



WE-Connect

Together Everyone Achieves More

Business Planning Guide

Summer Externship Program

Steps to Creating a Business Externship

Once a company decides to host a teacher extern, there are still decisions to be made. Determining the exact externship experience will be up to each individual company. However, use the following guide to create a quality externship experience for your staff and teacher extern:

- ◇ Obtain appropriate internal clearance for the externship, if necessary
- ◇ **Register to participate in the Externship Program at www.workforcesystem.org/Externship .**
- ◇ Determine the number of Externships you would like to offer
- ◇ Determine the date(s) and the start and end time(s) for each Externship. Think about busy times during your summer calendar and work around those dates. Externships will take place for 3-days during a single week selected by the business in either June or July. Start and end times may be flexible during the externship or fixed to a particular shift.
- ◇ Decide which departments and/or business functions can be observed at your site (human resources, marketing, IT, production, etc.). During this externship experience, teachers are interested in learning about the career opportunities in a wide variety of departments.
- ◇ Identify an Externship Mentor to lead the program at your site.
- ◇ Coordinate with appropriate department representatives in the company to plan the scope of the extern's experience.
- ◇ Organize a schedule of events. Review the sample agendas in this guide for ideas.
- ◇ Inform supervisors, other employees, clients/customers, etc. that a teacher extern will be present, and that they have signed an affiliation agreement addressing confidentiality and liability.
- ◇ Communicate with the WE Connect Externship Program Director to address any questions, problems, or concerns during the course of the externship experience.
- ◇ Make plans to attend the pre-externship workshop and meet your teacher extern!

WE Connect Externship Program Director Contact Information

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Examples of Externship Activities

Each externship opportunity will be unique. Employers have the flexibility to structure their externship experience as they wish. For those offering an externship for the first time, here is a list of possible activities to consider:

- ⇒ Discuss the organizational chart, company culture, and work environment
- ⇒ Take a tour of the facilities and departments
- ⇒ Show a sample of the company's marketing and training videos
- ⇒ Have the extern meet new hires to get a realistic view of the first year on the job
- ⇒ Have the teacher extern experience the onboarding process used for new employees
- ⇒ Have the extern meet a current intern to learn more about the internship program at your company
- ⇒ Visit a variety of departments and functions within the company to obtain a full view of the opportunities available
- ⇒ Obtain materials that help shed light on the company and industry such as annual reports and brochures
- ⇒ Schedule meetings with the President, CEO, head of the department or other individuals who can give a broad perspective of the company
- ⇒ Allow extern to observe the day-to-day activities and challenges of a job or jobs in the company
- ⇒ Conduct informational interviews to obtain information about the variety of occupations and positions in your company, education and skill requirements for your positions, the career path into positions, "a day in the life...", common and unusual problems and challenges faced, current and future skills needed, short and long-term industry trends
- ⇒ Attend a business meeting or lunch
- ⇒ Allow limited assistance with day-to-day responsibilities for demonstration purposes
- ⇒ Provide a short-term project
- ⇒ Have an HR representative describe future employment opportunities with the company
- ⇒ Expose the extern to current technology and tools used by the professionals in your field
- ⇒ Discuss: Advice for students wanting to get into your industry and/or your company, trends affecting your industry, classes students should be taking, experiences students should have if they want to pursue a career in your field, publications to keep students informed, professional associations relevant to your industry, internship opportunities at your company

Sample 3-Day Schedule

Tuesday, June 16	DAY 1
* Welcome & Overview	30 minutes
* Safety Training	30 minutes
* Company Overview/Organizational Structure	3 hours
- History	
- Organizational Design, Operations, Maintenance	
- Hiring & Promotion Process	
- Hourly Operations Training, Maintenance Training, Certification Process	
- Exempt Employee Training, Development, Performance Management	
- Educational Assistance Program Overview	
- Org Chart	
* HR Overview (employee relations, benefits, training)	2 hours
* Process Overview/Tour	1 hour
Wednesday, June 17	DAY 2
* Operations Day	
- Rotation of time spent with multiple departments dealing with company operations	
Thursday, June 18	DAY 3
* Support Department Day	
- Rotation of time spent with multiple departments who support company	
*Examples: Maintenance, Finance, Safety, Engineering	

Sample 3-Day Schedule

Monday, June 15	DAY 1
* Welcome & Overview	4 hours
- Company Overview/Organizational Structure	
- HR Overview	
- Q&A	
- Tour	
* Lunch	
* DEPARTMENT #1	4 hours
Wednesday, June 24	DAY 2
* DEPARTMENT #2	4 hours
* Lunch	
* DEPARTMENT #3	4 hours
Friday, June 26	DAY 3
* DEPARTMENT #4	4 hours
* Lunch	
* DEPARTMENT #5	4 hours

DEPARTMENT EXAMPLES: Marketing, Finance, Maintenance, Sales, Operations, Management

DEPARTMENT SCHEDULE: Tour, Interview, Job Shadowing (4 hours)