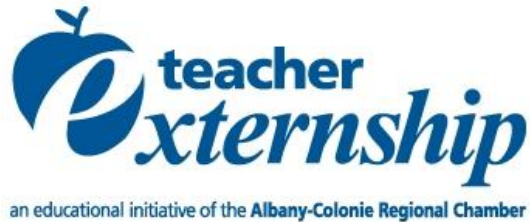


# **2010 Teacher Externship Program**

## **Teacher User Guide**

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## **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 will be offered in two parts. The first part incorporates the summer externship which runs for 4-6 weeks and 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 21<sup>st</sup> 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 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.



## **Program Description**

Part two of this experience is a 21st Century Learning Academy offered by Capital Region BOCES. Teachers who participated in the summer Teacher Externship program are encouraged to continue their learning by participating in this academy designed and supported by the Greater Capital Region Teacher Center, Tech Valley High School, Capital Region and Questar III BOCES. The academy will:

- ▶ Support teacher assessment of 21st Century skills.
- ▶ Assist teachers in the design of project-based units.
- ▶ Support business and community members who partner with teachers and students.
- ▶ Provide models and implementations for school-business partnerships.
- ▶ Develop capacity in districts for teacher leaders in project-based learning strategies.
- ▶ Introduce exemplary practice to promote collaborative school culture.

The Academy will include five days of professional development in project-based learning and two days of on-site support from Tech Valley High School teachers during project implementation.

For more information or to register for this valuable extension of the Teacher Externship program, please contact **Laura Lehtonen at the Capital Region BOCES at 464-3999 or [llehtone@gw.neric.org](mailto:llehtone@gw.neric.org)**.



## Examples of Externship Hosts

Auterra, Inc.	GE Global Research
Bell Flavors and Fragrances	GlobalSpec Inc.
Boston Scientific Inc.	Infineon Technologies AG
Center for Functional Genomics	Momentive Performance Materials
Chronogram Inc.	MSE Power Systems Inc.
CommSoft Inc.	Infrastructure technologies Inc.
Eastern Alloys	Pitney Bowes MapInfo
Evident Technologies Inc.	Plug Power Inc.
FALA Technologies Inc.	Starfire Systems Inc.
GE Energy-Infrastructure	Vicarious Visions

*“The extern program is a great success in my opinion and affords industry, teachers, and the chamber the interaction which will provide an avenue for communications in the community. I will personally bring a rewarding memory and experience with me back into the schools, so that our young people can gain a better insight into the professional world.”*

*- Dr. Paul West, Schenectady High School  
Technology Education Teacher  
Externship Company: MSE Power Systems, Inc.*

*“My Teacher Externship experience reminded me how important all subject areas are for students to learn. It gave me practical real-world examples of why non-science students need to take science. It gave me some insight into how some of our current instructional practices such as cooperative learning are a good preparation for the current job market. Gave me some insight into how some of our current instructional practices such as cooperative learning are a good preparation for the current job market. It furthered my desire to continue incorporating and exposing my students to various forms of technology. It gave me the opportunity to network with current researchers and business people in the field. Renewed my excitement in science and in teaching for the upcoming school year.”*

*- Stacey Haas, Guilderland High School  
Science Teacher  
Externship Company: GE Global Research*

*“This is the most beneficial and educational professional development experience I have completed in my 24 years of teaching.”*

*- Tom Patterson, Schenectady City Schools  
Technology Teacher  
Externship Company: Plug Power Inc.*



## **2010 Teacher Application Form**

### **Overview:**

- 1) The application consists of three parts:
  - Cover letter stating intent
  - Application form
  - Letter of recommendation from supervisor
- 2) Applications are due by 3:00 pm on **Friday, April 9, 2010**.
- 3) How to submit your application.
  - Download at [education.techvalley.org](http://education.techvalley.org) and email to Amanda Corneau, at [amandac@acchamber.org](mailto:amandac@acchamber.org).
  - Fax to Teacher Externship Program at (518) 431-1402
  - Mail to:
    - Albany-Colonie Regional Chamber of Commerce
    - Attn: Teacher Externship Program
    - One Computer Drive South
    - Albany, NY 12205
  - Hand deliver to address above
- 4) The timeline below should be followed to make sure a successful Teacher Externship experience is possible. Please consider your availability prior to submitting your application.

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

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

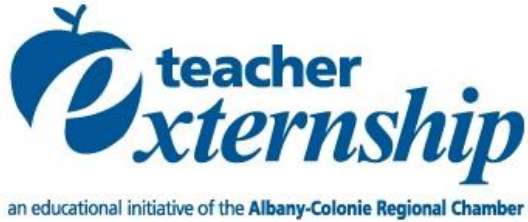
**Friday, May 7, 2010:** Placements are finalized and notifications sent.

**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.



**Instructions:**

Complete necessary materials and submit your cover letter and application form together; letters of recommendation may be received under separate cover. Incomplete applications will not be considered. Confirmation of submission will be sent to the email address provided on your application form. Applications are due by 3:00 pm **Friday, April 9, 2010**. Late applications will *not* be accepted.

If you have any questions, Amanda Corneau, at (518) 431-1436, [amandac@acchamber.org](mailto:amandac@acchamber.org).

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Home E-Mail:** \_\_\_\_\_

**School E-Mail:** \_\_\_\_\_

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**Name of School:** \_\_\_\_\_

**School District:** \_\_\_\_\_

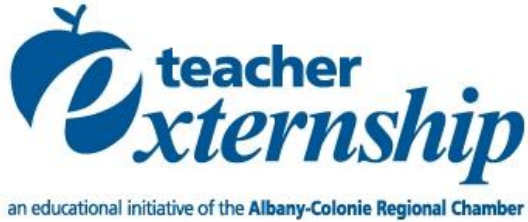
**County:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_



**Applicant Title:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Certification Area:** \_\_\_\_\_

**Other Teaching Assignments:** \_\_\_\_\_

\_\_\_\_\_

**Education:**

**1) Degree:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**2) Degree:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Academic Content Studied:** \_\_\_\_\_

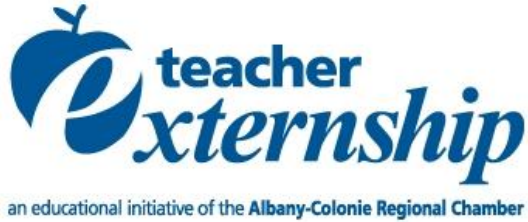
\_\_\_\_\_

**Computer Skills:** \_\_\_\_\_

\_\_\_\_\_

**Lab Experience:** \_\_\_\_\_

\_\_\_\_\_



**Project Based Learning Experience:** \_\_\_\_\_

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**Professional Goals:** \_\_\_\_\_

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**Professional Honors/Accomplishments:** \_\_\_\_\_

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**Objective:** Describe what you hope to learn from your externship and what service you hope to provide to the business.

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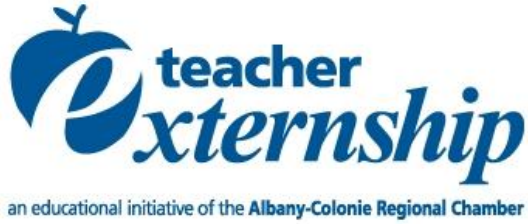
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**Objective:** How do you plan on implementing your new knowledge into your classroom?

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**Professional References (2)**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

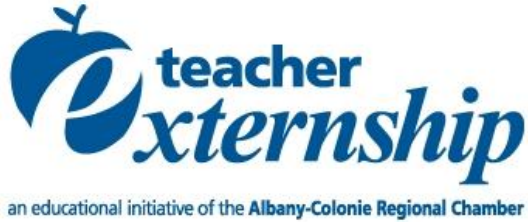
**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



Please list any previous engagements, vacations or other between June 17, 2010 and August 19, 2009 that conflict with a full-time work schedule. Conflicts do not immediately disqualify your application, but will be taken under consideration by employers.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Agreement**

I certify that I have read all materials and can fulfill the requirements of the Teacher Externship Program.

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