

# SUMMER TEACHER EXTERNSHIP 2025

## SUMMER 2025 TEACHER EXTERNSHIP Industry Partner Guide

**Thank you for hosting a Teacher Extern!**

Hosting an Extern gives you the opportunity to advance the teacher in their professional development and to connect your industry knowledge to their classroom teaching, helping you mold your future pipeline!

## Be the Host with the Most!

### These tips will guide you in hosting an Extern

- Identify a Project Lead and/or Mentor for the Extern(s)
  - This person will guide the teacher through the experience at your worksite.
- Make a Plan!
  - Create a schedule for the extern that includes which areas of the business are to be observed and when. For example HR, Marketing, Legal, etc.
  - Notify the department leads ahead of time to avoid surprise drop-ins!

### Activities that may be helpful for the Extern

- Review your company's organization chart; discuss the company culture; show off the work environment; and describe the day-to-day operations.
- If possible, engage the extern in a project. They may even have some helpful insights!
- Set up meetings with the CEO, department leads, or other individuals to give a high-level overview of their work, and to discuss the education, skills, and training requirements for their department.
- Provide a tour of your organization.
  - Discuss the skills, job requirements, and equipment used in your organization, and what you look for in future employees.

# 5 DAYS | 20 HOURS

June 9-26 (Days do not need to be consecutive)

## Sample Schedules

### MONDAY

WELCOME & COMPANY INTRO, TOUR, HR OVERVIEW	2 HRS
Q&A, ORG STRUCTURE, EMPLOYEE TRAINING	1 HR
DEPARTMENT 1	1.5 HRS

### TUESDAY

SAFETY TRAINING	1 HR
HIRING & PROMOTION, Q&A	1.5 HRS
TOUR, PROCESS OVERVIEW	1.5 HRS

### WEDNESDAY

INTERVIEWS WITH DEPT. LEADS	1 HR
DEPARTMENT 2	1.5 HRS
DEPARTMENT 3	1.5 HRS

### THURSDAY

SUPPORT DEPT. ROTATION	4 HRS
*Examples: Maintenance, Finance, Safety, etc. or visits with various crews	

### FRIDAY

DEPARTMENT 4	1 HR
DEPARTMENT 5	1 HRS
INTERVIEWS WITH CEO	1.5 HRS

## What Teacher Externs may want to know

- What advice would you give to students interested in joining your industry or organization?
- Are there regional or global trends affecting your industry?
- What are the top skills you look for when hiring?
- Are there internships or other opportunities students could join?

**QUESTIONS? CONTACT DAPHNE KENT AT [DAPHNE@INTERLINK-NTX.ORG](mailto:daphne@interlink-ntx.org)  
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