

# TEACHER EXTERNSHIP APPLICATION



Applicant name: \_\_\_\_\_

Home address: \_\_\_\_\_

School: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work email: \_\_\_\_\_

Current teaching assignment and/job title (include levels/grades if applicable):

\_\_\_\_\_  
\_\_\_\_\_

1. Why are you applying for the Teacher Externship Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you hope to gain from the externship experience and how will you share what you have learned with your colleagues and students?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Briefly describe the following:

A. Experience as a Teacher/Educator: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. Previous Non-Teaching Work Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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4. In what type of business/industry would you prefer to do an externship?

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturing           | <input type="checkbox"/> Music                       |
| <input type="checkbox"/> Healthcare              | <input type="checkbox"/> Communications              |
| <input type="checkbox"/> Engineering             | <input type="checkbox"/> Food Services               |
| <input type="checkbox"/> Construction/ Trades    | <input type="checkbox"/> Hospitality                 |
| <input type="checkbox"/> Marketing               | <input type="checkbox"/> Higher Ed                   |
| <input type="checkbox"/> Logistics/ Distribution | <input type="checkbox"/> Social Work/ Human Services |
| <input type="checkbox"/> Human Resources         | <input type="checkbox"/> Design                      |
| <input type="checkbox"/> Sales                   | <input type="checkbox"/> Fashion                     |
| <input type="checkbox"/> Business                | <input type="checkbox"/> Non-profit                  |
| <input type="checkbox"/> Financial/ Banking      | <input type="checkbox"/> Government                  |
| <input type="checkbox"/> Life Sciences           | <input type="checkbox"/> Police/Fire/EMT             |
| <input type="checkbox"/> Art                     | <input type="checkbox"/> Cosmetology                 |
| <input type="checkbox"/> Theater                 | <input type="checkbox"/> Other_____                  |

5. Do you have a specific location where you would prefer to do an externship?

- Yes    No

If yes, please provide the name of the organization:\_\_\_\_\_

6. Have you participated in the teacher externship before?

- Yes    No

**Please submit completed application to Jennifer Hollingshead  
jhollingshead@aspirejohnsoncounty.com by January 24, 2025 by 11:59 p.m.**

# TEACHER EXTERNSHIP MEDIA RELEASE



Taking photos or videos of the worksite and employees during a Teacher Externship can provide valuable evidence of the experience for teachers to share with their colleagues and students. We ask that you consider granting permission (or partial permission) to use these photographs and/or videos in teacher created curriculum, on the school website, in school newsletters or school sponsored social media, in brochures, in presentations, or in any other way the school uses to promote Industry Partnerships, and the Teacher Externship Experience. The photographs will never be sold and will be used exclusively for educational purposes.

\_\_\_\_ **YES. I grant you permission to use photos taken during the teacher externship.**

\_\_\_\_ **NO. Please do NOT take or use any photos.**

\_\_\_\_ **YES, with the following conditions:** \_\_\_\_\_

Organization (Name, Address, Phone): \_\_\_\_\_

\_\_\_\_\_

Company Representative (Name & Job Title): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Company Representative Signature*

\_\_\_\_\_  
*Date*

Teacher (Name & Contact):

\_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Date*

# TEACHER EXTERNSHIP AGREEMENT



School staff: \_\_\_\_\_

School name: \_\_\_\_\_

## Teacher/ School staff agrees to the following responsibilities:

1. Maintain regular attendance at the training site, follow all rules concerning the program, and notify the employer prior to any absences during the 2-day externship period.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress appropriate to the organization culture, and a willingness to learn.
3. Consult the employer regarding any work-related problems.
4. Conform to the rules and regulations of the training site and maintain confidentiality.
5. Complete and return 2 presentation slides to [jhollingshead@aspirejohnsoncounty.com](mailto:jhollingshead@aspirejohnsoncounty.com) by 11am on day 2 of externship (February 18th).
6. Must be present in person on day 2 of externship at noon for networking lunch and then to present what you have learned to Teacher Externship cohort. Each presenter will have 5-10 minutes max to present their slides from 1-4pm.
  - 1st slide should include: Education requirements, skills needed industry/ career growth projections, average salary.
  - 2nd slide should include: Lesson plan for students related to the industry where externship took place.
7. After completion of the externship a \$330.00 stipend will be provided through Aspire Economic Development + Chamber Alliance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Employer partner/ externship site agrees to the following responsibilities:

1. Provide a safe work environment, including necessary safety equipment, explanation of safety procedures and hazards, etc.
2. Provide an orientation to the job and training site as well as a meaningful, well-supervised experience.
3. Provide contact person, location, parking & dress code information, etc. with school leader via phone or email prior to externship experience. Externship consists of 16 hours on site with the employer partner.

Employer: \_\_\_\_\_

Representative name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# TEACHER EXTERNSHIP SELECTION RUBRIC



CATEGORY	1 POINT	2 POINTS	3 POINTS	4 POINTS	POINTS
<b>Reason for interest</b>	Familiarize self with industries in the area	Network opportunity	Apply to current classes	Starting new job, curriculum, learn, identify career opportunities for undecided students	
<b>Learning stretch</b>	Identify industry trends	Making connections for speakers/fieldtrips	Familiarize with workplace concepts	Learning new skills and practical application of classroom concepts	
<b>Sharing what is learned</b>	Will present to administration	Will present at staff meetings, committee meetings	Will coordinate/host workshops with colleagues	Will share lesson plans and activities created with other educators	
<b>Participated in Teacher Fieldtrips with Aspire</b>		1 date	2 dates	3 dates	
<b>Nomination from administration</b>			Recommended to participate by administration	Highly recommended by administration	
<b>Participated in school-to-work activities with Aspire</b>	1 additional activity	2 additional activities			

# TEACHER EXTERNSHIP TASK-BASED SCHEDULE (EXAMPLE PLAN)



DAY 1		
Time	Department/position	Task/Content
8-9 a.m.	Human Resources	Recruiting and onboarding new employees
9-10 a.m.	Customer Service	Addressing customer concerns and communicating with customers
10-11:30 a.m.	Creative Director	Developing new projects / Managing teams
11:30 a.m.- 12:30 p.m.	<b>LUNCH WITH TEAM OR MENTOR</b>	
12:30-1 p.m.	Web Developer	Designing content to publish online
1-2 p.m.	Digital Media Specialist	Current trends in media design
2-4 p.m.	Account Manager	Cost analysis of products/services

DAY 2	
Time	Teacher Cohort Schedule
8-11 a.m.	Complete a minimum of two PowerPoint slides on experience/lesson plan and submit to Jennifer by 11 a.m. using google drive link.
Noon-1 p.m.	Teacher networking lunch (location TBD)
1-4 p.m.	Teacher presentations