



 **SCK**
LAUNCH
EDUCATOR EXTERNSHIP

EDUCATOR TOOL-KIT

OVERVIEW

We are excited that you have chosen to participate in the **SCK LAUNCH: Educator Externship** program. *Educator Externships* are work-based learning and professional development opportunities that provide teachers with exposure to local business environments and the types of careers students may pursue. You will have a unique and engaging opportunity to gain a deeper understanding of the technical and employability skills necessary in today's workplace.

EDUCATOR BENEFITS	BUSINESS BENEFITS
Expand knowledge of rapidly changing industry needs	Inform educators about expectations of employees in various positions
Develop strategies connecting content and employability skills to apply in the classroom	Offer ideas and suggestions for content connections
Better prepare students for realities of the workforce	Avenue to be involved in career pathways
Network with local educators and businesses	Opportunity to be part of "Growing our Own" workforce

NEXT STEPS

At this point, participants will have completed the online application on the SCK LAUNCH website—scklaunch.com/educator-externship-application—and received a confirmation email. The Bowling Green Area Chamber of Commerce will match each educator with a business based on interest and availability. Each participant will receive an email one week prior to the event with location, time, orientation information, business profile and directions to complete an online [Pre-Externship Survey](#). The checklist located on **Page 3** will help guide you through the process.

GOALS

- Experience a workplace environment that provides the opportunity to observe connections to academic and employability skills
- Learn details and talent demands of the business
- Learn about education and certifications required for multiple positions
- Gain a contemporary perspective of the talent pipeline

OUTCOMES

- Educators will gain a contemporary perspective of the talent pipeline and skills needed to be successful.
- Participants will link the skills needed to be successful into the classroom and when mentoring students.

PARTICIPATION TIMELINE

MAY	BY JUNE 8	JUNE 12-19	DAY OF EXTERNSHIP	3 TO 5 DAYS LATER	JULY OR AUGUST	AUGUST OR SEPTEMBER
Complete application	Complete Survey; read Manual & Business Profile; print Observation Forms	Attend Externship	Complete Observation Forms and Online Post Survey	Send thank-you note	Meet with School Team	Share with School Faculty
Meet with school participants						

DETAILED CHECKLIST

BEFORE EXTERNSHIP

- Complete Educator Externship Application: scklaunch.com/educator-externship-application
- Once selected to participate, review Participation Manual and Business Profile. Pay close attention to safety guidelines and appropriate attire.
- Complete [Pre-Externship Survey](#).
- Prepare for Educator Externship Visit:
 - Meet with school team to discuss and complete Pre-Visit Discussion Form on **Page 4**.
 - Read Business Profile and Business Guidelines that must be used on-site.
 - Prepare two to three informational questions that are important to you.
 - Print observation forms to use the day of the Educator Externship.

DURING EXTERNSHIP

- Arrive 10 to 15 minutes before start time. Security check-in may be required.
- Be an active listener. Stay on task and allow the host business to do the talking.
- Be aware of safety at all times and ask before taking any photo or video. (Companies do have trade secrets!)
- Participate in on-site host orientation with site team.
- Use Educator Externship Observation Form beginning on **Page 5** to identify employability and academic skills used on the job and help connect those skills to student learning.
- Participate in hands-on experiences when applicable.
- Contribute to Q&A.

AFTER EXTERNSHIP

- Complete Reflection Form on **Page 8** and Post-Externship Survey.
- Work with school leadership to determine a time to share with all staff.
- Embed new career-related student learning into instruction and strategies.
- Participate in ongoing communication and activities as agreed upon by site team.
- Share visit experience with colleagues.

SCHOOL TEAM PRE-VISIT DISCUSSION FORM

Please use the questions below to reflect upon your upcoming experience and to guide a discussion with the participating individuals in your building.

INDIVIDUAL REFLECTION

What do you hope to learn from the SCK LAUNCH Educator Externship?

Identify two goals for your classroom and work with students as a result of the SCK LAUNCH Educator Externship.

SCHOOL TEAM DISCUSSION QUESTIONS

Work with other participating teachers from your school to determine at least two collaborative shared goals.

Discuss the Observation Form to be used during the Externship.

Brainstorm how to best share what you learn with school faculty.

REMEMBER:

Set a time to meet and prepare after all educators have completed their externship.

OBSERVATION FORM - PROFESSIONAL SKILLS

Identify professional skills and personal qualities you observe during the visit. Record ways you see these skills being used. Include where they were observed, how they were applied and who should have these skills. This form should be completed as you are listening and observing and during end of day reflection.

Applied Knowledge Reading, Writing, Mathematics, Science, Art, Technology, Critical Thinking	
How is the skill being applied? Who is applying the skill?	Potential Classroom Application

Workplace Skills Planning & Organizing, Problem Solving, Decision-Making, Business Fundamentals Customer Focus, Working with Tools and Technology	
How is the skill being applied? Who is applying the skill?	Potential Classroom Application

Personal Skills Integrity, Initiative, Dependability, Reliability, Adaptability, Professionalism	
How is the skill being applied? Who is applying the skill?	Potential Classroom Application

People Skills Teamwork, Communication, Respect	
How is the skill being applied? Who is applying the skill?	Potential Classroom Application

Based upon the work from the National Network of Business and Industry Association: COMMON EMPLOYABILITY SKILLS A Foundation for Success in the Workplace: The Skills All Employees Need, No Matter Where They Work: http://nationalnetwork.org/wp-content/uploads/2015/05/Common_Employability_Skills-03-30-152.pdf

OBSERVATION FORM - CAREER

What careers did you observe?	What did you learn about the career? What prior knowledge did you know about the career such as education required, skills needed, specific training and requirements? How might this career resonate with your students? What workplace skills were specific to the career?

Notes: What do I want to remember to share with my students or colleagues?

REFLECTION FORM

Please complete the reflection form at the end of the day. The observation and reflection forms will provide information for you to share with others in your building.

Name:

Business:

What did you learn today that will enhance the academic content you teach?

What did you learn today about soft skills or workplace skills that you can share with students?

Did you observe any skill or processes today that will help you in your day-to-day work?

What three things do you want to share with your colleagues?

What did you learn about the business world that you did not know before?

SAMPLE THANK-YOU NOTE

Without business partnerships, the Educator Externship would not be possible. Please extend your host business the professional courtesy of a formal, professional thank-you note. A sample is shown below, but you are encouraged to draft a note of your own citing personal experiences you enjoyed during your Externship. Please send the note to the business within three to five business days after completing the Externship.

Date

Name of Contact Person
Name of Business
Address
City, State Zip Code

Dear _____:

Thank you for your time and willingness to open your business during the Educator Externship visit. I observed many skills and competencies that can be implemented in my _____ class. For example, _____.

As a result of my experience with you, I will be more successful in helping students understand the connection between academic learning and professional skills necessary for success in the world of work.

Sincerely,

Teacher's Name
Department
School

STIPEND FORM

We hope the Externship experience was valuable to your professional learning. To receive your \$100 stipend, please complete the steps below by June 30.

- Complete the Educator Stipend Form.
- Attach the Reflection Form found on **Page 7** of the Educator Tool-Kit.

- Mail to: SCK LAUNCH
Bowling Green Area Chamber of Commerce
710 College Street
Bowling Green, KY 42101

First and Last Name: _____
Please Print

Address (Home): _____
Street Address

City, State, Zip Code

<p>Date of Externship and Hours of Attendance</p> <p>_____</p> <p>_____</p>	<p>Business Name and Location</p> <p>_____</p> <p>_____</p>	<p>Amount</p> <p>\$100</p> <p>_____</p>
--	--	--

<p>I hereby certify that the above information is a correct statement of the work completed and the amount due.</p> <p>_____ Educator Signature</p> <p>_____ Date</p> <p>_____ Coordinator / Director Signature</p> <p>_____ Date</p> <p>_____ COO Signature</p> <p>_____ Date</p>	<p>For Office Use Only</p> <p>_____ Check Number</p> <p>_____ Amount Paid</p> <p>_____ Date Paid</p>
---	---

PLEASE ATTACH REFLECTION FORM. THANK YOU!