

# DESIGNING A MEANINGFUL EXTERNSHIP

Externship hosts are encouraged to plan or design a teacher externship experience around activities that will most benefit their organization.

Considerations for a teacher externship may include documenting a skill set necessary for job performance at your organization; learning program management techniques; redesigning or providing insight into training/professional development materials; participating in consumer relations or marketing strategy planning; or observing how an organization communicates with internal and external audiences.

Here are just a few ideas for designing a teacher externship experience:

- Schedule tours in a variety of departments or functions within the company to obtain a full overview of the job skills required.
- Provide an orientation to a specific department and its functions.
- Facilitate informational interviews for the teacher extern to obtain information on:
  - a variety of occupations and positions in your industry, company and department.
  - educational and skill requirements for individual positions in a department.
- Provide materials that help illustrate the company and the industry, including: organizational charts, annual reports, brochures, presentation materials, video clips and photographs.
- Create job shadowing opportunities in several departments with management leaders. These shadowing experiences do not have to be in the teacher extern's area of expertise, but rather can extend to all areas of your company or organization.
- Allow the extern to participate in activities that demonstrate critical thinking, conflict resolution, strategic visioning and implementation and/or customer service.

*"My externship provided me with the opportunity to take on an array of tasks in various departments. While interacting with many different staff, I was able to learn what qualities future employers are seeking and take those back to my students. I learned about various career opportunities available at hospitals, such as marketing, volunteering, culinary, athletic rehabilitation and many more."*

**Montrail Davis, Teacher Extern at  
Baylor Scott & White Medical Center of Plano**

## GETTING INVOLVED

If you are interested in hosting or underwriting a teacher externship, or would like more information about the program, contact Jamee Jolly at [jamee.jolly@pisd.edu](mailto:jamee.jolly@pisd.edu) or 469-752-8226. The Plano ISD Education Foundation will assist in identifying the externship experience option that works best for your organization and will walk you through the externship process from start to finish, ensuring a positive, seamless experience for your organization.

*"In my extern experience Capital One let me shadow a marketing associate. Through a variety of meetings, huddles and conference calls, I learned about depth of collaboration, data management and industry standards. I also spoke in depth with senior managers about corporate philosophy and culture and how these are reflected in work products."*

**Gloria Andrade-Norris, Teacher Extern at  
Capital One**



# THE TEACHER EXTERNSHIP

AN INNOVATIVE, EDUCATION PROGRAM FOCUSING ON FUTURE READY WORKFORCE SKILLS.

**The Plano ISD Teacher Externship Program, in partnership the Plano ISD Education Foundation, Plano ISD professional learning, Capital One and other organizations, provides the opportunity for teachers to collaborate with local partners in business and industry.**

The Plano ISD Teacher Externship Program promotes learning that reaches beyond traditional classroom or workshop settings and provides the teacher the opportunity to engage in experiences that focus on classroom-to-career connections. Working side-by-side with knowledgeable and skilled professionals, teacher externs are better able to prepare students with current and future workplace skills and build meaningful relationships that ultimately benefit teachers, students, the school district and hosting organizations.

*“The externship was such an invaluable and FUN experience! Being able to see beyond the scope of my classroom has made me a better educator. I am now fully aware of what I can do in my classroom to ensure that each of my students are future ready, no matter what path they choose in life.”*

**Linda Alloju, Teacher Extern at Learning Forward Texas**

## TEACHER EXTERNSHIP EXPERIENCES

*Externships provide a way for teachers to have hands-on experiences in the corporate or nonprofit workplace during the summer. **This year Teacher Externship sponsoring organizations may select from three externship experiences listed below.***

### INTEGRATION EXPERIENCE

This externship provides a teacher in the work place for two to three weeks (option of 20 - 40 hours per week, 80 hours max) in the summer. The teacher is fully integrated into a team or department, tasked with specific duties.

### EXPOSURE EXPERIENCE

For two to three weeks (option of 20 - 40 hours per week, 80 hours max), the teacher extern involved will gain insight into a business or industry by shadowing executives, managers and teams in multiple departments. The experience may also allow the teacher to benefit from examining a specific skill set.

### COMMUNITY-BUILDING EXPERIENCE

Fund a teacher extern at a local nonprofit or small business. The teacher extern is available to work at the discretion of the hosting organization for a total of 80 hours. This is great for companies that have regulatory concerns or extensive onboarding requirements.

**All externship experiences would ideally take place from June 1 - June 30.**

## COST AND TIME COMMITMENTS

Businesses are invited to participate in the program in two ways: (1) Companies host a teacher externship at their organization; or (2) underwrite a teacher externship at a specific nonprofit, municipality or within an organization in a specified industry.

Companies are requested to pay an externship program fee of \$250 covering program and administrative costs. Additionally, teachers are compensated at the rate of \$25 per hour for 80 hours.

#### Investment

- Program fee per extern = \$250
- Hourly rate per teacher, \$25 per hour x 80 hours = \$2,000
- Total investment per extern = \$2,250

Other commitments associated with the program include screening externship finalists in April, as well as participating in a one-time webinar on building a strong externship experience. Participation in the Plano Mayor's Summer Internship & Externship Celebration Luncheon at the conclusion of the program is also encouraged.



PLANO ISD

# EXTERNSHIP

PROGRAM

