

# Extern Handbook

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Teacher Externship



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**Concho Valley Workforce Development Board**

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# Program Overview

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 to design a more robust educational experience.

## Important Program Dates

- June 1, 2026 - Half-Day Orientation Workshop
- June 8–12, 2026 - Employer Rotation #1 (Minimum 20 hours)
- June 15–19, 2026 - Employer Rotation #2 (Minimum 20 hours)
- June 22, 2026 - Half-Day Lesson Plan Development Workshop
- June 26, 2026 - Half-Day Lesson Plan Presentations Workshop

## Externship Framework

- Two employer rotations
- 5 consecutive days per rotation
- Minimum of 4 hours per day
- 40 total on-site externship hours

Teachers will engage with industry professionals, observe workplace operations, identify in-demand skills, and integrate industry knowledge into classroom instruction.

## Required Lesson Plan Component

Each participant will develop industry-aligned lesson plans that will:

- Incorporate real-world applications observed during the externship
- Identify a field trip or employer classroom visit based on externship rotations planned for the 2026-2027 academic school year
- Lesson plans will be presented and turned in on June 26

## Compensation & Incentives

- \$2,000 Completion Stipend
- \$500 Classroom Supply Stipend
- 52 CEU Credits

## Program Requirements

Participants must complete:

- Attend all half-day workshops
- Submit required documentation for payroll processing
- Verified timesheets documenting 40 hours
- Industry-aligned lesson plans
- Lesson plan presentation
- Program evaluation

## Application Process\*

- Applications Open: March 30 at 8 am
- Applications Close: April 17 at 5 pm
- Only 15 secondary teachers will be selected through a competitive application process

***\*This is a competitive application process with limited space.***



# Externship Responsibilities

## What is a teacher externship?

A teacher externship is a specialized professional development opportunity designed for Texas secondary educators, immersing them in various industries for firsthand experiences. This initiative establishes a direct link between teachers and regional employers, allowing educators dedicated time in a workplace environment. The primary objective is to narrow the gap between classroom instruction and practical applications, empowering teachers to enrich their curriculum with relevant knowledge for a more career-aligned educational experience.

## Purpose

The purpose of a teacher externship is to immerse educators in business, industry, and service-based organizations, providing a practical understanding of how classroom content and learning strategies are applied in the workplace. Teachers enhance their pedagogical practices by incorporating new methods, labor market information, and employment skills, ultimately increasing the relevance of student learning.

## Teacher Checklist

- Attend Orientation
- Upload all Required Documents
- Communicate with Staff about everything
- Connect with Your Employer
- Participate in Your Experience
- Keep a Time Log
- Attend Lesson Planning Session
- Present and submit Lesson Plan
- Schedule a Field Trip or Classroom Visit
- Complete program evaluation



## Significance for Teachers

Teacher externships hold significant meaning for both Career Technical Education (CTE) and core academic teachers, serving as a bridge between skills-based and knowledge-based education. The experience enables educators to constantly update their knowledge, connect classroom content with students' career interests, and play a crucial role in students' development of academic and technical skills required for the workforce.

## Benefits

Teacher externships offer transformative experiences, energizing faculty and changing the classroom dynamic by making educators more empathetic to their students' world. With firsthand exposure, teachers can design meaningful classroom activities, projects, and work-based learning opportunities, adding relevance to students' learning. The experience also allows teachers to explain the value of what students are learning more effectively and fosters cooperative learning environments.

Moreover, externships benefit both teachers and hosting employers. Teachers gain fresh perspectives, tying curriculum to real-world applications, while employers contribute to education by informing educators about their expectations, offering input to the curriculum, and providing various avenues of involvement, from guest speaking to internships.

# Externship Requirements

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## 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 worksites, with each day being **at least four (4) hours** for a **total of at least 40 hours**. **Teachers** will participate in **two five-day** rotations with two different employers. Teachers must also attend Orientation, Lesson Planning, and Lesson Plan Presentation Workshops. (See the exact dates on page 3 & 6)

## What workshops will I need to attend?

Participation in the Teacher Externship program involves a mandatory commitment for educators to attend **three half-day workshops**. These workshops serve as crucial components in ensuring the success of the experiential learning process. During the orientation, teachers gain valuable insights into the program's requirements and expectations.

## How will I share what I learned with my students?

Participants will spend the **half-day** lesson planning workshop **developing lesson plans** with the assistance of the employer, ESC Region 15, and CVWD staff. Lesson Plans will be based on externship experiences, aligning with Texas Essential Knowledge and Skills (TEKS), engaging students in real-world applications, and incorporating an employer field trip or classroom visit.

## How is time logged?

Use the provided time log sheets given out at orientation to keep track of daily time. At the end of each rotation, have the employer lead sign your time log sheet. Time log sheets must be signed by **both** the teacher and the employer to receive credit for the time sheet.

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

**YES!** During the next school year educators must plan at least one of the following:

- Classroom visits: A company representative is invited and visits the school to speak to students. (in-person or virtually)
- Field Trip: The educator takes a class of students to tour an employers facilities/worksite

## Will I receive Continuing Education Units (CEU)?

**YES!** Upon successful completion of the Teacher Externship, educators will receive **52 hours** of Continuing Education Units (CEUs) awarded through ESC Region 15.

# Externship Commitment Calendar

**June 2026**

**1**

**8:00 am - 12:00 pm - ESC Region XV**

- Orientation with employers

**8-  
12**

**Week 1**

- Employer 1's scheduled activities
- 4 hours per day minimum for 5 days

**15-  
19**

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

- Employer 2's scheduled activities
- 4 hours per day minimum for 5 days

**22**

**8:00 am - 12:00 pm - ESC Region XV**

- Collaborative Lesson Planning with employers
- Assist the employer with planning the field trip or classroom visits for students

**26**

**8:00 am - 12:00 pm - ESC Region XV**

- Lesson Presentations
- Program Evaluation

# Suggested Activities

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Visit a variety of departments to gain a sense of the depth of industry opportunities

Ask to go through employee orientation, safety trainings, other HR protocols as a “new employee”



Take a tour of the facilities and all departments

Set up interviews with the CEO, department heads, and employees to learn about their day-to-day activities

## Observe:

- meetings
- presentations
- interviews
- informal “coffee talk”
- lunch and/or breaks

Conduct interviews to learn:

- variety of occupations and positions
- educational & skill requirements for positions
- what “a day in the life of ...” is like
- common & unusual problems & challenges
- current & future skill needs and trends

Request 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 & ask for:

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

# Questions to Ask During Externship

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## Human Resource Questions

- What level of education, training, skills, or experiences does an applicant need for an entry-level position?
- What are some of the core abilities and skills you look for in a new hire for entry-level positions?
- What is the entry-level wage?
- How do you locate future employees?
- What training do you give employees?
- How do you evaluate employees?
- What is your company policy on attendance/tardiness?
- What advice would you give a student interested in working for your company?
- How is your company involved in education?
- How is your company involved in the community?
- What should I be teaching in my classroom to prepare students for employment in your company?
- What would you recommend teachers do to strengthen the relevance between school and the workplace?

## Supervisor Questions

- Please give me a brief description of your company
- Who are your clients or customers?
- Do you have an organizational chart showing how your company is structured?
- During the past several years, what major industry changes/issues have impacted your company?
- What changes/issues does your company anticipate impacting the company's future development?
- Describe your company culture?
- How many people are employed by the company?
- How has technology affected the company?
- What should I teach in my classroom to prepare students for employment in your company?
- What would you recommend teachers do to strengthen the relevance between school and the workplace?

## Employee Questions

- Please describe your typical workday OR your main responsibilities.
- How long have you been with the company?
- What level of education or training is needed for your position?
- What academic and technical skills are required for your position?
- What should I teach in my classroom to prepare students for employment in your company?
- What ideas or materials do you have that a teacher could use in the classroom?
- How has technology affected your position?
- What are your work hours?
- What are the positive aspects of your job?
- What are the negative aspects of your job?
- What advice would you give a student interested in working in your job?
- What would you recommend to teachers to strengthen the relevance between school and the workplace?
- Would you be willing to participate on an academy advisory board?
- Would you be willing to speak to my class?
- Would you be willing to allow a student to job shadow?
- Would you be willing to mentor a student?

# Post Externship

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

## Signing the Time Log:



Please review and have an employer sign the Time Log, documenting your participation and learning outcomes during the externship rotation. Signatures will serve to verify your engagement and are essential for program completion.

## Lesson Plan Development:

The lesson plan will include the following guidelines:

- **Connect** externship experiences to classroom learning with specific activities and examples given tied to subject area specific Texas Education Knowledge and Skills (TEKS).
- **Integrate** student field trip or planned local education agency (LEA) event with detailed instructional plans.
- **Involve** at least one employer staff member in a classroom activity.
- **Broaden** student understanding of industry trends and career opportunities by highlighting workplace tools and practices.
- **Identify** the academic and technical skills required for employment in at least one of the industries observed.
- **Describe** the school demographics to provide context for the lesson plan.
- **State** the lesson plan objective and key takeaways for students.
- **Estimate** the number of students expected to benefit during the 2026–2027 academic year.



## Complete the Externship Experience Evaluation:

Your feedback is invaluable 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

# Required Documents

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## Teacher - School Agreements

- School Agreement
- Payroll Documents
- Time Logs
- Lesson Plan
- Program Evaluation

# 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.

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