

Educators in the Workplace

What is it?

An employer hosts a teacher for several days, usually during the summer. A step-by-step curriculum guides the teacher toward linking a real-world work experience to his or her teaching and career education.

Checklist for Success

_____ Determine how a long-term relationship with an educator can benefit your organization's needs and assess with what schools and subject area educators you will work.

_____ Employers should identify employees to host the educator for up to a week during his or her time with the company and take time to thoroughly provide guidance and explanation to him or her.

_____ Ensure that participating educators have programmed activities to occupy them and to help them better understand the employer's business.

Additional Resources:

- **PA Department of Education- Statewide Educator in the Workplace Programs**
 - <http://www.pacareerstandards.com/education-partners.php>

Educators in the Workplace, cont.

Educator in the Workplace Fact Sheet⁷

What is it?

Educator in the Workplace is a hands-on opportunity for educators to spend a day (4-6 hours) at a place of business to connect their subject area with the challenges, new technologies, and use of academic skills and knowledge.

Who is Involved?

Teachers, counselors, and administrators from local school districts and career and technology centers in addition to participating area businesses are involved.

What is the Goal?

To connect classroom learning with relevant business practices, by engaging teachers and business leaders, thereby better preparing students for college and careers in the 21st Century.

Logistics

All educator job shadowing will take place during the months of December through February. Educators will spend 4-6 hours in the workplace on an agreed day. The educator and business partner will make mutual arrangements regarding the day, hours, and directions to the business site, parking, and attire.

Expected Outcomes

- To create a vital link between classroom learning and “real world” living.
- To develop innovative programs for meeting educational goals.
- To develop partnerships between educators and businesses that will help students succeed in college and the workplace.

Suggested Activities:

- Tour the work space: executive offices, copy room, supply area, cafeteria, meeting rooms, training facility, health club, and other facilities.
- Discuss executive overview of the industry, company, or organization including mission, philosophy, and code of ethics.
- Explore extent of computer usage with daily tasks, voice mail, e-mail, Internet, teleconferencing, and video conferencing.
- Job Shadowing: Observe employer in the performance of job responsibilities.
- Review business materials such as organizational charts, planning charts, business code of ethics/behavior, and examples of project work.
- Attend and participate in a meeting, “coffee talk,” presentation, or interview.

⁷ Resource developed by the PA Department of Education (www.pacareerstandards.com)

Educators in the Workplace, cont.

Suggestions for Obtaining Information:

- Identify critical job skills needed by the current and future workforce.
- Solicit advice for developing marketable skills and obtaining various positions.
- Discover specific examples of work applications for math, science, technology, language arts, and other curricular areas.
- Inquire about the company philosophy on lifelong learning and how the company deals with the need for continuous retraining and new training of its employees.
- Discuss ideas for classroom applications based on observations during your visit.

Educators in the Workplace, cont.

Educator Evaluation

Name of Business Site: _____

Name of Business Host: _____

Phone: _____ Fax: _____ E-Mail: _____

1. How would you rate your overall experience? (lowest 1; highest 5)

1 2 3 4 5

2. Did the experience provide you with any new insights regarding the business environment?
If so, please describe them. _____

3. Did you become aware of any skills your students will need to be employable in the future?

4. Was there enough time to interact with your business host during your visit?

Yes _____ No _____ Explain _____

5. What suggestions do you have to improve the "Educators in the Workplace" experience?

6. What long-term arrangements for collaboration did you arrange with your business partner?

Name of Educator: _____ Subject area: _____

School/College _____ Phone: _____

Address: _____

_____ Zip: _____