



Teacher Externship Program
2011-12 Application Packet

Attached, please find:

- An Introduction to Teacher Externships
- Tips for Identifying and Arranging a Teacher Externship
- Teacher Externship Evaluation Rubric

Application and Selection Process:

Any academic high school teacher employed in the Braintree, Quincy, Middleborough, Plymouth or Randolph school districts may apply for the Teacher Externship Program. Funding is available for four externships.

Teachers who are funded will receive an \$1,100 stipend upon full completion of the externship.

Extern applications will be reviewed by a team of evaluators from the South Shore Workforce Investment Board Youth Council.

The externship may take place during the February (2/20-2/24/11) or April (4/16-4/20/11) vacation weeks.

Deadlines:

For the February externship, completed applications are due no later than 4:00 p.m. on Tuesday, January 17, 2012.

For the April externship, completed applications are due no later than 4:00 p.m. Tuesday, March 13, 2012.

Application materials should be sent to the address below. Faxed copies and e-mailed pdf documents are acceptable but must be followed up with original hard copy.

Debbie Lipton
Youth Director
South Shore Workforce Investment Board
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Quincy, MA 02169
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An Introduction to Teacher Externships

A teacher externship is a professional development opportunity for classroom teachers.

Externships take place at any area organization that is able to provide a work experience that will positively impact your knowledge of your field and allow you to communicate to your classroom the practical application of what you teach. By developing curriculum based on the externship experience, teachers bring “real world” experience into the classroom.

The goals of a teacher externship are to:

- Provide a paid professional development opportunity for teachers within a business or community agency. Teachers will incorporate this experience into relevant lesson plans for their core subject area.
- Communicate a teacher’s practical knowledge of the world of work into the classroom and better articulate the needs of the local and global workforce. This will also enable teachers to better respond to student questions such as, “Why do I need to learn this?” and “How will I use this information in the future?”
- Provide teachers an experience that will support the development of fresh ideas for their curriculum.
- Create a more prepared workforce while creating a valuable connection between our schools and communities.

Teachers are expected to arrange their own externships with a local organization. Tips on how to do this are listed on page 4 of this packet. However, if a teacher needs additional assistance in being matched with an employer, s/he should contact SSWIB Youth Director, Debbie Lipton, at dlipton@sswib.org before submitting an application.

Tips for Identifying and Arranging a Teacher Externship

Think about the externship as a tool for exploring the applications of your subject in the world of work.

Ask yourself what type of “real world” organization may be able to provide an externship experience that supports the topics that you are teaching in the classroom.

Have a clear idea of what you want to achieve through your externship and how you will then communicate what you learn in your lesson plan.

Use your externship to learn about the organization as a whole, including:

- How it is structured
- How information is shared within the organization
- Its mission
- The typical day of an employee in the area where you are working

Past Externships have included:

A broadcast journalist teacher externship at two network and one cable access television stations, resulting in a lesson plan on the set up and results of different camera angles on the news

An earth science teacher externship at the Blue Hill Observatory and Forecast Center to teach 9th grade students on measuring and interpreting weather station data as well as build a backyard weather instrument.

A science teacher partners with a local hospital to learn about its power generation system. He then demonstrates applications of technology and engineering in the classroom, corresponding to the Massachusetts State Curriculum Frameworks.

A math teacher externship at a nationally recognized retail store, and teaches an Integrated Math class that incorporates the application of fractions, decimals and percentages based on the real world activities at this store.

Tips for Finding an Externship

Identify the organizations where you might want to extern based on your interests and ideas.

Make an internal contact with someone who works there and ask them to direct you to a human resources office or to a manager in the department you are interested in. If you do not know someone, someone else who you know may know someone in the organization. (In other words, this is an opportunity to engage your professional network.)

Ask your high school’s guidance department if they know of local employers who would be interested in sponsoring an externship.

If these efforts do not work, contact SSWIB Debbie Lipton, Youth Director, at dlipton@sswib.org who may be able to assist you.

Additional Information:

All interested teachers must submit a completed application, including a scope of service and recommendation letter from a school administrator or department head.

If an externship cannot take place over the February or April vacation weeks, it must be pre-approved by the Connecting Activities application evaluation team at the time of the application submission.

Reminder: Teachers must have identified an employer and established the expectations of the externship experience prior to submitting their application.

Teacher externs will spend a total of 15-35 hours on-site at the employer to achieve a pre-determined set of goals (observation, participation, training, conversations with staff, etc.). These may be part-time or full-time hours.

Teachers will be paid a stipend of \$1,100 upon completion of the externship and the submission of a daily log of activities, at least one lesson plan, a completed evaluation form and a time sheet. Teachers will have up to three weeks after the completion of the externship experience to complete and submit the above-mentioned documentation. The stipend will be issued upon the completion of the externship and submission of these documents.

Teachers will be requested to make a 20-minute presentation to the South Shore Workforce Investment Board Youth Council either during the Spring or in the Fall.

All questions regarding this application process should be referred to Debbie Lipton, Youth Director at dlipton@sswib.org.

**South Shore Workforce Investment Board Teacher Externship Evaluation Rubric
School Year 2010-2011**

Evaluation Criteria: The highest score an application can receive is 9 points. An application must be scored with a minimum of 6 points in order to be considered for funding.

	Excellent (3 points)	Satisfactory (2 points)	Needs Improvement (1 point)	Score
Purpose of Externship and Classroom Application	Applicant shows a clear understanding of the purpose of the externship and how it can be applied to their academic subject. Applicant offers examples of how the material is relevant in the classroom.	Applicant shows a clear understanding of the purpose of the externship and how it can be applied to their academic subject. No examples of the connection to the classroom are offered.	Applicant does not make an adequate connection between the externship and the academic subject as it will be presented in the classroom.	
Choice of Business or Industry	Applicant provides the name of a specific employer and connects the work they will do there to their academic subject. thought.	Applicant provides the name of a specific employer but does not clearly connect the externship to their academic subject.	Applicant does not identify a specific employer.	
Attitude and Explanation of Interest	Applicant's positive interest and enthusiasm for the teacher externship opportunity is clearly understood from the application. The application includes all requested information.	Applicant has a clear interest in a teacher externship experience. The application was complete.	The applicant does not express enthusiasm for the externship. The application is incomplete and therefore cannot be evaluated effectively.	
TOTAL SCORE: (final column)				

(Reviewers: Please write comments on reverse side of this form)

Name of Applicant/High School: _____

Name and Initials of Reviewer: _____

Review Date: _____