

Reminders/Checklist for a Successful Teacher Externship

- ☐ Call the host site the day before to confirm the date(s), time(s), arrival location and parking location for your externship. Ask about lunch – should you bring one, will they provide one, will you go out to lunch with others?
- ☐ Wear appropriate attire for the host site
- ☐ Arrive at the agreed upon time
- ☐ Read/review the company handbook
- ☐ Follow all company guidelines and rules of confidentiality
- ☐ Act professionally always
- ☐ Always stay actively engaged
- ☐ Bring a copy of the work plan to the host site
- ☐ Give employees time to answer your questions; let them do most of the talking
- ☐ Be enthusiastic about what you see and can do
- ☐ Bring a copy any forms that might be useful throughout the day
- ☐ Complete detailed notes that you will use to help develop your lesson plans
- ☐ Be on the alert to connect and partner with key individuals who can serve as resources to the academy and/or education community
- ☐ Go beyond the needs of your own classroom and keep in mind others who could use the connections and resources
- ☐ Thank people you visit with for the hosting your externship
- ☐ Leave at the agreed upon time
- ☐ Send a thank you note