

AN INTRODUCTORY
GUIDE TO

EDUCATOR EXTERNSHIPS

EXPLORE
EXCITE



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**GUIDE TO EDUCATOR
 EXTERNSHIPS**
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Faculty Externship Guide

“Doing What Matters” a California Community Colleges Initiative is a call to action for both industry and education to close the skills gap by identifying current labor market needs when updating programs for tomorrow’s economy.

How to use This Guide

This guide provides a comprehensive packet of suggested documents in a useable format to enable any faculty externship program coordinator in the healthcare sector to easily design and execute a program tailored to specific timelines and outcomes, with the assurance that templates for essential documents are readily adaptable to any program design.

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Introduction/Overview

California Community College District: Region 9

Barstow Community College | Chaffey College | College of the Desert
Copper Mountain College | Crafton Hills College | Moreno Valley College
Mt. San Jacinto College | Norco College | Palo Verde College
Riverside Community College | San Bernardino Valley College | Victor Valley College

The Region

Desert, mountains, and metropolitan areas give California's Community College District Region 9 the look of a mini-California. Twelve campuses, primarily in the counties of Riverside and San Bernardino are representative of remote areas and high-demand, high-growth cities. Region 9 serves over 120,000 students annually with more than 65,000 pursuing occupational entry or job-enhancing skills training leading the state in public safety training, online offerings, health care while creating innovative economic development partnerships. Many programs are directly linked with additional training through local four-year institutions or provide for professional certifications through industry-sanctioned course sequences.

The Workforce Landscape

In the next three years, the healthcare sector will need health professionals with varying levels of education. The projected demand for a skilled workforce includes several healthcare fields: dental, technical, administrative, and primary care. Several of the occupations expected to be in high demand by 2015 will require an Associate's degree or a vocational training credential. This emphasizes the important role community colleges will play in preparing the state's healthcare workforce.

Between November 2012 and February 2013, healthcare firms posted more than 170,000 online job advertisements with an ***average wage of \$70,876.**

Faculty needs to keep up with new information, trends and technology in this sector. A focus on labor market needs when informing and prioritizing courses, programs and budgets will be key to preparing students for the jobs of the future.

Several factors are currently transforming healthcare and its workforce:

- At the national level, the Patient Protection and Affordable Care Act (PPACA) contains provisions which will, if fully implemented, create more demand for health care services and change the way services are delivered. More primary care workers, such as nurses and medical assistants, will be needed. Community colleges play a vital role in preparing the workforce for many of these jobs.
- Technological advances, such as health informatics and wireless technology, are affecting the delivery of health care and prompting changes in the skills required for traditional allied health occupations.
- Demographic factors such as a growing and aging population are creating a demand for expanded services. One-third of California's nursing workforce is older than 50 and over half are expected to retire in the next decade.

The Guide

This resource is a guide for educators/facilitators/industry partners to assist with implementation and management of region-specific faculty externship programs, adaptable to funding and timeline parameters. It provides information, materials, templates, program tips and timelines for regional application and as a tool for the implementation and management of faculty externship programs specific to Region 9.

Tips for a Successful Externship Program

Host College/Program Coordinator will:

1. Prepare a detailed work plan, timeline and program packet for all participants
2. Recruit and secure business and community partners to host faculty participants
3. Provide trainings for faculty and industry participants
4. Clearly establish point of contact for all program pieces
5. Conduct required orientation and closing sessions for all participants
6. Monitor and manage all participant inquiries/concerns
7. Provide HIPAA training arrangements or a workshop for all faculty participants prior to externship site visits
8. Provide an evaluation tool for all participants
9. Make available final summary reporting of the program to all stakeholders
10. Require faculty /participants to submit proper documentation: proof of insurance coverage, worker's compensation, media release, emergency information, externship hour log, Statement of HIPAA Training, and a Hold Harmless agreement from their Community College District

Host Business/Community Site will:

1. Meet with Externship Program Coordinator to review program expectations to align with site requirements and capacities; review, complete and sign
2. Program Agreement and Photo/Media Release document
3. Provide a point of contact for faculty participants (externs)
4. Impart knowledge of career opportunities, organizational issues, hiring trends and skills (hard and soft) required for work in the industry by providing externs the opportunity to conduct informational interviews, shadow employees, make observations and collect appropriate materials
5. Provide opportunities for the extern to observe and perform tasks that will enhance understanding and skills in specific areas related to their curricula
6. Review the competencies listed in the "SCANS" Skills document (available at: <http://www.academicinnovations.com/report>)
7. Provide any required information/paperwork regarding the site prior to beginning of extern on site
8. Report to the Program Coordinator @ _____ //phone: _____ any problems or concerns that may arise during the course of the externship
9. Maintain a safe and adequate training environment which meets state and federal health and safety rules and regulations
10. Inform faculty externs of all applicable rules, regulations and safety precautions established by state and federal law, regulation, or by the employer/host organization. Complete an evaluation of the externship program provided.

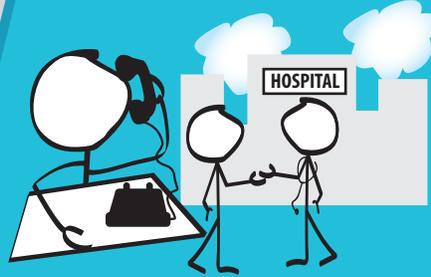
Faculty Extern will:

1. Attend all orientation, program and closing meetings required from both the Externship Program and from the Host Business Site
2. Initiate follow-up contact with recommended business / community partners to discuss externship details
3. Spend a minimum of _____ hours at the host site/ workplace
4. Be punctual and professionally/appropriately dressed
5. Complete informational interviews and other required activities of the program
6. Obtain signed liability and Worker's Compensation forms from assigned Community College District
7. Maintain a reflective journal/notes/log throughout the program
8. Pay special attention to the types of competencies listed in the SCANS skills document (<http://www.academicinnovations.com/report>)
9. Develop required lesson plan(s) based on the externship using standards or your subject matter
10. Summarize your externship via PowerPoint presentation or other professional development tool to be shared at the closing session
11. Work with colleagues in a peer review process to strengthen lesson plans based on your experience
12. Complete an evaluation of the externship experience
13. Notify the Program Coordinator of any problems that arise during the externship @ _____
14. Write a Thank-You note to your externship host(s)
15. Follow closely all rules and regulations of your host site, employer, College District/College, and host

Externship Program Workplan



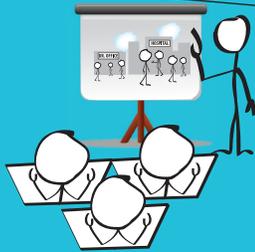
1. It all starts with a detailed plan.



2. Build industry relationships.

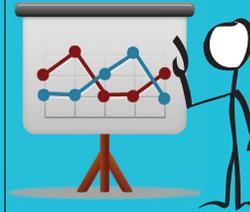


3. Invite Participants



6. Final Closing Session
Participant Presentation

5. Participants dispersed &
working with industry
professionals



4. Host Introductory
Session

7. Certificates of
Completion

THANK YOU!



8. Thank You!
Business Partners

9. Apply lessons
learned to
classroom



Faculty Externship Program Application

Faculty Name: _____

School Site/District: _____

School Site Department: _____

School Phone: _____

Cell Phone: _____

E-mail Address(es): _____

Goals for completing Faculty Externship professional development opportunity: Discuss briefly how you would like to see this externship experience transform your classroom curriculum and the way your team functions:

I would like to see what opportunities are available to our students so that we can prepare them for potential employment. I would like what skills we will be able to develop at the high school level using applicable activities and job training.

Written approval from Program Lead Teacher/Administrator is required for participation. Please attach or forward directly to Program Coordinator.

Thank you for your interest in this program!

Program Coordinator's Name and Contact Information

Congratulations Externs!

You are about to take part in a dynamic learning experience. It will be engaging and inspiring, providing you with a wealth of experience you can take back to your classroom, students and fellow educators.

This guide will help you make the most of this externship experience. Please review it fully and note any preparations you need to make in advance of your externship.

Externship worksite hours for all educators should include:

- job shadowing
- tours of work sites
- review of technical and educational requirements of specific occupations
- review of training manuals, and
- Interviews with employees/hosts and management personnel.

The goal of the program is to help you gain an understanding of the real world of healthcare. Use this program as an opportunity or springboard to deepen your knowledge of the healthcare workforce. This externship experience should provide the opportunity for you to deepen your knowledge of the broader healthcare workforce landscape.

Plan to share coursework and program information with worksite hosts asking for real-time labor market ideas and feedback.

Before you begin, take a few moments to complete the following:

I anticipate that this experience will generate the following outcomes for me:

1. _____
2. _____
3. _____
4. _____
5. _____

I anticipate that my industry site hosts will have the following expectations for my visit:

1. _____
2. _____
3. _____
4. _____
5. _____

"The core of man's spirit comes from new experiences."

Getting Started: A Quick Contact List

Before you begin, take a moment to list the site that you will be visiting. Include the key contact information and a brief description of the business and key services provided. Please complete this form for all the sites you plan to visit.

Externship Site

Business Name: _____

Key Contact/Guide: _____

Title: _____

Street Address: _____

Mailing Address: _____

City/Zip: _____

Telephone: _____

Cell Phone: _____

Fax: _____

Email: _____

Company Website: _____

Additional Information: _____

Sample Preparation Questions:

- Why did you agree to participate in the Externship project?
What do you hope to learn?
- What did you learn from researching this business' website?
- What do you anticipate observing that will be relevant to your students?
- Are you aware of all of the potential careers available at this company?
- How do you expect to see your academic subject matter integrated at this site?
- What technology or equipment do you think is integral to this business operation?
- How might you assess job satisfaction at differentiated levels within this company?
- Which 21st Century skills do you think will be most evident at this site?
Think about how to integrate these into your lessons.
- What hands-on experience do you think you will gain from your visit?
- Envision your expectations of your externship site visit: What else can you do to make your experience ideal?

Note: Think about role models you might meet at this company whom you could potentially connect with your students. Think of how best to establish these relationships.

Resources: Link: www.ccjournal-digital.com, pp18-22 "Working with Industry"

Standard Procedures:

You will be visiting a place of business during normal working hours, which means that the office will be busy.

Professionals will be going about their regular course of business, serving their normal clients and interacting with suppliers, employees and other professionals.

Therefore, please follow these few guidelines for each visit to help assure a meaningful, rewarding and valuable experience for everyone involved:

- Once you know your site, **call/email and introduce yourself** and thank them for the opportunity
- **Gather all documents** needed to present to the host on the first day (i.e., HIPPA certificate, lifeScan, TB test if needed, emergency contact list, letter from the district)
- **Schedule** your extern hours at a mutually agreed upon date and time.
- **Confirm** your time/date the day before you are scheduled to extern.
- **Study** your host business' website before your arrival.
- **Review** site study questions the day before.
- **Add** any other relevant questions based on your research and experience.
- **Have** notebook ready with pencil/pen.
- **Arrive** on time.
- **Follow** all company guidelines at the site.
- **Act** and dress **professionally** at all times
- **Be** enthusiastic and inquisitive.
- **Thank** your hosts in person, and follow up with a formal note of thanks.



Faculty Externship Logistics

- Contact person and his / her phone number in case teacher is tardy or absent?

- Specific hours for the externship days:

- Instructions for lunch:

- Directions to site and parking:

- Dress code or guidelines:

- Important company regulations/policies:

- Specific safety concerns:

- Proprietary concerns:

- Other:

Suggested Activities for a Faculty Externship

1. Visit a variety of departments and functions within the company to obtain a full view of the opportunities available.
2. Take a brief tour of the facilities and departments: offices, meeting rooms, copy rooms, kitchen/cafeteria, common areas, "water cooler", bulletin boards/announcements, training facilities, etc.
3. Receive an orientation to the "human resources" department/functions: application materials, job listing, working conditions and benefits (hours, flexibility, vacation/leave opportunities, pension/profit-sharing plans, other incentives, summer hire programs, sample resumes, salary ranges for various positions, performance review, processes and tools.
4. Conduct informational interviews and / or obtain information on the following: the variety of occupations and positions in your healthcare facility educational and skill requirements for a specific position in the department, the career path you took to your position, "a day in the life of...", common and more unusual problems and challenges, quality and performance standards and measurements, "what I like most and least about working in this industry", current and future skill needs, short - and long-term industry trends, etc.
5. Obtain materials that help shed light on the company and industry (i.e. organization chart, annual report, brochures, reports, presentation materials, film clips, photographs, etc.)
6. Observe meetings, presentations, interviews, screening, lunch time/breaks, informal "coffee talks"
7. If appropriate, plan a project and ask for instructions and opportunities for questions and dialogue, resources, and timeline
8. Work in a given position for some periods of time, under the supervision of someone who can provide an orientation and training in that job.
9. Please do not seek employment for yourself at your host site during the course of the externship program.

Externship Site Study — Overview of Business Practice

Site: _____ Date: _____

1. Describe your core business and your core product or service.

2. What product or service are your customers paying for?

3. How do you differentiate your business from your competitors?

4. What level of education is required for a new employee in your business? For your position? Others? (Clerical, Unskilled, Skilled, Sales/Marketing, Technical, Managerial)

5. What is the typical or recommended career pathway for someone in your position? Academic/Career/Technical Skills required?

6. How many people are employed at your site? Education levels? Gaps?

7. Where do you find new employees? What qualities/qualifications do you look for in your employees? Are there certain skill/ability deficiencies that usually result in termination?

Externship Site Study - Overview of Business Practice (continued)

8. How is your business managed? What is your billing or invoicing process?

9. What type of employee training is done at your site?

10. What major industry changes or issues have impacted your company in the last few years? What changes/trends do you see on the horizon for your industry?

11. How would you describe your corporate culture?

12. What is the entry level wage in your industry?

13. How important are computer skills, or a science, technology, engineering or math background for employment here?

14. Which labs or secondary support services do you work with?

15. What are your main issues/gaps in this business?

16. How is your company involved in education? In the community?

Getting to Know Your Host — A Day in the Life Of...

Name: _____ Title: _____

Company: _____ Date: _____

1. Describe your typical work day.

2. What academic, career and technical skills are required for your position?

3. What is your position title? What is the salary range for your position?

4. How many hours do you work in a week?

5. What do you see as the positive and negative aspects of your job?

6. What is the application process for this job? Did you have more than one interview?
Who interviewed or hired you?

7. What professional associations are you a member of?
Do you participate in continuing education annually?

8. Does any aspect of this job surprise you?

Getting to Know Your Host (continued)

9. How important is problem-solving/critical thinking in your job?

10. Would you be willing to be a guest speaker in my classes?

11. What advice would you give students who are interested in working for this facility?

12. Are there any other comments you would like to make about your career, which can be shared with students?



Extern's Site Observation Form - The True Picture...

Name: _____ Title: _____

Company: _____ Date: _____

1. Employee Attire:

2. Communication Activities – (reading, writing, speaking, listening, body language, team interaction):

3. Science Concepts Applied:

4. Mathematical Concepts Applied:

5. Technology Utilized:

6. Software Used:

7. Employee Training:

8. Leadership Skills Exhibited:

Extern's Site Observation Form: (continued)

9. General/Specific Job Skills:

10. Health and Safety Issues:

13. Motivational/Team Building Activities:

14. Quality Control:

15. Evaluation/Performance Reviews:

16. Liability/Insurance Concerns:

17. Worksite Atmosphere Climate:

18. Workplace Vocabulary Terms:

Externship Lesson Plan Sample

Objectives:

Advance Preparation:

Resources/Materials:

Pre-Learning Activities:

Cross-Curricular Learning Activities:

Closure/Homework:

Assessment:

Translating This Experience to the Classroom

- What statement or event will I relate to my students?

- What about this worksite would excite my students?

- What activities can be applied to: auditory, visual, kinesthetic learners?

- Cross-curricular teaching ideas to share from observations?

- Strategies that would help teach the new concepts or activities observed?

- What will I share with my school administrators, peers, counselors and students about this experience?

- Professional growth experienced?

Reflections — Pulling it All Together

A key element of every learning experience is taking the time to pause and reflect on the lesson. Think about your experience. What element struck you most of all? Which would be most appealing to your students?

This faculty externship was designed to take you out of your comfort zone – the classroom – and place you in the world where what you teach every day is applied by employees in the workforce.

As a final exercise, think about three significant ways that this experience made a difference for you as a faculty member, and jot them below. Finally please complete the evaluation on the following page.

Three Ways In Which This Experience Made A Difference For My Teaching Career:

1. _____
2. _____
3. _____



Program Evaluation Faculty Participant

Thank you for your participation in this program!

Please complete this brief evaluation and return it with your completed externship packet to: Program Director @//surveymonkey//mailchimp//

Translating This Experience to the Classroom

- What statement or event will I relate to my students?
- What about this worksite would excite my students?
- What activities can I apply to: auditory, visual, kinesthetic learners?
- Cross-curricular teaching ideas to share from my observations?
- Strategies that would help teach the new concepts or activities I observed?
- What will I share with my school administrators, peers, counselors and students about this experience?
- Professional growth experienced?
- Other reflections?

Please rate the following on a scale of 1-5
(1 indicates that you strongly disagree, and 5 indicates that you strongly agree).

	Disagree			Strongly Agree	
I was well prepared for my externship:	1	2	3	4	5
I gained a new perspective about business and career opportunities through this program:	1	2	3	4	5
I was at ease with my host(s) throughout this externship:	1	2	3	4	5
I enjoyed my experience and would be excited to apply again:	1	2	3	4	5
I would recommend the program to other Educators:	1	2	3	4	5

Other comments:



CALIFORNIA COMMUNITY COLLEGES
Doing What MATTERS™
FOR JOBS AND THE ECONOMY

Will You Host A Teacher?

Recruiting now for Healthcare Externships

in

City, California

____ hours at healthcare site

Date Timeline

What's in it for me?

- Our local teachers and instructors need you to bring relevance to education today.
- Externs are the teachers of the future healthcare workforce. Externs teach students who are in a designated healthcare pathway program. They need real world experience to relay to their students. Who better to teach them than YOU?
- There is projected to be 16,600 new healthcare jobs by 2017. Your involvement engages economic development of the region.*
- This is your opportunity to show Externs the importance of problem solving, critical thinking, and teamwork. They want to integrate these skills along with the foundational skills of reading, writing and math.

Return on your investment

- Become a part of this region's effort to address the needs of the 21st Century workforce.
- Be a part of your company's effort to give back to the community.
- Be recognized as a leader in healthcare industry sector by your Community College partners and colleagues.
- Pay it forward!
- Establish a relationship with a school program that can have long term benefits.
- Showcase your business, and the career opportunities and pathways within your industry site.
- Provide an avenue for hiring / offering internships to students who have a dedicated and proven interest in a particular career pathway. Obtain a preview of a potential future employee.

How Do I get involved?

Complete the interest form and send to Program Planner @_____. You will then be sent detailed information regarding hosting an Extern at your site. Once you have decided that this program will work for your business/facility, a representative will come to your location to finalize the Externship components. Teacher Externs will be recruited beginning ____date, and will complete their ____hour externship by ____date. All participants will be invited to a recognition ceremony in ____date.

* Source: <http://doingwhatmatters.ccco.edu>

Touch the future!

Externship Site Interest form

Person completing this form (print) _____

Position at healthcare business/facility _____

Name of business/facility _____

Site Address _____

Phone _____ Email _____

Please describe your site in terms of the healthcare service for the community:

How long in operation? _____ How many employees? _____

Do you currently partner with any schools? If so, please describe.

How many Externs are you willing to host within the program dates? _____

What departments are open to hosting Externs?

1. _____

2. _____

Who is the contact person for future correspondence?

Name _____ Email _____ Phone _____

Title _____

Role of Worksite Host(s)

1. Willingness to dedicate one day to help a team of educators, and give them full attention for their externship on- site hours
2. Arrange to meet or assign personnel to meet with educators to discuss all aspects of their work and profession; curriculum input
3. Arrange for explanation/demonstrations of workplace knowledge/skills for educator to link to learning
4. Provide a tour, organizational charts, employee manuals, descriptions of differentiation within the business, etc.
5. Give all aspects of industry perspective, (entry level to highest), and answer questions of educators

Preparing for the Site Visit: Questions to Consider

1. What is your job title? Your responsibilities?
2. How long have you worked in this job?
3. What was your training? Your educational/career pathway? Why did you select this career?
4. How did you learn about this job opportunity?
5. What do you like most/least about your job?
6. What skills did you learn in school that you most employ in this job? What skills should I be emphasizing to my students?
7. What advice would you give a student interested in your career?
8. How do you help your company meet its goals?
9. Describe the CORE business product here.
10. What product(s) or service(s) are clients paying for at your site?
11. How many people/positions does the business employ? Define your employee positions. The education levels? The employment gaps?
12. Where do you look for your hiring pool?
13. What three qualities for job success are mandatory in all of your employees?
14. What differentiates you from other similar businesses?
15. How is this business managed? What is the management structure?
16. If applicable, how would you define: the Business piece in your place of business/ industry? Could you describe this in flow-chart form?
17. On what level is the government involvement in your business? i.e., Environmental regulations? Industry guidelines?
18. What further information could you provide about your business?

Agreement for Teacher Externship Host Site Participation

Host Site: _____ Site Contact Name: _____
Address: _____
Phone: _____ Teacher Name: _____
Teacher Email: _____ Teacher Phone: _____
School Name : _____
School Address: _____
School Phone: _____ Fax: _____
School Contact Name: _____ Contact Number: _____
Externship Duration: _____ Days/Week: _____ Start Date: _____ End Date: _____

Host site agrees to develop a teacher externship that will:

- Provide a point of contact for the teacher
- Impart knowledge of career opportunities, organizational issues, hiring trends and skills required for work in the industry by providing teachers the opportunity to conduct informational interviews, shadow employees, make observations and collect appropriate materials
- Give the teacher the opportunity to make observations and perform tasks that will enhance understanding and skills in specific areas related to their teaching
- Report to Program Coordinator any problems or concerns that may arise during the course of the externship
- Maintain an adequate and safe training environment which meets state and federal health and safety rules and regulations
- Inform teacher externs of all applicable rules, regulations and safety precautions.
- Host site shall indemnify, defend, and hold harmless District, its officers, employees, board members, agents or independent contractors from all losses, damages, liabilities, claims, actions, or judgments arising out of injury, death, property damage or other cause, based or asserted upon any act, omission, or negligence of Host site related to the performance of any activity contemplated by this Agreement except to the extent caused by the negligence or willful misconduct of District. In meeting this obligation, Host site shall have the right to designate legal counsel to defend District.
- Complete an evaluation of the externship program

Program Coordinator of Community College agrees to the following:

- will work with the selected teacher Externs to obtain a letter from their districts stating Worker's Compensation coverage and Comprehensive General Liability Insurance along with a Hold Harmless statement. The Externs will bring all the required information to the site on the first day of the externship.
- will provide emergency forms for all Externs to be completed and returned to the site before the Externship.
- will provide a 4-hour orientation that will include expectations for the teachers and paperwork requirements for the program. A general HIPPA training for all the Externs will be a part of the orientation.
- will be the point of contact for both site hosts and the Externs for the duration of the program shall indemnify, defend, and hold harmless the Host site, its employees, director, officers, agents, independent contractors, parent, or subsidiary companies) from all losses, damages, liabilities, claims actions, or judgments arising out of injury, death, property damages or other cause, based or asserted upon any act, omission, or negligence of the Program Coordinator College Site, its officers, employees, agents or independent contractors (collectively "the District" for the purpose of this paragraph) related to the performance of any activity contemplated by this Agreement to the extent caused by negligence or willful misconduct of the site.
- Either party may terminate this Agreement without cause upon sixty (60) days' prior written notice to the other party. Notwithstanding the foregoing, any teacher participating in an externship at Host site's facility at the time of termination shall be permitted to complete his/her scheduled externship in accordance with this Agreement.
- Either party may terminate this Agreement for cause if the other party commits a material breach of this Agreement and fails to cure such breach within thirty (30) days of the other party's receipt of written notice of the breach. Such termination shall be effective on the date specified in the breach notice."

Authorized Site Representative: _____ Date: _____

Authorized Program Coordinator: _____ Date: _____

Industry Host Site Evaluation Sample

Program Evaluation

Thank you for your participation in this program!

We would appreciate your feedback on any component of this program. We would ask you to save and to complete this brief evaluation and return it electronically to:

Program Facilitator at: _____

Please rate the following on a scale of 1-5

(1 indicates that you strongly disagree, and 5 indicates that you strongly agree).

	Disagree			Strongly Agree	
My organization/business was well prepared for the externship program:	1	2	3	4	5
I gained a new perspective about the relationship of Business and education through this program:	1	2	3	4	5
I was at ease with my guests/extern(s) throughout this externship:	1	2	3	4	5
I gained an understanding of the purpose of this program and would be willing to host again:	1	2	3	4	5
I would recommend the program to other businesses/organizations:	1	2	3	4	5

My suggestion(s) for next year's program would be:

What was the most beneficial piece of your participation in this program?

Other program evaluation tools:

www.surveymonkey.com / www.questionpro.com

Video and Photography Authorization

I/we authorize the Community College Name and/or its partner programs and initiatives to use creative assets — including photography, videos, sound clips, or transcripts — containing my image and quotes to promote and communicate the goals and objectives of Community College Name through printed materials, website and social media, electronic newsletters, television commercials, PowerPoint presentations, photo displays, posters, billboard displays and/or public media campaigns.

I grant permission to Community College Name and/or its partner programs and initiatives to use the creative assets without charge or obligation, and further, hold harmless the Community College Name, its employees, its volunteers and the agencies with whom it is associated, from any liability or obligation in connection with the use of said creative assets.

It is understood that said creative assets will not be used for any for-profit commercial purposes without advance written approval.

Signature: _____ Date: _____

Print Name (Photo/Video Subject): _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

E-mail address: _____

Sample Thank You Letter

Without industry partnerships, the externship program would not be possible. Please extend them the professional courtesy of a formal, "Thank You" note on your organization's letterhead. A **sample** is shown below, but you are encouraged to draft a letter of your own citing personal experiences you enjoyed during your externship.

Please **mail** the **typed or handwritten** letter to the business shortly after completing the externship program. See your Program Coordinators if you need additional information.

Date

Name of Contact Person

Name of Business

Address

City, State Zip Code

Dear _____:

Thank you for your time and patience during my teacher externship experience. I observed many skills and competencies that can be implemented in my _____ class. As a result of my experience with you, I will be more successful at helping students understand the connection between academic learning and professional skills necessary for success in the world of work.

Sincerely,

Extern Name

_____ Department

_____ School

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