

EDUCATOR EXPERIENCE WORKSITE VISIT

Before the Orientation—Preparation and Clarification

1. Identify five to seven skills that you (and your students in the future) will target for development through the externship in the technology industry. You may find it helpful to refer to the Elevate Student Internship Evaluation to do so, in addition to Computer Science Principles and Exploring Computer Science curriculum documents.

2. Identify specific industry technical assessments, licensures, or certifications that you (and/or your students in the future) will need to complete in the program of study. Are there certain skills or learning objectives that should be built in order to facilitate the successful completion of these assessments?

3. What are some specific skills that you, personally, would like to learn or upgrade through the Elevate educator experience that you feel your placement could bolster? Detail three to five skills to create externship outcomes for over the course of your two-week (or longer) placements.

During the Orientation—Observations and Conversations

1. Briefly recount several instances of academics being used on the job that you saw or heard about through employee interviews. Consider the various departments and responsibilities of employees at different levels.
2. What are some tasks that require specific academic applications that you saw that you are interested in doing or learning how to do? Are there potential projects that you can see yourself becoming involved in?
3. Did you notice particular situations in which the content of your current curriculum (if applicable) does not align with what occurs in the field of the technology industry?

After the Orientation—Planning and Implementation

1. Using this form and the notes you took during the tour, discuss your goals with your industry host. Explain the target skills and competencies that you have identified for yourself as those to focus on learning/updating during your internship, and discuss possible applications for these skills.
2. List your individualized learning outcomes for the summer 2017 educator experience.

3. What specific steps (tasks, possible projects, responsibilities) will you take in order to successfully achieve these learning outcomes?

EDUCATOR EXPERIENCE PROJECT PLAN

This form is intended to help industry partners that are hosting an educator create an appropriate set of learning projects to be carried out over the course of their externship. It is important that the learning projects be mutually-beneficial; the host should receive deliverables/services in exchange for training, and the educator should achieve learning objectives expected of the externship experience.

This Project Plan requires that educators communicate their current skill set, as well as skills they would like to develop or improve upon, to the industry host. In turn, the host should select projects which are appropriate to the skill level of the educator. It is recommended that industry hosts build in time to scaffold the skills needed to complete these projects, and to consider aligning multiple projects so as to introduce more complexity to skill sets, rather than multiple sets of skills. Consideration of the impact of the length of the externship (2-6 weeks) is also advised.

Development of Projects

Industry Instructions:

1. Prepare: Using educator feedback, outline 3-4 projects the educator will complete during the externship. The first box describes the expected content for each project. Referencing the skills communicated above by the educator as well as the supplemental materials provided, plan projects that will develop these skills as well as deliverables for the company.
2. Discuss: Present the work plan to the intern during the intern orientation and discuss the skills (3-4) the educator would like to develop during the externship. The skills the educator wishes to develop could be addressed in the projects listed in the work plan. If interns identify skills outside those listed in the work plan, discuss and plan specific activities to assist with the development of those skills.
3. Complete the Learning Agreement portion of this document with the educator. Document here how the educator will be provided with the skills he or she needs to complete the projects, in addition to the amount of time to be spent in training. Indicate how much time, if any, the educator should spend in preparation prior or outside of the externship. Not all skills may be used.
4. List additional activities that would contribute to the professional development and integration of the educator into the workplace community. Examples could be including educators in meetings, taking advantage of existing employee training opportunities, or other networking events.

Project Information

Project Summary	A rough description of a project the educator will complete.
Activities	Describe the type of activities that the educator will be expected to do, e.g.: review tickets, use testing tools, etc. Be as specific as possible.
Documentation	The deliverables that the educator is expected to produce.
Skills	The skills that teachers should be incorporating into computer science curriculum; may include both technical as well as 21 st Century professional skills.

Project Example

Project Summary	Create a database of San Francisco civic leaders with their contact information.
Activities	Attend Board of Supervisors meetings. Formulate questions to ask supervisors. Introduce self to Supervisors and distribute business card. Send a thank you email to Supervisor.
Documentation	1) List of questions for Supervisor 2) List of thank you notes sent 3) Contact list
Skills	Foundational skills: Oral communication, written communication, listening and observation, critical thinking Applied workforce skills: creativity and innovation, flexibility and adaptability

Project Plan: To be completed by the industry host before the externship. During orientation, changes based on extern feedback and collaboration may be included.

Project #1

Project Summary	
Activities	
Documentation	
Skills	

Project #2

Project Summary	
Activities	
Documentation	
Skills	

Project #3

Project Summary	
Activities	
Documentation	
Skills	

2. Learning Agreement: To be completed jointly between industry host and educator.

Skill #1:
Outline Training:

Skill #2:
Outline Training:

Skill #3:
Outline Training:

Skill #4:
Outline Training:

Additional Notes:

3. Additional Activities

Any additional teams, meetings, or activities that may benefit the educator's experience. (Optional)

1.

2.

3.

Agreed:

Teacher Extern: _____ Date: _____

Industry Host: _____ Date: _____