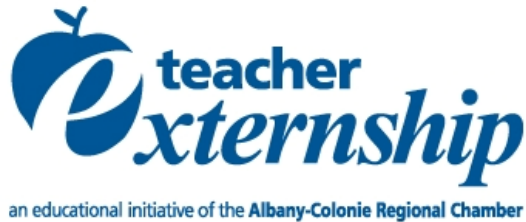


2011 Teacher Externship Program

Teacher User Guide

Table of Contents

Program Description	2-3
Externship Companies	4
Teacher Application	4-9



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 summer externship program 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 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

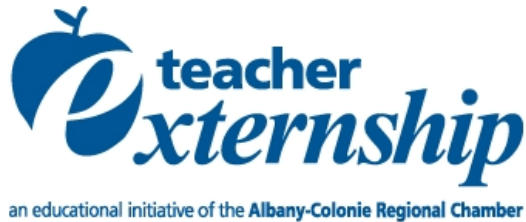
This mid-point assessment of the program brings teachers together to discuss their experience thus far and how to make the most of their remaining time. Representatives from BOCES and Tech Valley High School will work with teachers to explore the ways they can adapt and implement what they have learned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



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.”

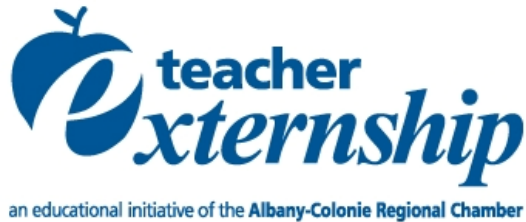
*- Dr. Paul West, Schenectady High School
Technology Education Teacher
Externship Company: MSE Power Systems, Inc.*

“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.*



2011 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 8, 2011**.
- 3) How to submit your application.
 - Download at <http://acchamber.org/attractretaintalent/externships.aspx> and email to Karen Fox, at karenf@acchamber.org
 - Fax to Teacher Externship Program at (518) 431-1402
 - Mail to:
 - Albany-Colonie Regional Chamber of Commerce
 - Attn: Teacher Externship Program
 - Five 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 8, 2011: Business and teacher application forms are due.

Monday, April 11, 2011: Teacher applications are sent to companies for review.

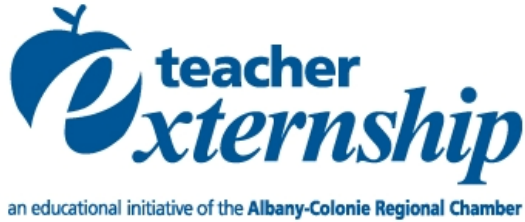
Friday, April 29, 2011: Placements are finalized and notifications sent.

Thursday, June 16, 2011: Program orientation, 3:30 pm – 5:00 pm, Albany Colonie Regional Chamber of Commerce.

July - August 2011: Externship program takes place. Specific start and end dates are determined mutually between the employer and extern.

Thursday, July 21, 2011: Mid-point assessment, 3:30 pm-5:00 pm, Albany Colonie Regional Chamber of Commerce.

Thursday, August 18, 2011: 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 8, 2011**. Late applications will *not* be accepted.

If you have any questions, Karen Fox at (518) 431-1435, karenf@acchamber.org

Name: _____

Home Address: _____

Home Telephone: _____ **Cell:** _____

Home E-Mail: _____

School E-Mail: _____

Name of School: _____

School District: _____

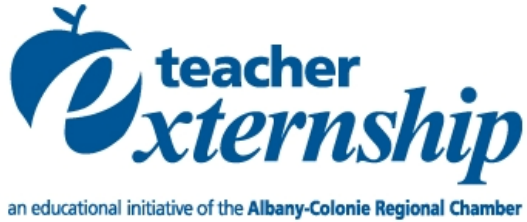
County: _____

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:** _____

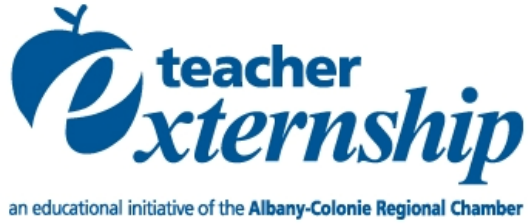
Major: _____ **Minor:** _____

Date Received: _____

Academic Content Studied: _____

Computer Skills: _____

Lab Experience: _____

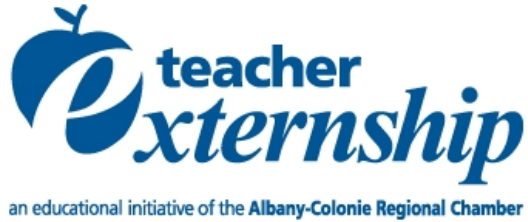


Project Based Learning Experience: _____

Professional Goals: _____

Professional Honors/Accomplishments: _____

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



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

Professional References (2)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

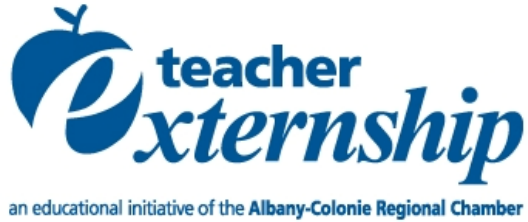
Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____



Please list any previous engagements, vacations or other between June 17, 2011 and August 19, 2011 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:** _____