



## Teacher Industry Externships

### Educator Information & Application

With a grant from the Alaska Department of Labor and Workforce Development (AKDOLWD), Sitka Works will partner with businesses in the Construction, Health Care and Resource Development industries to offer business-related externships for educators working with students in grades 7 through 12.

Summer Teacher Industry Externship opportunities offered by Alaskan businesses provide valuable professional learning opportunities to help educators gain a greater understanding of the business world while upgrading their own knowledge and skills about how academic concepts are used in the workplace and about career opportunities available to Alaska's youth.

Educators will have the opportunity to work with an Industry Sponsor for two weeks (80 hours) to complete a project that serves an important business purpose. Projects may take many shapes, including: statistical research; marketing analysis; curriculum writing; environmental and community issues research; web site design; and/or teaching employee workshops. You and your Sponsor are able to design a project that is helpful to them and meaningful for you.

You may choose to work with an employer with whom you are already acquainted, or you will be matched with an interested employer by the TIE coordinator.

#### Highlights:

- You get paid a stipend of \$200 a day for a 10-day externship!
- You will earn 3 **free** UAA credits.
- You have the opportunity to upgrade your own knowledge and skills and understanding of the business environment and how your teaching skills can impact students' ability to make career decisions.
- You will discover ways of increasing relevancy and real-world application in the classroom resulting in a better-prepared workforce.

#### How To Participate:

- Call or e-mail Sitka Works' TIE Coordinator, Sheila Finkenbinder, at 966-3066 or [work@sitkaworks.org](mailto:work@sitkaworks.org) to request more information, or
- **By April 30, 2008**, fill out and submit the 'Educator Application' form to: Sheila Finkenbinder, Fax: 966-3055 or [work@sitkaworks.org](mailto:work@sitkaworks.org)
- Obtain and submit approval from your Supervisor or School Principal on the attached 'Recommendation' form.

## SITKA WORKS!

HELPING PEOPLE & BUSINESSES WORK

PO Box 2385 ~ SITKA, AK 99835 ~ PHONE 907.966.3066 ~ FAX 907.966.3055

### **Purpose of Teacher Industry Externships:**

These externships are designed to provide educators working with students in grades 7 through 12 with a valuable professional development opportunity while providing productive work for the host business.

### **Placement Process:**

Applications will be reviewed and screened as the TIE Coordinator at Sitka Works receives them. No later than May 15, 2008 she will notify all applicants to announce their status as a program participant. Sitka Works anticipates funding 10 Extern/Sponsor partnerships.

### **Length of Externship and Work Schedule:**

Each externship will be two full weeks (80 hours) in length and will involve completing a specific project for the business. The externship schedule is negotiated between the Industry Sponsor and the Extern. All Sitka externships need to be completed prior to June 30, 2008.

If externs are placed in 'camp' worksites, the Industry Sponsor will provide travel, meals and lodging.

### **Orientation:**

All externs must plan to attend an orientation session in **May** (date to be determined).

At the orientation meeting Industry Sponsors and Externs (some of whom may be meeting for the first time) will be oriented to the parameters and expectations of the program and will have an opportunity to discuss their Externship projects as well as work schedules.

### **Externship Stipend:**

Externs will receive a stipend of \$200 a day for each day of the 10-day externship (a total of \$2,000) as well as 3 credits from the University of Alaska Anchorage (after completion of required paperwork). Stipend payment will be made upon completion of the externship hours and receipt of all required documentation. Externs will receive a 1099 from Sitka Works at the end of 2008.

### **University Credit:**

Externs will earn three 500 level, professional development credits from the University of Alaska Anchorage (UAA.) The State of Alaska Department of Labor and Workforce Development will pay the cost of these credits, directly to UAA. Please let us know if you are interested in 600 level graduate credits.

### **Follow-Up Meeting:**

All Externs and Industry Sponsors will be asked to participate in a follow up meeting in July 2008. This is an opportunity for both externs and industry hosts to share experiences from their time together and for externs to discuss how their TIE experience may impact lessons in the classroom.

All participants will also be expected to complete a written evaluation of the externship experience.

## **SITKA WORKS!**

**HELPING PEOPLE & BUSINESSES WORK**

---

**PO Box 2385 ~ SITKA, AK 99835 ~ PHONE 907.966.3066 ~ FAX 907.966.3055**



## EDUCATOR APPLICATION

### General Information

Name: (Please print clearly) \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

School Phone: \_\_\_\_\_ Principal Name: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

Current Assignment and/or Job Title: \_\_\_\_\_

List all courses you are currently teaching, including title, grade level(s), and achievement level (i.e., Advanced Placement, Basic, Honors, Special Education.)

Course/Assignment	Grade Level(s)	Achievement Level

## SITKA WORKS!

HELPING PEOPLE & BUSINESSES WORK

PO Box 2385 ~ SITKA, AK 99835 ~ PHONE 907.966.3066 ~ FAX 907.966.3055

Teacher Name \_\_\_\_\_

Is there a specific type of externship you would like to participate in or a specific company or type of business where you would like to be placed?

What strengths do you bring to teaching? What strengths would you bring to an industry job?

Are you involved in any special projects, partnerships or innovations in your classroom, department, school or district?

How do you hope/plan to use what you learn from your Externship experience in your classroom?

### Agreement

If an externship is offered and accepted, I agree to the following terms and conditions:

- ❖ Participate in the Orientation Meeting in May,
- ❖ Accept the terms and responsibilities of the externship defined by the industry host, the TIE Coordinator and myself,
- ❖ Complete the business project to the best of my ability,
- ❖ Complete all the UAA course requirements to the best of my ability, and
- ❖ Participate in a follow-up meeting (Date TBD).

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
Date

Please send your completed Application to Sheila Finkenbinder.  
Fax to 966-3055 or email to [work@sitkaworks.org](mailto:work@sitkaworks.org).

**SITKA WORKS!**

**HELPING PEOPLE & BUSINESSES WORK**

**PO Box 2385 ~ SITKA, AK 99835 ~ PHONE 907.966.3066 ~ FAX 907.966.3055**

Teacher/Extern Applicant Name \_\_\_\_\_



## SUPERVISOR RECOMMENDATION

Supervisor or Principal Name: \_\_\_\_\_

I have reviewed these application materials and endorse this application for participation in a 2008 Teacher Industry Externship. I understand that Sitka Works and their partner industries encourage educators to translate the Teacher Industry Externships into contextualized classroom activities and curriculum and school improvement activities. If this educator is awarded an Externship, I will encourage their efforts in our school and/or district.

This educator's employment status for the 2008-2009 school year is:

- Will be employed by our school/district.
- Has been notified that our school/district may not employ them.
- Will not be employed by our school/district.
- Employment status has not been determined at this time.
- Other: \_\_\_\_\_

Additional comments that may be helpful:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

By April 30, 2008, please send this completed form to Sheila Finkenbinder via e-mail at: [work@sitkaworks.org](mailto:work@sitkaworks.org) or fax to: 966-3055. If you have questions call 966-3066.

### SITKA WORKS!

HELPING PEOPLE & BUSINESSES WORK

PO Box 2385 ~ SITKA, AK 99835 ~ PHONE 907.966.3066 ~ FAX 907.966.3055