

# Employer Handbook

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## Teacher Externship



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**Concho Valley Workforce Development Board**

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# Introduction

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## **What is a teacher externship?**

A teacher externship is an immersive professional development experience designed to connect modern industry practice and current workplace skills to quality classroom instruction. This initiative establishes a unique partnership between educators and regional employers that works to help students connect classroom learning to real world application. Through the externship experience educators are able to enrich their curriculum with relevant knowledge and design a more robust educational experience.

## **Purpose**

The purpose of a teacher externship is to connect teachers with industries and employers in a way that will facilitate the design of lessons and instructions that better reflect current workplace expectations, technology and practices. Participating in this type of program supports district-wide objectives and also supports regional workforce initiatives.

## **Significance for Teachers**

Teacher externships work to enhance the overall quality of instruction and student experiences. Externships are significant because they strengthen real-world connections, bring understanding to workforce needs, bring awareness of workforce skills gaps, update curriculum, add value to instructional strategies and build partnerships with industries. By participating in a teacher externship, there is improved capacity for teachers to boost student engagement and student career awareness.

## **Benefits**

Teacher externships benefit school districts, classrooms and students by helping bring updated insights and knowledge to educators . The experience helps educators learn about what employers value, what skills students are missing and what career pathways look like in practice. In theory, the overarching benefit is that curriculum and instruction is aligned with real, up-to-date occupations rather than potentially outdated assumptions.

Moreover, externships are beneficial because of the partnerships that are built between schools and industries. These ongoing connections can lead to guest speakers, mentorship opportunities, field trips, work-based learning placements and curriculum advisory.

# Externship Responsibilities

Employers participating in the externship are required to meet specific criteria to ensure a meaningful and productive experience for educators. The program defines essential responsibilities to be fulfilled by employers throughout the externship period. This serves as a guideline for employers to maximize the benefits of the externship and enhance the experience of the educator.

## Employer Checklist

- Offer Externship Opportunities
- Communicate with Staff
- Schedule a Field Trip or Classroom Visit
- Engage with Teachers
- Participate in all activities
- Sign the Time Log

## Who is eligible to participate in the externship?

The Summer 2026 Teacher Externship program will serve Concho Valley middle and high school Teachers from participating Independent School Districts (ISDs).

Educators must be at least 18 years of age, eligible to work in the United States, and if male and born after 1960, be registered with selective services.

## How will the educator be paid?

A \$2,000 stipend, and \$500 lesson supply stipend will be paid directly to the teacher by CVWDB once all requirements for program participation and completion are met.

## How long is the Teacher Externship Experience?

**Teachers** are required to participate for a **minimum of ten (10) days** at the worksite, with each day being **at least four (4) hours**.

**Employers** will provide **two five-day** programs with two different teachers.

(See the sample schedule on page 7)

## How is time logged?

The educator will be provided with a time log sheet to record externship hours, which must be signed by the employer at the end of the experience.

## Is a field trip or a classroom visit required after completing the Externship??

YES! During the 2026-2027 school year the employer must provide one of the following:

- Classroom visit: A company representative(s) can visit the school. (in-person or virtually)
- Student tours: The educator can bring a class of students to tour your facilities.



# Externship Commitment Calendar

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**June 2026**

**1**

**9:00 am - 12:00 pm - ESC Region XV**

- Orientation with educators

**8-  
12**

**Week 1 - 1<sup>st</sup> Rotation**

- Schedule of activities
- 4 hours per day minimum for 5 days

**15-  
19**

**Week 2 - 2<sup>nd</sup> Rotation**

- Schedule of activities (repeat from week 1)
- 4 hours per day minimum for 5 days

**22**

**9:00 am - 12:00 pm - ESC Region XV**

- Collaborative Lesson Planning with educators
- Assist the educator to align their curriculum with the real-world needs of your industry.

**26**

**9:00 am - 12:00 pm - ESC Region XV**

- Lesson Presentation by educators
- Program Evaluation

# Sample Schedule

As part of the Teacher Externship Program, participating educators are required to complete a **minimum of ten (10) days** of externship experience and **at least four (4) hours per day** at the employer's worksite. This requirement is designed to ensure that educators have sufficient time to immerse themselves in the workplace environment, observe industry practices, and interact with professionals in the field. Educators will **rotate** employers, so employers will only need **5 days of activities** with **2 rotations** occurring.

Externship Day 1	
4 hours	<b>Program Kickoff &amp; Industry Introductions</b> <ul style="list-style-type: none"> <li>• Welcome &amp; introductions with leadership and key staff</li> <li>• Overview of company mission, values, and organizational</li> <li>• Review externship goals and schedule</li> <li>• Guided tour of the facility and major departments</li> </ul>
Externship Day 2	
4 hours	<b>Human Resources (HR)</b> <ul style="list-style-type: none"> <li>• Walk through new employee orientation and HR procedures</li> <li>• Discuss the company's organization chart and culture</li> <li>• Give any required safety trainings</li> <li>• Allow to observe daily operations and workflow</li> <li>• Q &amp; A with team members to understand job roles and skills needed</li> </ul>
Externship Day 3	
4 hours	<b>Leadership &amp; Strategy Deep Dive</b> <ul style="list-style-type: none"> <li>• Allow the educator to interview department managers</li> <li>• Provide a look into the decision making process and team management</li> <li>• Discuss critical soft skills and leadership qualities needed for professional growth</li> <li>• Have educator shadow a manager or team leader</li> </ul>
Externship Day 4	
4 hours	<b>Department Rotations</b> <ul style="list-style-type: none"> <li>• Engage the educator in new tasks and projects</li> <li>• Allow the educator to participate in meetings</li> <li>• Provide a clear view of daily workflow and process</li> <li>• Encourage questions and discussions with team members</li> </ul>
Externship Day 5	
4 hours	<b>Wrap-up &amp; Debrief</b> <ul style="list-style-type: none"> <li>• Allow educator to "interview" the CEO</li> <li>• Go through any remaining departments</li> <li>• Address any questions and gather feedback from educator</li> <li>• Discuss long-term needs of your industry and how educator can share this with students</li> </ul>

# Recommended Activities

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Communicate with your department leads ahead of time to avoid surprise drop-ins by externs!

Create a schedule for the extern that includes which areas of the business are to be observed and when. (i.e., HR, Marketing, Legal, etc.)

Allow the extern to visit a variety of departments to gain a sense of the depth of industry opportunities



Take the extern on a tour of the facilities and departments

Permit extern to experience new employee orientation, safety trainings, HR overview

Review your company's organization chart; discuss the company culture; show off the work environment; and describe the day-to-day operations.

## Externs can observe:

- meetings
- presentations
- interviews
- screenings
- lunch and/or breaks

Allow externs to conduct interviews with various departments to learn:

- variety of occupations and positions
- educational & skill requirements for positions
- "a day in the life of ..."
- common & unusual problems & challenges
- quality & performance standards



Permit externs to work in a given position for a period of time, under the supervision of someone who can provide orientation and training in that job.

If possible, plan a project & provide extern:

- instructions & guidelines
- opportunity for questions & dialog
- tools
- timeline

# Final Thoughts

## Tips & Ideas



- Assign a Project Lead and/or Mentor to the Extern(s). This person will guide the teacher through the experience at your worksite.
- Make a Plan! Create a schedule for the extern that includes which areas of the business are to be observed and when.
- Notify the department leads ahead of time to avoid surprises!

## What Teacher Externs may want to know

- What advice would you give to students interested in joining your industry or organization?
- Are there regional or global trends affecting your industry?
- What are the top skills you look for when hiring?
- Are there internships or other opportunities students could join?



## After the Externship

As we wrap up this phase of the Teacher Externship Program, it's crucial to ensure a smooth conclusion and fulfill program requirements. Here's what you need to do at the conclusion of the externship:

### Sign the Extern's Time Log:

Please review and sign the educator's Time Log, documenting their participation and learning outcomes during the externship period. Your signature verifies their engagement and is essential for program evaluation and deliverables.

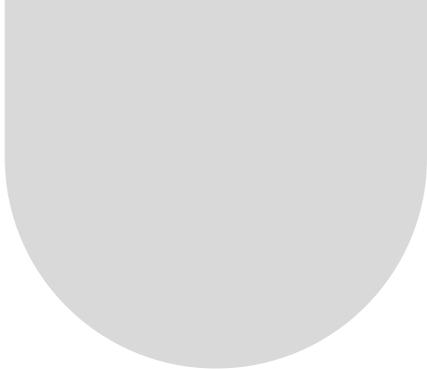
### Complete the Externship Experience Evaluation:

Your feedback is valuable in assessing the effectiveness of the program and identifying areas for improvement. Please take a few moments at the conclusion of the Teacher Externship experience to complete the evaluation.

### Attend Workshops

Assist educators with planning their lessons during the development workshop. Share insights during the last workshop by helping evaluate lesson plans and completing the program evaluation.





# Employer Agreement

A Non-financial Agreement is required from all participating employers.

Each business **MUST** fill in each highlighted section, sign, and date the agreement sent to you through Adobe Sign



# Equal Opportunity is the Law

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The Concho Valley Workforce Development Board, as a recipient of federal financial assistance, must provide the following notice that it does not discriminate on any prohibited ground.

It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## What to Do if You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);
- Director, Civil Rights Center (CRC), US Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc)

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

If you wish to file a complaint, please ask the Workforce Solutions of the Concho Valley staff, or you may contact the Equal Opportunity (EO) Officer:

EO Officer  
Sylvia Martinez  
Concho Valley Workforce Development Board  
36 E. Twohig, Suite 805  
San Angelo, TX 76903

You may also call (325) 655-2005 x303  
or Relay Texas at 800-735-2989 (TDD)

Concho Valley Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you require special accommodations, please email Accommodations or call 800-996-7589. Relay Texas @ 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice). Funding provided by the Department of Labor/Workforce Innovation & Opportunity Act via Concho Valley Workforce Development Board.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.