

2010 Teacher Externship Program

Business User Guide

Table of Contents

Program Description	2
Business Participation	3
Procedures and Guidelines	4
Employer Application	5-7
Reimbursement.....	8-9



Program Description

In order to be successful in the 21st Century, students today need a new set of skills beyond those measured by the state content standards and assessments. The Teacher Externship Program was established to bridge the gap between education and business by providing middle and high-school teachers with applicable, hands on work experience in technologically intensive environments throughout the Capital Region.

The program, which runs for 4-6 weeks during the summer aims to:

- ▶ Expose teachers to advancements in their field of study
- ▶ Provide tangible examples to bring back to the classroom
- ▶ Offer valuable insight into the demands and challenges of the modern workplace
- ▶ Highlight the skills necessary for our present and future tech innovators
- ▶ Foster education and business partnerships to enrich classroom content

As an increased benefit, teachers will be paid a competitive salary of \$15 per hour, and will be granted professional credit.

Orientation

Business and teacher pairs will meet and become further acquainted with the expectations of the program, its goals, and objectives. A workshop led by representatives from Capital Region and Questar III BOCES and Tech Valley High School will be held to provide insight into the 21st Century Workforce Skills and Project Based Learning. These components will lay the foundation for the remainder of the program.

Mid-point Assessment

This mid-point assessment of the program brings teachers together to discuss their experience thus far and how to make the most of their remaining time. Representatives from Capital Region BOCES and Tech Valley High School will work with teachers to explore the ways they can adapt and implement what they have learned from their externship and apply it to their students and teaching styles.

Concluding Program

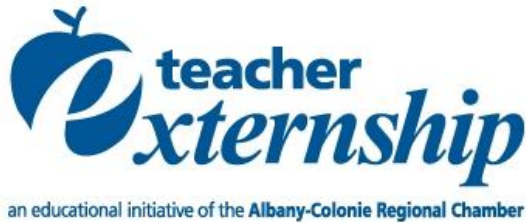
Held at the end of the summer, this is a time for businesses and teachers to reflect on their experiences and what each learned through the process. Also, teachers will be presented with a certificate of completion that may be applied as professional credit.

Tech Valley Tours

In addition to a full-time work schedule, teachers will have the opportunity to attend tours of participating technology companies. While the tours are not mandatory, participants are encouraged to attend.

Business Assessment

Externship hosts will be brought together to discuss how the program functioned and ways to improve and streamline for the future. Companies that have never hosted an extern, but may want to in the future will be invited to add to the discussion and give an outside perspective.



Business Participation

Why should we participate? What's in it for us?

Each company finds benefit in a variety of ways; for some it is a way to give back to the education community, for others it is a way to complete those vital, back-burner projects with front-burner people. In the past, companies have ranged from large and established, to small start-ups; all have experienced high levels of benefit.

"We are a better company and team as a result of our teacher externship experience"
- Joseph M. Clement, Auterra, Inc.
Human Resources

Can we provide a qualitative placement?

Not all businesses can be classified as "high tech" but many utilize cutting edge technology and practices within their companies. A qualitative placement would employ these elements, while demonstrating how collaboration and problem solving achieve company goals.

"It was our goal to not only have the teachers complete a project that would provide benefit to us, but thoroughly integrate them into our workplace and provide an understanding of all the functions involved in operating a company."
-Traute Lehner, SuperPower Inc.
Marketing Manager

Program Timeline

Friday, April 9, 2010: Business and teacher application forms are due

Monday, April 12, 2010: Teacher applications are sent to companies for review.

Friday, May 7, 2010: Placements are finalized and notifications sent.

Thursday, June 17, 2010: Program orientation, 3:30 pm – 5:00 pm, Albany Colonie Regional Chamber of Commerce

July - August 2010: Externship program takes place. Specific start and end dates are determined mutually between the employer and extern.

Thursday, July 22, 2010: Mid-point assessment, 3:30 pm-5:00 pm, Albany Colonie Regional Chamber of Commerce.

Thursday, August 19, 2010: Concluding program, 8:30 am-10:00 am, Albany Colonie Regional Chamber of Commerce

Thursday, September 16, 2010: Business Assessment, 9:00 am– 10:30 am, Albany Colonie Regional Chamber of Commerce



Procedures and Guidelines

Placements

Businesses will complete and sign an application form, which states the expectations of the program and what is required of all parties. On this form, the business will provide a company profile, desired characteristics for position and description of preferred skills. Based on the preferred skill set provided in the business application form, The Albany-Colonie Regional Chamber of Commerce (ACRCC) will match applicants with similar skills and experience to the potential business.

Once matched, the ACRCC will submit applications from several applicants to each business for review and to schedule interviews. If desired, businesses may choose to review the entire pool of applicants. After receiving the candidates, the business will have three weeks to come to a final decision. Interviews may be given over the phone or in person to determine appropriate fit. When the decision has been made, the business will notify the ACRCC contact, who will then inform all accepted applicants.

When the applicant officially accepts the offer, the ACRCC will notify the business so preparatory arrangements can commence. As some applicants are suitable for a variety of placements, applicants that are not initially placed will not be notified until every placement is made in order to maintain a reserve of potential candidates.

Projects

Preferably, once the placement has been finalized, externs and businesses will meet to discuss the specifics of their summer project. Many teachers find the greatest benefit working in a team and discovering how the business works together as a whole. The continuous mentorship provided by the business throughout the year is also imperative.

Payment

Companies agree to pay the teacher participating in the Tech Valley Teacher Externship program an hourly rate of \$15 per hour for a full-time working schedule. The participant will be on the company's payroll during the agreed upon period of the externship, **not to exceed 40 hours** per week, and not to exceed eight weeks. Upon receipt of payroll certification (see page 8), the Capital Chamber Foundation will reimburse the company **in full** for the total amount paid to the teacher incurred during the duration of the externship.



2010 Employer Application Form

Please submit your application via mail, fax, or email by **Friday, April 9, 2010**, or call to discuss deadline.

Mail: Teacher Externship Program c/o
Albany-Colonie Regional Chamber of Commerce
One Computer Drive South
Albany, NY 12205

Fax: (518) 431-1402
Email: amandac@acchamber.org
Phone: (518) 431-1436

Company _____

City/State/Zip _____

Main Telephone _____ **Fax** _____

Contact Name for Externship _____

Title _____

Telephone _____

Email _____

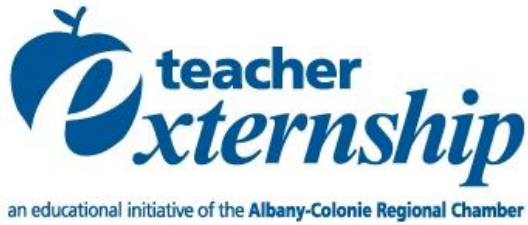
Company URL _____

Type of Business (Provide Brief Description) _____

How many weeks would you be interested in hosting?

4 weeks 6 weeks

Extern Start Date _____ **Estimated Completion Date** _____



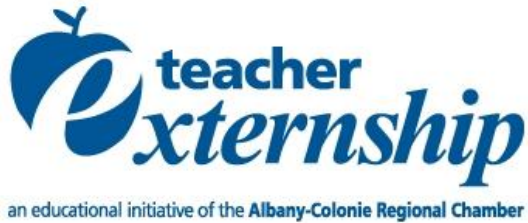
Preferred Teacher Extern Characteristics and Skill Set:

Examples of Potential Projects:

Benefit of Experience Provided to Participating Teacher:

Benefit to Company:

Special Considerations:



Additional Comments:

Tech Valley Tours:

In addition to a full-time work schedule, teachers will have the opportunity to attend tours of participating technology companies. While the tours are not mandatory, participants are encouraged to attend and are a paid program activity.

Agreement:

I agree to pay the teacher participating in the Tech Valley Teacher Externship program an hourly rate of \$15 per hour for a full-time working schedule. The participant will be on the company's payroll during the agreed upon period of the externship, **not to exceed 40 hours** per week, and not to exceed eight weeks.

At the conclusion of the externship, our company will submit an invoice for payroll reimbursement, Upon receipt, the Capital Chamber Foundation will reimburse the company **in full** for the total amount paid to the teacher during the duration of the externship, less the amount agreed upon if sponsoring a portion of the placement.

Our company will seek a total reimbursement of 0% (full sponsorship) 50 % 100%
Our company will host _____ number of teachers with the above criteria

Signature _____ **Date** _____

If you have any additional questions, please contact Amanda Corneau, at (518) 431-1436, amandac@acchamber.org.



Reimbursement Procedures

In order to receive the agreed upon reimbursement for your teacher extern, a certified invoice containing the information below must be submitted within 30 days from the end of the program.

Invoice should contain:

- p** The name of the teacher
- p** The school represented
- p** The period covered by the externship
- p** The number of hours worked x \$15 per hour, which is the total salary expense
- p** Invoice Total
- p** Signed and dated certification:

I _____ certify that the above expenses for which reimbursement is requested have been incurred in offering a paid externship under the Tech Valley Teacher Externship program and this total reimbursement requested is due and owing.

Signature _____

Date _____

Mail to:

Capital Chamber Foundation
c/o Albany-Colonie Regional Chamber of Commerce
Attn: Christine Thompson
One Computer Drive South
Colonie, NY 12205-1631

Note

- Costs associated with statutory costs, background checks and drug screenings are not included in the program cost and will not be reimbursed.
- Please print the enclosed invoice template found on the following page on your company letterhead.

