference)**

8. Repeat date and time you scheduled. Send an email confirmation promptly.

1. Thank you very much for your time. I look forward to our interview and will confirm it with you the day before. If your schedule changes, please let me know by contacting (school contact, phone, and email), and I will get in touch to reschedule.

# Job Shadow Sample Email to Employer from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We have ## #th-grade students from (school or schools) who need to spend part or all of a day “shadowing” employees who work in careers the students wish to explore. Job shadows are part of a larger continuum of work-based learning opportunities that provide students with exposure and insight into real-world careers. These activities are valuable for students as they set and pursue education and training goals.

Our job shadows run from four to eight hours and typically involve time for an introduction to the organization, a tour of the workplace, individual shadowing time, an informational interview with questions the student has prepared, and a wrap-up meeting. Employers may choose to host one or several students. Our goal is to have all ## students job shadow on (date) or during that week. Please help us provide opportunities for each of our students.

I would like the opportunity to answer questions and provide additional information. If you are interested in having one or more students shadow you or colleagues at your workplace, please contact me directly at (email address and phone number) or complete and return the enclosed participation form. The next step will be for me to provide resource materials to you and other assistance in planning the job shadow experience. I look forward to working with you.

Thank you,

John Doe, Title

XYZ District or School

Contact information

# Job Shadow Employer Orientation Agenda

The employer orientation prepares the employees who will host students in their workplaces. Typically, the orientation lasts about an hour and is held at a site convenient to most employees or is sponsored by an employer. It should be scheduled approximately one month before the job shadows at a time that works for most of the employees who will be directly supervising the students.

Sometimes students are invited to the orientation session if the time and location make it feasible for them to attend. The orientation session can be a good way to introduce employer hosts to the students assigned to shadow them.

Below is a sample agenda for the employer orientation:

* Introduction of district and school staff working on the job shadow program -- 5 minutes
* Review of the employer’s roles for the job shadows -- 25 minutes
  + Time and duration of the job shadows
  + What students are permitted and not permitted to do in the workplace
  + Safety precautions
  + What kinds of questions to anticipate
* Questions and answers -- 10 minutes
* Employer and student introductions, if students attend – 10-20 minutes (optional)

Note: In rural areas, it may not be possible to arrange a group orientation due to long travel times. In such circumstances, the WBL coordinator may conduct briefings through conference calls or virtual meetings.

# Job Shadow Employer Participation Form

(WBL coordinator to fill in own name and contact information)

Job shadowing enables students to spend four to eight hours working one-on-one with employees to gain a better understanding of particular industries, workplaces, and careers. Job shadowing is an important part of a multi-year program that helps students learn about potential career opportunities and make better-informed decisions about the education and training required to attain their career goals.

Though job shadowing experiences vary, a typical agenda might include:

* Introductions/welcome/overview of industry and organization: 30 minutes
* Workplace tour: up to 30 minutes
* Individual shadowing time (including an informational interview): 2 - 6 hours
* Wrap-up/reflections meeting: 1 hour

If you are willing to host one or more students for job shadowing, please complete the following information and return it to me via email or fax by (date). I will then send you more information about job shadowing, and we can work together to plan an enriching day for one or more students and the employees who serve as their hosts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company/organization: | | | | | |
| Industry/business type: | | | | | |
| Address: | | Number of students you can host: | | | |
| Preferred date and time for job shadow: | | | | | |
| Location (building, suite, or office number) to which student should report: | | Lunch provided? Y or N | | | |
| Dress code (be specific): | | | | | |
| Department(s) to be shadowed and number of students per department: | | Human Resources | | Accounting | Management |
| Marketing/Sales | Operations | | Information Technology | | |
| Other: | | | | | |
| Main contact name: | | | | | |
| Phone: | | Email: | | | |
| Signature: | | | | | |

Your support of student job shadowing is an important complement to classroom learning and truly helps shape the lives of our students. Thank you!

**For more information or questions** please contact (WBL coordinator, phone, and email).

# Job Shadow Sample Email for Employers or Others to Forward

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to host a job shadow for one or more students. A job shadow allows a student to spend part or all of a day interacting one-on-one with one or more employees to develop a better understanding of what particular jobs entail. We’ve found job shadows to be a rewarding experience for our employees as well as a good form of early recruitment for Blue Star.

XYZ school district (or school name) is seeking job shadow hosts. Visiting your workplace will help broaden student awareness of potential careers in your industry. Typically lasting from a half-day to a full day, a job shadow is a relatively modest investment of time that may make a big difference in students’ future education and career choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a job shadow that will be rewarding for you and your employees and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information

# Job Shadow Teacher Permission Form for Class Absence

(Only include periods that students will miss.)

You are excused from (part of day or full day) of school on (date) to participate in a job shadow. There are certain procedures that must be followed for this to happen. All teachers whose classes you will miss must be informed, and you must obtain all assignments for the day of the job shadow. It is up to your individual teachers to decide when the assignments you miss will be due.

**This form must be completed with all teacher signatures and turned in to (whom) by the established deadline in order for** **you to be excused from class and permitted to go to your job shadow assignment**.

|  |  |
| --- | --- |
| Student name: | Date of job shadow: |
| Period 1 teacher signature: | Assignment: |
| Period 2 teacher signature: | Assignment: |
| Period 3 teacher signature: | Assignment: |
| Period 4 teacher signature: | Assignment: |
| Period 5 teacher signature: | Assignment: |
| Period 6 teacher signature: | Assignment: |
| Period 7 teacher signature: | Assignment: |

# Student Registration and Parent/Guardian Permission Form for Job Shadow

(Top part to be completed by WBL coordinator, except for names)

Both the student and the parent or guardian should review the expectations outlined in this form. A signature on this form grants permission to participate and indicates a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in the job shadow.**

|  |  |
| --- | --- |
| Student name: | Parent/guardian name: |
| Date of job shadow: | Employer host and location: |
| Start and finish time for job shadow: | Transportation arrangements: |
| School contact name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for the job shadow. 2. Obtain permission and assignments from teachers for all classes that will be missed. 3. Arrive on time. 4. Adhere to the dress code specified by the employer. 5. Demonstrate appropriate workplace behavior. 6. Listen to hosts and ask questions. 7. Record observations on the student observation form. 8. Conduct an informational interview of the job shadow host employee. 9. Participate in class reflection activities after the job shadow. 10. Write a thank-you note to the job shadow host. 11. Complete an evaluation of the job shadow. 12. Complete all assignments from the missed classes. | |
| Expectations for parents or guardians: Please check each box to indicate that you understand and agree to each item.  ☐Support student’s participation and fulfillment of the above expectations.  ☐Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to participate in the job shadow.  ☐Give permission for the student to be photographed during the job shadow.  ☐ (If needed) Provide transportation to and from the job shadow.  ☐ (If needed) Allow student to drive to and from the job shadow. | |
| Student signature: | Parent signature: |

# Job Shadow Employee Host Evaluation

**(To be completed by each employee host with a copy to the individual who gave permission to host a job shadow)**

Thank you for taking the time to host student(s) at your place of work. Your support of this program provides students with opportunities to make better decisions about their future careers. Your feedback is valuable to ensuring high quality job shadow experiences in the future. Please take a few minutes to complete this form and return it to (name and email address) at your earliest convenience.

|  |  |
| --- | --- |
| Your name: | Phone number: |
| Title: | Email: |
| Organization: | Student name(s): |
| Date of job shadow: |  |

Please evaluate the student in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PUNCTUALITY | | | | |
| Reported at appropriate time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Departed at appropriate time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| PROFESSIONAL APPEARANCE | | | | |
| Dressed appropriately | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Well-groomed | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| PROFESSIONAL CONDUCT | | | | |
| Confirmed appointment prior to job shadow | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Behaved professionally at worksite | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| COMMUNICATION | | | | |
| Related well to host and others | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Asked appropriate questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Demonstrated interest | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| Student seemed to benefit | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Job shadow host experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host another student in the future? YES NO

Please use the rest of this page for comments on what worked well in the job shadow experience or suggestions for improving our job shadow program.

|  |
| --- |
|  |

# Employer Job Shadow Checklist/Expectations

(Top part to be completed by WBL coordinator)

Thank you for agreeing to host a job shadow experience. To help you prepare, we have created the following checklist to use in planning the job shadow. Please contact the work-based learning (WBL) coordinator for assistance or to ask questions.

|  |  |
| --- | --- |
| Date of job shadow: | Student arrival time: |
| Number of students: | Student departure time: |
| Student name(s): | |
| School: | |
| School contact name, phone, and email (if needed): | |
| WBL coordinator name, phone, and email: | |

|  |  |
| --- | --- |
| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss the plan for the job shadow, including matching the students’ career interests as closely as possible with the jobs at your organization. He or she will offer useful tips for making the experience rewarding for both the students and the employees who serve as hosts. This typically takes 15-20 minutes. 2. Determine which employees will host student job shadows; assume a maximum of two students per employee. 3. Each host employee should review the job shadow information and attend an orientation. Hosts should be prepared to answer questions about the organization, its industry, the types of careers available, and the education they require. They should also be prepared to talk about their own career paths. 4. Send a draft schedule for the job shadow to the WBL coordinator, who may be able to offer helpful suggestions.   A simple job shadow agenda could include:   * Introductions/welcome/overview of industry and organization -- 30 minutes * Workplace tour -- up to 30 minutes * Individual shadowing time (including an informational interview conducted by the student) -- 2-6 hours * Wrap-up/reflections meeting -- 1 hour  1. Let the WBL coordinator know if lunch will be provided or if the student should bring a lunch. 2. Advise the WBL coordinator if any safety precautions or equipment that will be required or if there are security procedures that will be necessary when the students arrive. 3. Decide whether the WBL coordinator may take photographs of the job shadow or bring media representatives without being disruptive. 4. Return an employer evaluation form following the job shadow.   Thank you very much for agreeing to host a job shadow. Please contact the WBL coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |

# Job Shadow Student Evaluation

Thank you for participating in the job shadow program. Your feedback is important to improving the experiences of future students. Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Student name: | Date of job shadow: |
| Name of host employee: | Host phone number and email: |
| Organization (where you shadowed): |  |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PUNCTUALITY | | | | |
| Host greeted me promptly | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Host released me at agreed time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| PROFESSIONAL CONDUCT | | | | |
| Host treated me with respect | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Host was prepared for my visit | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| COMMUNICATION | | | | |
| Host communicated clearly | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Host allowed me to ask questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Host allowed me to do an informational interview | Yes | | No | |
| OVERALL EVALUATION | | | | |
| Job shadow experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend other students job shadow with this organization? Circle one and explain. YES NO

|  |
| --- |
|  |

Would you recommend other students job shadow with this employee? Circle one and explain. YES NO

|  |
| --- |
|  |

Continued on next page

**Job Shadow Student Evaluation, page 2**

What did you find most interesting about your job shadow experience and why?

|  |
| --- |
|  |

What did you find least interesting about your job shadow experience and why?

|  |
| --- |
|  |

Did the job shadow help you decide which career(s) you are interested in learning more about or careers in which you have no interest? Explain why.

|  |
| --- |
|  |

# Job Shadow Student Observation Form

|  |  |
| --- | --- |
| **Organization Information** | |
| Name of organization: | Job shadow date: |
| Host name: | Host title: |
| In which industry does the host organization operate? Describe the organization (e.g., size, number of employees, products or services). | |

|  |
| --- |
| **Site Information** |
| Describe the worksite in a few sentences. |
| Describe your host’s workspace. (e.g., cubicle, office, etc.) |
| How are people dressed? Are there differences in how people are dressed for different jobs and why? |
| What kinds of careers are available in this organization? |

|  |
| --- |
| **Career Potential** |
| What would you need to get a job in this field (e.g., education/training/background experience)? |
| What would you need to get ahead in this career? |
| What is the outlook for this career? |
| What are the potential salary ranges for this career (entry level and top level)? |

|  |
| --- |
| **Observations** |
| What did you observe that was not expected? |
| Are you still interested in this career? Why or why not? |
| How did this experience help shape your future career plans? |

# Job Shadow Student Introduction Email

*About one week before the job shadow, students should send introductory emails, including their resumes, to their job shadow host employees. The basic email is an important part of the student taking responsibility for the job shadow and helps the employee get to know the student’s background. A sample email is below:*

Good Morning (employee name),

My name is (student name), and I am very excited to be job shadowing with (employer organization) next week. I look forward to learning more about you, your career, your organization, and the potential careers available in your industry. During our time together, I would like to conduct an informational interview and have already been working on the questions I will ask.

Please let me know if you have any questions.

Student Name

# Internship Sample Email for Employers to Forward

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (district or school) for (how long?). I am writing to encourage you to work with the (district or school) to provide internship opportunities for ##th grade students. We’ve found internships to be rewarding experiences for our employees, a good way to strengthen their supervisory skills, and a good form of long-range recruitment for (Blue Star).

We plan to host (##) students for internships next summer and hope that you will consider hosting one as well. Internships run from ## to ## weeks starting (when). Students prepare for internships during the school year and bring value to your organization, not only through the work they complete, but also by the fresh perspectives they offer.

If you are interested, please complete the enclosed participation form and send it to (name), the work-based learning coordinator, at (email) or (phone). I encourage you to contact (WBL coordinator) directly if you would like more information or wish to discuss the internship program before making a commitment.

Thank you,

Jane Doe, Title

Organization

Contact information

# Internship Sample Email to Employer from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). I am seeking internship opportunities with local employers for ##th-grade students from (district or schools). Internships are part of a broader continuum of work-based learning opportunities that help students identify and move toward their career goals. Internships are culminating experiences that enable students to build their workplace and career skills while performing valuable work for their host employers. The connections between academic content and the demands of the workplace become much clearer to students when they have opportunities to apply what they have learned in school to important tasks in the workplace.

Internships may extend from ## to ## weeks, typically starting in (when). Students prepare for internships during the school year. They bring value to your organization, not only through the work they complete, but also by the fresh perspectives they bring. Employers often report that hosting student interns is a rewarding experience for their employees and helps them strengthen their leadership and supervisory skills.

I am writing to your organization, in particular, because (why). I would like the opportunity to answer any questions you may have, provide more information, and work with you to shape an internship that will benefit your organization and an eager student. If you are ready to commit to hosting an internship at your workplace, please complete the attached participation form and indicate with whom I should follow up to plan the internship. Please contact me directly if you would like to discuss this opportunity. I hope you will join us in providing our students opportunities to learn on the job.

Thank you,

John Doe, Title

Organization

Contact information

# Internship Employer Participation Form

(WBL coordinator to fill in own name and contact information)

Internships are opportunities for students to work in and learn about a particular industry, employer, and career while building essential workplace and career skills. An internship is typically the culminating experience after several years of work-based learning (WBL) activities, such as workplace tours, career fairs, and job shadows. An internship can be a powerful learning experience for the student but also for the employee who supervises the intern’s work and strengthens his or her leadership skills.

Internships run from ## to ## weeks starting (when). Some employers are able to pay wages to their interns or contribute to stipends paid through the district or school, but not all internship hosts are able to do so (or explain expected financial commitment).

Please complete the following information and return it to the WBL coordinator noted below. If you cannot yet identify all of the specifics about the internship you are willing to provide, they can be filled in later. The WBL coordinator will confirm receipt, send you more information about hosting an intern, and work with you to plan an outstanding internship experience.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry: | |
| Location: | Number of student internships: |
| Preferred start date and duration of internship: | Able to pay wages or contribute toward stipend? |
| Part of organization where student will work (department or function): | |
| Nature of the work the student will perform (detailed job description and work/learning plan to be developed later): | |
| Main contact name: | |
| Phone: | Email: |
| Signature: | |
| Work-based learning coordinator name, phone, and email | |

Your support of internship opportunities is a valuable complement to classroom learning and truly makes a difference in the lives of our students. Thank you!

# Internship Student Orientation Agenda

The student orientation for the internship program should provide in-depth information about performance expectations and logistical details. The orientation should be scheduled about a month before the internship and at a time convenient for students and their parents/guardians. The orientation should be led by the WBL coordinator and take about an hour. The school-based supervisor(s) should attend the meeting. As an option, workplace supervisors could be invited to attend as well.

A sample agenda for a student orientation session is presented below:

* Introduce school-based supervisor(s) and other district or school staff working on the internship program -- 5 minutes
* Review expectations for internships -- 20 minutes
  + Time and duration
  + Behavioral expectations
  + How the learning agreement will be used to guide student work and document skill attainment
  + How the school-based supervisor will work with the workplace supervisor and student
  + Reflection activities during and after the internship
* Review logistical requirements -- 20 minutes
  + Student registration/parent permission forms
  + Transportation (provided by student, family, friend, or another source)
  + Use of time sheets to record hours
  + Payment of wages or stipends and documentation required to earn credit, if applicable
  + Evaluation at the end of the internship
* Questions and answers -- 10 minutes

# Internship Workplace Supervisor and School-Based Supervisor Orientation Agenda

This orientation helps prepare the employees who will supervise the interns by providing additional information about working with students, expectations for interns and their supervisors, and administrative requirements (e.g., documentation of student attendance and performance). The orientation should include school-based supervisors (teachers, counselors, or other staff members) responsible for supporting the internships during the summer, so that both supervisors (workplace and school-based) can meet and understand their respective roles.

Typically, this orientation is held at a site convenient to most of the employers where interns will work. It should be scheduled for about an hour approximately one to two months before the internship starts. All employees who will directly supervise student interns and all school-based supervisors should attend.

A sample agenda for a supervisor orientation session is presented below:

* Introduce WBL coordinator, school-based supervisors, and workplace supervisors -- 10 minutes
* Review expectations for internships and roles of both supervisors and WBL coordinators -- 30 minutes
  + Time and duration of the internships
  + What to expect of student interns
  + How to finalize the intern’s job description and learning agreement
  + How to use the learning agreement to build the student’s foundational and career skills
  + How the workplace and school-based supervisors should work together
  + Requirements for students to attend meetings for reflection activities and/or complete individual reflection assignments
* Review administrative requirements -- 10 minutes
  + Form submission (learning agreement and time sheets)
  + Site visits by school-based supervisors
  + Use of time sheets to report hours
  + Payment of wages or stipends and documentation required to earn credit, if applicable
  + Post-internship evaluation
* Questions and answers -- 10 minutes
* (Optional) Break-out sessions for school-based supervisors to speak with the workplace supervisors with whom they will work – 15 minutes

# Internship Learning Agreement

**(adapted from the Massachusetts Work-Based Learning Plan[[2]](#footnote-2))**

This agreement should be completed by the work place supervisor in collaboration with the work-based learning coordinator and/or school-based supervisor. Once a student is selected for the internship, it should be reviewed with the student and may be revised.

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student school: |  |
|  |  | School-based supervisor name: |  |
| Host organization: |  | Workplace supervisor name: |  |
| Start and end dates: |  | WBL Coordinator name: |  |

|  |
| --- |
| Job Description (work plan): |

1. **Foundational Skills**

**Instructions:** The skills in this section are common to all jobs and should be viewed as the foundation upon which specific career skills are built. Review and discuss the following foundational skills that will set basic expectations for the internship. These skills will be included in the evaluation in Section 3.

|  |  |
| --- | --- |
| WORK ETHIC AND PROFESSIONALISM | |
| Skill | Performance Expectations |
| Attendance and punctuality | Shows up on time, prepared for work.  Provides sufficient notice if unable to report for work. |
| Workplace appearance | Dresses appropriately for position and duties.  Practices personal hygiene appropriate for work setting. |
| Accepting direction and constructive criticism | Accepts direction and feedback with positive attitude, using appropriate verbal and non-verbal communications.  Displays willingness to work cooperatively. |
| Motivation and taking initiative | Participates fully in task or project from initiation to completion.  Initiates interaction with supervisor for the next task or project. |
| Understanding workplace culture, policies, and safety | Demonstrates understanding of workplace culture and policies.  Complies with health and safety rules for the specific workplace and job.  Respects confidentiality and demonstrates understanding of workplace ethics. |
| COMMUNICATION AND INTERPERSONAL SKILLS | |
| Skill | Performance Expectations |
| Speaking | Speaks clearly and intelligibly.  Uses language appropriate to the environment, both in person and on the phone. |
| Listening | Listens attentively.  Maintains eye contact appropriate to the situation.  Confirms understanding. |
| Interacting with co-workers | Relates positively with co-workers.  Works productively with individuals and in teams.  Respects racial and cultural diversity. |

1. **Specific Workplace and Career Skills**

**Instructions:** Choose the specific workplace and career skills that will be the focus of the internship, concentrating on skill areas that relate to the intern’s job description, the employer’s goals, and the intern’s academic and career goals. Select from the list or add other skills. For each skill area selected, briefly describe relevant job tasks and performance goals.

|  |  |  |
| --- | --- | --- |
| **Specific Workplace and Career Skills** |  |  |
| Collecting and organizing information | Mathematics and numeric analysis | Teaching and instructing |
| Computer technology | Problem solving | Time management |
| Critical thinking | Project management | Understanding all aspects of an industry |
| Interacting with customers or clients | Reading | Writing |
| Leadership | Research and analysis | Occupation-specific skills |

\*\*\* Or identify other specific workplace skills\*\*\*

|  |  |
| --- | --- |
| Specific Workplace and Career Skills | Tasks and Performance Goals |
| Skill #1: |  |
| Skill #2: |  |
| Skill #3: |  |

1. **Evaluation of Performance and Progress**

**Instructions:** Workplace supervisor, school-based supervisor, and student should meet at least twice during the internship to review performance and progress and revise goals as needed. The first meeting (Review 1) should take place after the first week of the internship to assess the student’s level of competency. The next meeting (Review 2) should be scheduled near the end of the internship.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Assessment | (1)  Performance Improvement Plan Needed | (2)  Needs Development | (3)  Competent | (4)  Proficient | (5)  Advanced |
| Foundational Skills | | | | | |
| Work Ethic and Professionalism | | | | | |
| Attendance and punctuality | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Workplace appearance | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Accepting direction and constructive criticism | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Motivation and taking initiative | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Understanding workplace culture, policy, and safety | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Communication and Interpersonal Skills | | | | | |
| Speaking | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Listening | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Interacting with co-workers | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Specific Workplace and Career Skills, from Section 2 | | | | | |
| Skill #1 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Skill #2 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |
| Skill #3 | | | | | |
| Review #1 |  |  |  |  |  |
| Review #2 |  |  |  |  |  |

Comments and signatures:

Review #1:

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School-based supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review #2:

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School-based supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student Registration and Parent/Guardian Permission Form for Internship

(Top part to be completed by WBL coordinator, except names)

Both the student and the parent or guardian should review the expectations outlined in this form. A signature on this form grants permission to participate and indicates a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in an internship.**

|  |  |
| --- | --- |
| Student name: | Parent/guardian name: |
| Dates of internship: | Employer host and location: |
| Hours of work: |  |
| School-based internship supervisor name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for the internship, including completing a resume and practicing interview techniques. 2. Complete an internship application to send with a resume. 3. Participate in interviews with potential internship workplace supervisors. 4. Send an introductory email to the workplace supervisor. 5. Participate in developing/refining the learning plan that outlines general workplace and job-specific skill goals. 6. Make own arrangements for transportation to and from the internship site. 7. Demonstrate appropriate workplace behavior, including punctuality and appropriate attire. 8. Cooperate with work-based supervisor in completing assigned tasks. 9. Meet with school-based supervisor and work-based supervisor at least twice to assess and document progress in acquiring skills specified in learning plan. 10. Complete individual internship reflection assignments and participate in group reflection activities. 11. Write a thank-you note to the workplace supervisor and request a letter of recommendation. 12. Complete an evaluation of the internship. 13. Participate in additional reflection activities in the fall. | |
| Expectations for parents or guardians: Please check each box to indicate that you understand and agree to each item.  ☐ Support student’s participation and fulfillment of the above expectations.  ☐ Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to work at the internship site.  ☐ (If needed) Provide transportation to and from the internship.  ☐ (If needed) Allow student to drive to and from the internship. | |
| Student signature: | Parent signature: |

# Internship Work-Based Supervisor Evaluation

(One per intern)

Thank you for taking the time to host a student intern in your organization. Your support of this program helps students become better-equipped to make sound decisions about their future education and careers and to have the skills to succeed in them. Your feedback is valuable to ensuring high quality experiences for future student interns and their employers. Please take a few minutes to complete this form and return it at your earliest convenience.

|  |  |
| --- | --- |
| Name: | Phone: |
| Title: | Email: |
| Organization: | Student name: |
| Dates of internship: |  |

Please evaluate the internship experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OVERALL EVALUATION | | | | |
| Internship program logistics | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| School contact responsiveness | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Student preparation | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Pre-internship planning assistance | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Helpfulness of school-based supervisor | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Value of student work | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Overall internship experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host another student in the future? If not, please describe why.

|  |
| --- |
|  |

Do you view this student to be a good future candidate for employment with your organization? Why or why not?

|  |
| --- |
|  |

Please use the space below for comments or suggestions for improving our internship program.

|  |
| --- |
|  |

# Employer Internship Preparation Information

**Planning an internship:** The work-based learning coordinator and/or school-based supervisor will work with the employee who will supervise the student to plan the internship. Unlike an ordinary summer job, internships are designed to enable students to build general workplace skills and job-specific skills on the job. The workplace supervisor will have a counterpart – the school-based supervisor – who will help make the experience rewarding for both the student and the host employee.

**Interviews and Selection of Interns:** Teachers and counselors will screen student internship applications and forward up to three eligible candidates (including applications and resume) whom they deem ready for the responsibilities of an internship for interviews with a designated employee. Following the interviews, the final selection of the intern is up to the employer.

**Student Learning Agreement:** The learning agreement defines specific foundational skills applicable to all workplaces and job-specific skills, all of which interns are expected to learn during the internship. The intern’s work plan can be a quick bullet point list of tasks through which the learning is accomplished.

**Orienting Student to the Workplace:** Most of a student’s first day on the job should be spent getting better acquainted with his or her workplace supervisor and getting comfortable in his or her new surroundings. Because students may not have much, if any, work experience, supervisors should explain as much as possible. A sample agenda for a student orientation is provided below:

* Greet the student upon arrival.
* Tour the workplace, pointing out emergency exits, bathrooms, and cafeteria or break room. It can be helpful to walk the space a couple of times to be sure the student gets his or her bearings in a new environment.
* Show the student where he/she will work and where his/her supervisor works.
* Review employee policies pertinent to student interns (including policies on cell phone use) and answer any questions. Treat the intern like a new employee; give him or her an employee handbook, if there is one, and time to review it.
* Go over the learning agreement with the student and make any adjustments that seem warranted.
* Discuss when to report for work, when to take breaks, and when to leave. Also, be sure to cover what to do if the intern is ill. Go over the time sheet.
* Encourage the student to ask questions and provide guidance on how to do so.
* Discuss how/when the student is expected to provide updates on work progress.
* Introduce other employees who work in the same department.

**Collaboration with School-Based Supervisor:** The school-based supervisor will check in weekly by telephone or email to see how the internship is progressing but can be contacted at any time with questions or problems. He or she will make at least two site visits, once after the first week and once at about the three-quarters point, to review and document progress on the skill goals in the learning plan. The student will also be expected to attend periodic meetings with other interns to participate in group reflection activities.

# Student Internship Evaluation

Thank you for participating in the internship program. Your feedback is important to continue providing good internship opportunities for other students. Please complete the form and return it to your teacher.

|  |  |
| --- | --- |
| Name: | Workplace supervisor phone: |
| Name of workplace supervisor: | Workplace supervisor email: |
| Dates of internship: |  |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROFESSIONAL CONDUCT | | | | |
| Supervisor treated me with respect | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Supervisor was prepared for my internship | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| COMMUNICATION | | | | |
| Supervisor communicated clearly | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Supervisor provided clear assignments and direction | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Supervisor allowed me to ask questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I got along well with my co-workers | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| LEARNING AGREEMENT | | | | |
| Discussed the learning agreement on the first day | YES | NO | If not, when? | |
| Progress in skill attainment assessed twice | YES | NO |  | |
| I have acquired new skills | YES | NO | How? | |
| I participated in the reflection activities | YES | NO |  | |
| STUDENT EXPERIENCE | | | | |
| I see how my work contributed to the organization’s goals | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| School-based supervisor enriched the experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Reflection activities were helpful | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I feel pride in what I accomplished | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| This experience was beneficial to me | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Continued on next page

**Student Internship Evaluation, continued**

Would you recommend other students intern with this organization? Circle one and explain. YES NO

|  |
| --- |
|  |

Would you recommend other students intern with this supervisor? Circle one and explain. YES NO

|  |
| --- |
|  |

What impact did the internship experience have on your thinking about your future education and career plans?

|  |
| --- |
|  |

What connections do you see between the skills you acquired during your internship and the courses you will take in the fall?

|  |
| --- |
|  |

Please provide additional comments or suggestions for improving the internship program.

|  |
| --- |
|  |

# Student Internship Timesheet

(one per week) (Note: An employer-provided timesheet can substitute for this one.)

|  |  |
| --- | --- |
| Student name: | Workplace supervisor: |
| School contact: | Employer: |
| Time period: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Date: | Date: | Date: | Date: | Date: |
| Start: | Start: | Start: | Start: | Start: |
| End: | End: | End: | End: | End: |
| Number of Hours: | Number of Hours: | Number of Hours: | Number of Hours: | Number of Hours: |
| Total hours: | | | | |

Comments and signatures:

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School-based supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student Internship Introduction Email

*About two weeks before their internships start, students should send introductory emails and their resumes to their workplace supervisors (if they did not receive them previously). This email is an important step in the student taking responsibility for the internship. This may have been covered in the interview and selection process. A sample email is below:*

Good Morning (employee name),

My name is (student name) and I’m very excited to be interning with (employer organization) this summer. I look forward to learning more about you, your organization, and the work you do.

As you know, (school name) students participate in many work-based learning activities before internships. I have been fortunate to participate in workplace tours of (list employers) and job shadows at (list employers).

I have attached my resume for your reference.

Please let me know if you have any questions. I look forward to working with you.

Student Name

# Student Internship Application Form

An internship is an opportunity to work with a local employer for an extended period to gain hands-on experience in a career in which you are interested. Internships run from ## to ## weeks in the summer. In addition to time in the workplace, interns meet periodically with their school-based supervisor to reflect and share experiences.

If you would like to participate in an internship, please complete this application and return it with your resume to your teacher by (date). There will be a two-stage selection process. Finalists will be selected by teachers, counselors, and career advisors. The host employer will interview finalists and make the final selection.

|  |  |
| --- | --- |
| Name: | |
| School: | Grade: |
| Industry(ies) in which you are interested in working: | |
| Employer(s) for which you are interested in working: | |
| Specific occupation, department, or function in which you are interested: | |
| Previous work experience, if any: | |
| Previous work-based learning activities completed: | |
| Please explain why you are interested in an internship and what skills you hope to gain: | |
| Signature: | |

# Sample Teacher Workplace Tour Email for Employers or Others to Forward

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with teachers and students from (XYZ district or school) for (how long?) and would like to encourage you to host a workplace tour for a small group of teachers. We’ve found it to be a rewarding experience for our employees as well as a good way to build awareness of Blue Star in the community.

Five teachers from (XYZ district or school) have identified your organization as one they would like to visit and tour. Learning more about local employers and the careers they offer will help teachers find better ways to connect their academic lessons to real-world applications in the workplace.

Teacher workplace tours are typically scheduled to last three or four hours and usually involve an introduction to the host organization, a tour of the workplace, time for individual teachers to shadow individual employees, and an open-ended discussion among teachers and their hosts.

For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a workplace tour that will be convenient for you and your employees and of great benefit to teachers. If you are not able to participate but would like to learn more about other opportunities to participate in work-based learning activities, (WBL coordinator name) will be pleased to talk with about workplace tours for students, guest speaker engagements, job shadows, or internships.

Thank you,

Jane Doe, Title

Organization

Contact info

# Sample Teacher Workplace Tour Email to Employer from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ district or school. We have five teachers from (district or school) who have identified your organization as one they would like to visit to learn about the kinds of careers for which they are preparing their students. In addition to providing instruction in academic subjects, these teachers help prepare students for work-based learning opportunities, such as job shadows, workplace tours, and internships. Workplace tours can give teachers valuable insights into how they can better prepare their students for careers in your industry.

A teacher workplace tour typically lasts about three to four hours and usually involves time for an introduction to the host organization, a tour of the workplace, and an open-ended discussion by teachers and employer representatives about how best to prepare students for the future. Sometimes the tour also provides time for a one-on-one job shadowing experience.

I would like the opportunity to answer any questions you may have, provide more information, and work with you to plan a teacher workplace tour that will be rewarding to both the teachers and your employees who serve as hosts. If you are interested, please complete the attached participation form or contact me directly.

Thank you,

John Doe, Title

XYZ District or School

Contact info

# Teacher Workplace Tour Employer Participation Form

(WBL coordinator to fill in own name and contact information)

Five teachers from (school) have identified your organization as one they would like to tour. Workplace tours can give teachers valuable insights into how they can better prepare their students for careers in your industry.

Workplace tours typically last three to four hours and usually involves time for an introduction to the host organization, a tour of the workplace, time for individual teachers to shadow individual employees, and an open discussion among teachers and their hosts, perhaps over lunch.

Please complete the following information and return it to the work-based learning coordinator by (date). He/she will confirm receipt, send you more information about hosting teachers, and work with you to prepare a proposed agenda for the day.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Number of teachers you can accommodate: |  |
| Location (office number or conference room) to which teachers should report: | Lunch provided: Y or N |
| Dress code: | |
| Employer representative name: | |
| Phone: | Email: |
| Signature: | |
| Work-based learning coordinator name, phone, email, fax: | |

Your support of work-based learning opportunities is a valuable complement to the classroom and enables teachers to help their students make informed choices about their future education and career plans. Thank you!

# Teacher Workplace Tour Employer Representative Evaluation

(WBL coordinator to provide list participating teachers and date of tour)

Thank you for taking the time to host teachers in your workplace. Your feedback is valuable to ensuring high quality experiences for future employer hosts and teachers. Please take a few minutes to complete this form and return it to the WBL coordinator (name and contact information) at your earliest convenience.

|  |  |
| --- | --- |
| Name: | Phone: |
| Title: | Email: |
| Organization: | Teachers you hosted: |
| Date of tour: |  |

Please evaluate the teacher workplace tour in each of the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Teachers asked good questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Teachers seemed interested | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Teachers seemed to learn | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Preparation for the tour | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Employees learned from the experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Overall teacher workplace tour experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host another teacher workplace tour in the future? YES NO

Please use the rest of this page for comments or suggestions to improve our program.

|  |
| --- |
|  |

# Teacher Workplace Tours Checklist/Expectations for Employer

(Top part to be completed by WBL coordinator)

To help you prepare to host a teacher workplace tour, we have created the following checklist. Please contact the work-based learning coordinator (WBL) with any questions. Thank you for agreeing to host a teacher workplace tour.

|  |  |
| --- | --- |
| Date: | Teacher arrival time: |
| Number of teachers: | Teacher departure time: |
| Teacher name(s): | |
| School: | |
| School contact name, phone, and email: | |
| WBL coordinator name, phone, and email: | |

|  |  |
| --- | --- |
| Expectations of employer representative (typically a human resources manager or other individual who can speak knowledgeably about hiring requirements and industry trends) |  |
| 1. Meet or speak with the WBL coordinator to plan the agenda for the tour and work out the details. This should take no more than 15-20 minutes. 2. Let the WBL coordinator know if lunch will be provided or if teachers should bring their own (if tour schedule includes lunch time). 3. Identify one or more employees from different departments who can provide information about (or demonstrate) the nature of their work. 4. Ask each participating employee to review this checklist. 5. Develop final teacher workplace tour agenda that might include:  * Introductions/welcome and overview of the host organization: 15-30 minutes * Workplace tour: about 30 minutes (more if the tour pauses at various departments for an employee to talk about or demonstrate the work he or she does) * Presentation on the host organization and its industry, its products and services, career opportunities it offers, and the skills, education, or training required for employment: 30 minutes (unless covered during the tour) * (Optional) One-on-one job shadow time, either with the employees who participated in the tour or with different employees: 1 hour * Open discussion with teachers and hosts: 30-45 minutes, perhaps over lunch  1. Let the WBL coordinator know if there are any special security or safety precautions that need to be observed and if you give permission for photographs to be taken. 2. Complete and return the employer representative evaluation after the tour. |  |

# Teacher Workplace Tour Teacher Evaluation

(WBL coordinator to complete all but teacher name in top section)

Thank you for participating in the teacher workplace tour program. Your feedback is important to continue providing quality teacher workplace tours. Please complete the form and return it to the WBL coordinator (name and contact information).

|  |  |
| --- | --- |
| Name: |  |
| Employer representative name: | Employer representative email and phone: |
| Employer organization: | Date of tour: |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYER REPRESENTATIVE AND EMPLOYEES | | | | |
| Were well-prepared | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Provided information about careers | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Provided information about industry and trends | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Provided ample time for questions and discussion | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| This experience was beneficial | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend other teachers tour this workplace? Circle one and explain. YES NO

Did you gain insights that will enrich your classroom teaching? Explain how.

|  |
| --- |
|  |

Did you complete a lesson plan or other product? Please describe.

|  |
| --- |
|  |

Please use the rest of this page for comments or suggestions for improving future teacher workplace tours.

|  |
| --- |
|  |

# Teacher Externship Employer Participation Form

(WBL coordinator to fill in name and contact information)

Teacher externships provide teachers with hands-on exposure to the careers for which they are preparing students while completing a project or doing other valuable work for the employer. Externships may run for ## to ## weeks during the summer. Teachers bring value to your business, not only through the work they complete but also by bringing fresh perspectives. Employers often report that hosting teacher externs is a rewarding experience for their employees.

Please complete the following information and return it to the work-based learning (WBL) coordinator by (date). He or she will confirm receipt, send you more information about hosting a teacher extern, and contact you to work together to plan a teacher externship.

|  |  |
| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Business unit(s) (i.e., departments or functional areas) in which teacher will work: | |
| Main contact name: | |
| Phone: | Email: |
| Signature: | |
| WBL coordinator name and contact information: | |

Your support of work-based learning opportunities such as teacher externships is a valuable complement to classroom learning and helps teachers better prepare their students for further education and careers. Thank you!

# Sample Teacher Externship Email for Employers to Forward

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company), which has been working with teachers and students from (XYZ district or school) for (how long?). I would like to encourage you to consider hosting a teacher who would work with you for an extended period during the summer. The teacher would gain first-hand exposure to the kinds of careers for which he/she is helping to prepare students and ideas for how to incorporate real-world examples into his or her lesson plans. We call this a teacher externship.

By offering an externship, your organization will be able to work with an experienced professional who is prepared to complete a project or other valuable assignments. In addition to classroom instruction, these teachers help provide work-based learning opportunities for students, such as job shadows, workplace tours, and internships. Externships can give teachers valuable insights into how they can better prepare their students for careers in your industry and how they can incorporate real-world examples into their lesson plans. We’ve found them to be rewarding experiences for our employees, who value the fresh perspectives that teacher externs can provide.

If you are interested in exploring the idea of hosting a teacher externship, please contact (WBL coordinator name and contact info) or complete the enclosed participation form. (WBL coordinator) will work with you to plan an externship that will benefit your organization, the teacher, and his or her students.

Thank you,

Jane Doe, title

Organization

Contact information

# Sample Teacher Externship Email to Employer from WBL Coordinator

Good Morning,

My name is John Doe, and I work for the XYZ district or school. I would like to request that you consider having a teacher from (district or school) work with you this summer to gain first-hand exposure to the kinds of careers for which she/he is helping to prepare students. We call this a teacher externship.

By offering an externship, your organization will be able to work with an experienced professional who is prepared to complete a project or other valuable assignments. In addition to classroom instruction, these teachers help provide work-based learning opportunities for students, such as job shadows, workplace tours, and internships. Externships can give teachers valuable insights into how they can better prepare their students for careers in your industry and how they can incorporate real-world examples into their lesson plans.

Externships are typically scheduled for the summer for a period of ## to ## weeks. Teachers bring value to your organization, not only through the work they complete, but also by the fresh perspectives they bring. Employers often report that hosting teacher externs is a rewarding experience for their employees.

I would like the opportunity to answer any questions you may have, send you more information, and work with you to shape an externship that will benefit your organization, the teacher extern, and his or her students. If you would like to host a teacher extern, please complete the attached participation form or contact me to discuss how we might move forward.

Thank you,

John Doe, Title

XYZ District or School

Contact information

# Teacher Externship Employer Evaluation

Thank you for hosting a teacher extern in your organization. Your feedback is valuable to ensuring high-quality experiences for future teacher externs and their host employers. Please take a few minutes to complete this form and return to (who and where) at your earliest convenience.

|  |  |
| --- | --- |
| Name: | Phone number: |
| Title: | Email: |
| Organization: | Teacher extern name: |
| Dates of externship: |  |

Please evaluate the teacher in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMMUNICATION | | | | |
| Communicated well with colleagues | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Asked good questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Demonstrated interest in learning about the industry | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| TEACHER EVALUATION | | | | |
| Adhered to work schedule | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Completed assigned projects or tasks | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Worked well with other employees | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Quality and value of teacher’s work | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| Externship experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host another teacher in the future? YES NO

Please use the rest of this page for comments or suggestions for enhancing our externship program.

|  |
| --- |
|  |

# 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.

|  |  |
| --- | --- |
| 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: | |

|  |  |
| --- | --- |
| 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. |  |

# Externship Teacher Evaluation

Thank you for participating in the externship program. Your feedback is important to continue providing enriching WBL opportunities to teachers.

|  |  |
| --- | --- |
| Name: | School: |
| Name of host: | Host email: |
| Host organization: | Host phone number: |
| Dates of externship: |  |

Please evaluate the experience in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYER HOST | | | | |
| Good two-way communication | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Treated me with respect | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Was prepared for my externship | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| EXTERNSHIP WORK | | | | |
| Work was challenging | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I strengthened my ability to work in teams | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Work was valuable for employer | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I gained knowledge of this industry | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| I will be better able to prepare my students for WBL | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I am proud of my externship accomplishments | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| I will incorporate my learning into classroom instruction | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you recommend other teachers extern with this organization? Circle one and explain. YES NO

|  |
| --- |
|  |

How do you plan to use what you learned to enrich your teaching?

|  |
| --- |
|  |

What suggestions do you have for strengthening the teacher externship program?

|  |
| --- |
|  |

# Teacher Externship Application Form

Teacher externships are opportunities to work with a local employer for an extended period of time to gain hands-on exposure to the careers for which you are helping to prepare your students. Externships run from ## to ## weeks in the summer. In addition to time in the workplace, teachers meet periodically to reflect, share experiences, and talk about how to integrate real-world examples into their lesson plans.

If you would like to apply for an externship, please complete this application and return it with your resume to (name and contact information) by (date). There will be a two-stage selection process: finalists will be selected by (whom); the host employer will interview candidates and make the final selection.

|  |  |
| --- | --- |
| Name: | |
| School: | |
| Subject: | Grade level: |
| Industry(ies) in which you are interested in working: | |
| Employer(s) for which you are interested in working: | |
| Specific occupation, department, or function in which you are interested: | |
| Course content that you wish to enrich as a result of the externship: | |
| Please explain why you are interested in a teacher externship and how you will use the experience to benefit your students: | |
| Phone: | Email: |
| Signature: | |

1. http://www.roadstosuccess.org/ourcurriculum [↑](#footnote-ref-1)
2. http://skillspages.com/masswbl/ [↑](#footnote-ref-2)