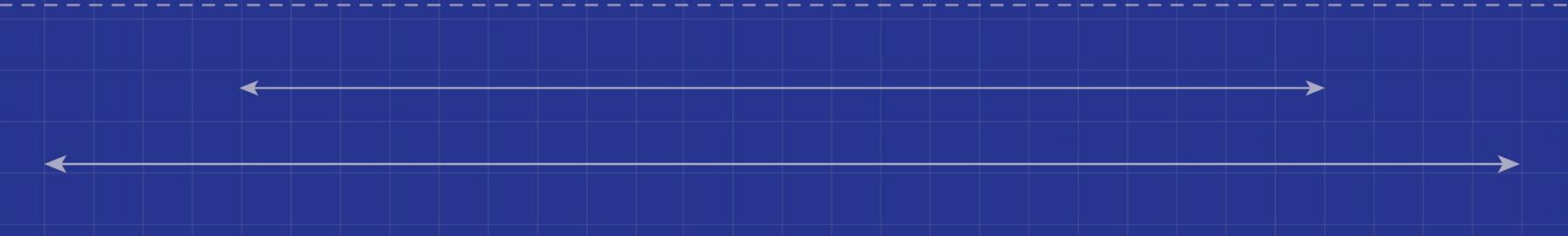


TRANSFORMING  
THE PLAN  
INTO ACTION

2016 JUMP START  
SCHOOL-LEVEL ROLL-OUT  
CONVENTION

JANUARY 19, 2016

BATON ROUGE RIVER CENTER • BATON ROUGE, LOUISIANA

A decorative graphic consisting of two horizontal dashed lines, one above and one below the text. Between these lines are two horizontal double-headed arrows. The top arrow is shorter and centered, while the bottom arrow is longer and spans most of the width of the text area.

**JUMP START EXTERNSHIPS: PROVIDING  
TEACHERS WITH CUTTING-EDGE INDUSTRY  
EXPERIENCE**

*LISA T. FRENCH  
OFFICE OF STUDENT OPPORTUNITIES*

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# Why Jump Start Values Externships

- Opportunity for teachers to observe the latest technologies in high-demand industries, while experiencing the organizational methods of industry-leading companies
- Opportunity for teachers to present their externship observations and experiences to their peers, enabling entire high school faculties to create linkages between class materials and “real world” applications
- Opportunity for business stakeholders to learn more about Jump Start, high school CTE and the wants and needs of high school teachers

# Creative Options for Externships

- “Embedded” teachers spending days or weeks in a company
- “Variety pack” externships where teachers spend 1 or 2 days with a variety of employers in the region
- New possibility: “virtual externships” created by teachers using Nepris, engaging industry experts located anywhere in the United States (especially valuable for industries not heavily represented in Louisiana)



*We support creative externship formats proposed by regional teams*

# Funding Sources for Externships

- Perkins
- Career Development Fund (see session on Maximizing Jump Start Funding)
- Grant opportunities (BESE grants in the past; possibly grants from local corporations / foundations)
- Possible opportunity for local Workforce Boards to include externships as part of their core mission



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# Cenla Regional Jump Start Team

Lead School District: Rapides

Facilitator: The Orchard Foundation

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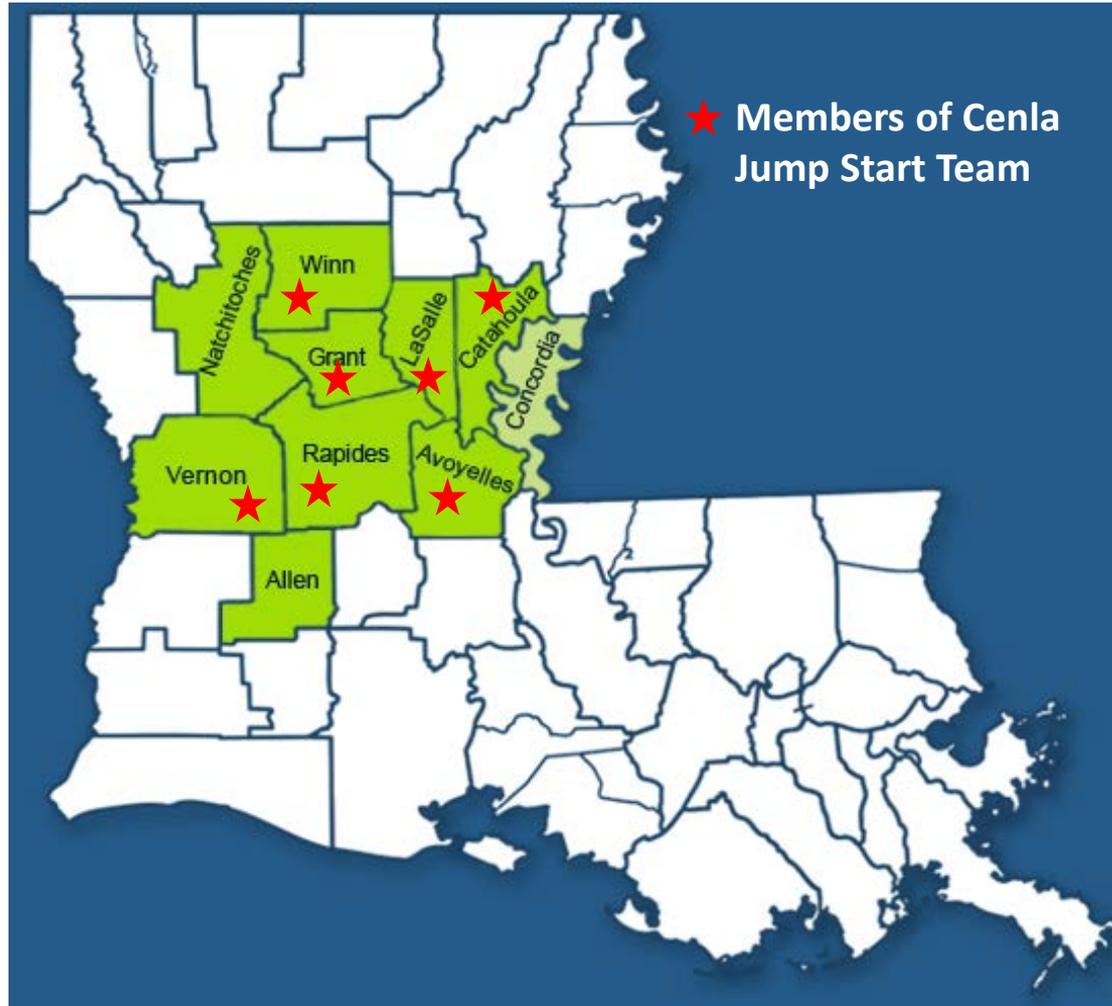
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*Funded and operated by*  THE RAPIDES FOUNDATION

**Mission:** To improve academic achievement for Central Louisiana students by promoting best practices; recruiting, retaining, and rewarding excellent and innovative teachers; building school leadership; and strengthening school and community relationships.

# The Region We Serve



# 2014-2015 *Jump Starting* Jump Start Grant

- **Cenla Regional Jump Start Team - first meeting August 2014**
- **Awarded grant in October 2014 to establish Regional Workplace Experience Exchange**
- **Focus on two activities:**
  - **Regional 8<sup>th</sup> Grade Career Awareness Expo**
  - **Teacher externships**

# Workplace Experience Exchange (WEE) Camp

- **3-day summer camp for Cenla middle/high school teachers**
- **June 9-11, 2015**
- **31 teachers from 7 school districts**
- **Toured 10 businesses and postsecondary institutions**

# WEE Camp Agenda

## Day 1 – June 9, 2015

- 8:15-8:45 Registration
- 8:45-9:00 Orientation
- 9:00-10:30 **CLTCC**
- 10:30-10:45 Travel to ROM
- 10:45-12:45 Presentation by **ROM** and Lunch
- 12:45-1:00 Travel to RRMCM
- 1:15-3:15 **NSU** and **RRMCM**
- 3:15-3:30 Wrap up

## Day 2 – June 10, 2015

- 8:15-8:30 Breakfast
- 8:30-10:00 **LSUA** Downtown Allied Health
- 10:00-10:20 Travel to TRF building
- 10:20-11:30 **NEPRIS** training
- 11:30-12:15 Lunch at TRF building
- 12:15-12:30 Travel to Crest Industries
- 12:30-2:00 **Crest Industries**
- 2:00-2:15 Travel to Hayes Manufacturing
- 2:15-3:30 **Hayes Manufacturing**
- 3:30-3:35 Wrap up

## Day 3 – June 11, 2015

- 8:15-8:30 Breakfast at Gilchrist Construction Co.
- 8:30-10:00 **GCC**
- 10:00-10:15 Travel to P&G
- 10:15-11:45 **P&G**
- 11:45-12:30 Lunch at P&G
- 12:30-12:45 Travel to Plastipak
- 12:45-2:15 **Plastipak**
- 2:15-2:45 Wrap up and Evaluation

# Pre-WEE Activities

- **Met with each business host individually**
- **Discussed suggested activities for presentation and tour**
- **Districts carefully selected teachers**
- **Teachers provided orientation material in advance**

# Photos



# Photos



# Feedback from Participants

- **Very good eye opener about Cenla's workforce.**
- **Very impressed and unaware of so many programs that existed.**
- **Most meaningful in-service I have attended!**
- **Equipped me with new and valuable information that I plan to redeliver to my students.**
- **I feel more prepared than ever to empower students to take responsibility of their future and success-whether it be college or the workforce.**

# Feedback from Business Partners

- **Great initiative and great job!**
- **Dialogue with the teachers was fabulous.**
- **Looking forward to doing this again next year.**
- **Great job bringing industry and education together.**
- **Great experience and will help teachers in facilitating and helping students choose a career path.**

# Observations

- Each industry partner stressed how important teachers are and what a critical role they play.
- Teachers heard about the importance of WorkKeys and the NCRC directly from employers!
- Teachers were made aware of how willing businesses are to connect with their classroom and content.
- Industry stressed the importance of preparing students for interviews – soft skills.
- Networking by teachers on how to incorporate information into their lessons.
- Exhausted, but completely engaged!
- Asked relevant questions and made notes in career journals.

# Next Steps – WEE CAMP 2016

- **Continue to increase awareness**
- **Narrow focus**
- **Extended time in business/industry**
- **Explore opportunities for student involvement**



Northwest Louisiana  
Regional Jump Start Team  
*Darrell Hampton*

# Northwest JumpStart Parishes

\*Bienville

\*Bossier

\*Caddo

\*Claiborne

\*DeSoto

\*Lincoln

\*Natchitoches

\*Red River

\*Sabine

\*Webster

# Northwest JumpStart Teacher Externship Program

- The Teacher Externship Program is helping to bridge the gap between the classroom and the world of work by bringing teachers into the workplace for one week.
- The externships take place during the summer months or during the school breaks.
- Teachers have the opportunity to incorporate this knowledge into lesson plans for their students.

# What can the Externship offer the Teachers?

- A “Real World” work experience in a new field
- Increased knowledge and understanding of business trends and workplace cultures
- Information about skills and competencies that are needed in order to be successful in today’s workplace
- The opportunity to develop subject expertise and to gather information and resources to aid in curriculum development

# Teacher Externship

**2014**

30 CTE

10 Academic

40

**2015**

36 CTE

14 Academic

50

- Teachers were paid a stipend and worked from one to two weeks.
- Our goal is to increase the participation of academic teachers, counselors and administrators.

# What can the Externships provide the Employer?

- The opportunity to work with educators to insure that their present workforce development needs are understood.
- Assistance in developing a special project
- Increased knowledge and understanding of the educational environment
- The opportunity to work cooperatively with educators to impact the future workforce.

# To assist rural communities in providing opportunities for Externships

- Seek support from your parish police jury or parish commission
- City Hall
- Chamber of Commerce
- Sheriff's Office
- Non Profit Organizations
- Hospital
- Parish Health Clinic

# To assist rural communities in providing opportunities for externships

Most of these agencies have various departments where teachers and students can gain valuable work experience and training

# How Externships Benefit Schools

- Teachers enhance their knowledge of the current workplace, which enables them to integrate real world examples in their course materials
- Teachers provide post-externship presentations on what they learned and how they benefited to their peers, helping other teachers benefit from their experience
- Schools develop a culture of connection to the workplace, helping to make academics more relevant to career-oriented students while building partnerships with key local employers



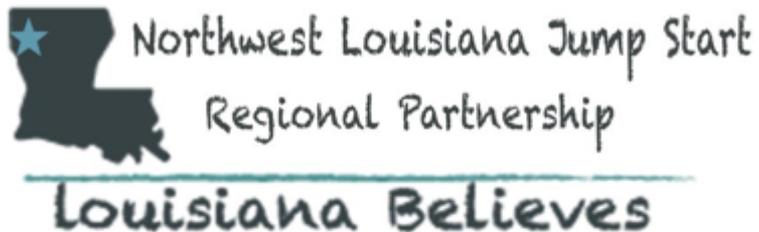
Northwest Louisiana Jump Start

Regional Partnership

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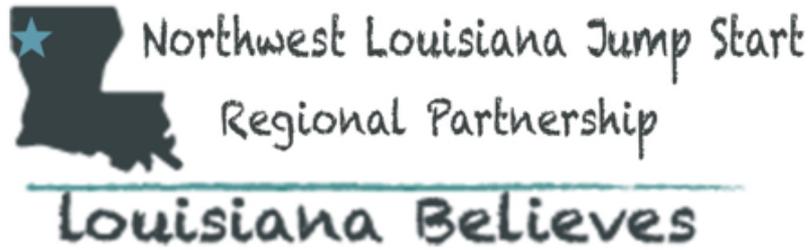
Louisiana Believes

# EXTERNSHIP PROGRAM INFORMATION PACKET



## **SUMMER EXTERNSHIP PROFESSIONAL ETHICS**

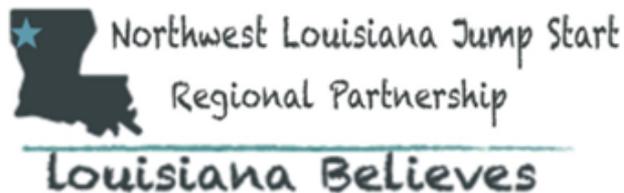
- 1.** Dress appropriately. Be neat, clean, and dress for the job you will be performing. Inquire about the dress code before reporting for work on your first day.
- 2.** Be punctual and be prepared to work the full time of the Externship.
- 3.** Contact the workplace mentor and Externship coordinator if you are unable to report for work at any given time.
- 4.** Refrain from wearing caps and hats unless it is a safety precaution (hard hats) for the industry.
- 5.** Follow the work place rules for the environment that you are in.
- 6.** Always wear required personal protective equipment.
- 7.** Refrain from talking on your cell phone or texting while on the job site.
- 8.** Write a thank you note at the end of your Externship experience. Listed below are a few guidelines for writing the note.
  - a.** Hand write your note.
    - i.** Writing by hand gives the note a personal touch.
    - ii.** Make sure the note is legible, if necessary print.
  - b.** The purpose of your note is to show your appreciation. Write something special or unique about your experience so that the note does not sound average.
  - c.** Proofread the note before you send it to be sure you have said what you needed to say and to check for spelling and grammar errors.
  - d.** The thank you note should be written within one week of completing your Externship.



(Use for creating your PowerPoint presentation, Lesson Plan and writing your Summary)

1. What are the main duties of your mentor? ( the person you shadowed or worked with)
2. What academic and hands on skills are needed in this job?
3. What type of training is necessary for this occupation and where can one get this training?
4. What are the requirements for an entry level position in this field of work?
5. Are there opportunities for advancement in this field?
6. Describe the hiring process for your mentor's company.
7. Use Bureau of Labor Statistics to find outlook for this profession.
8. What are necessary work habits, attitudes, abilities, and soft skills needed to perform job at high level?
9. Describe the equipment that is being used. Computers, CNC machines, lathes, software etc.
10. How do people at the workplace communicate? (Phone, email, text, fax)





### TEACHER EVALUATION FORM

Please complete this brief evaluation of your Externship experience so that we can continue to improve the program. Rate the following on a scale of one to six (one indicates that you strongly agree with the statement, and six indicates that you strongly disagree). Return this to your Jump Start contact person.

	Strongly Agree			Strongly Disagree		
My Externship experience will be valuable to my students.	1	2	3	4	5	6
I learned what the general expectations are for the company employees.	1	2	3	4	5	6
I learned what skills are needed to perform my workplace host's job.	1	2	3	4	5	6
I would recommend Externships to other teachers.	1	2	3	4	5	6

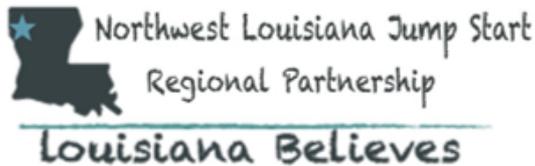
**For successful Externship experiences in the futures:**

What did the company do to make my experience successful?

What should the Jump Start contact person do to ensure the continued success of the program?

Will the Externship change what you do or teach when you return to school? How?

Any additional comments?



### EMPLOYER EVALUATION OF TEACHER

We wish to thank you for your valuable assistance and participation in our Externship program. Please help us evaluate the program by responding to the following items.

Business Contact \_\_\_\_\_ Phone \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

1. Did the teacher contact you regarding his/her Externship prior to the experience? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Did the teacher arrive at your location on time? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Did the teacher show interest? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Did the teacher ask applicable questions during the visit? Yes \_\_\_\_\_ No \_\_\_\_\_
5. How would your company like to stay involved with the local school system in your area? Check all that apply.
  - Teacher Externship
  - Student Internship
  - Student Job Shadow
  - Member of Advisory Panel
  - Other \_\_\_\_\_

Recommendations for improvement of the Externship program:

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Comments:

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# QUESTION & ANSWERS