

# HOST SITE TOOLKIT

## Strategies for a Successful Externship

## Maximize Your Impact

*This toolkit provides Host Sites with practical tips, resources, and best practices to ensure a successful Externship experience. From onboarding guidance to project management strategies, you'll find what you need to support your extern, maximize their contributions, and build a lasting connection beyond the program.*

### How to Create a Project

- Collaborate with Your Team: Identify special projects within your organization that could benefit from additional support & bandwidth.
- Stay Flexible: Embrace the unique skills and experiences that educators bring, and be open to leveraging them in creative ways.
- Focus on Work-Based Learning: The Externship is not an extension of classroom teaching. Our goal is to provide educators with an authentic industry experience, emphasizing meaningful and engaging work.
- Added Bandwidth: If there are projects your team hasn't tackled because of limited bandwidth, this is a great opportunity to leverage your Extern.

### Mentorship & Networking

- Mentorship and Networking: Introduce your Extern to a variety of departments and teams within your organization.
- Workplace Culture and Expectations: Provide insight into soft skills, teamwork, communication, and professionalism in the workplace.

**Tip:** Begin with a meet-and-greet to help the organization and Extern connect, build rapport, and align on goals.

### Career Pathway Awareness

The primary goal of the program is to provide educators with real-world insight into industry. Here's how you can do that:

- Overview of Career Pathways: A clear map of entry-level roles, mid-level positions, and advanced careers within the industry.
- Required Skills and Qualifications: Information on necessary degrees, certifications, technical training, and skills-based hiring.
- Day-to-Day Job Shadowing: Opportunities to observe various roles and responsibilities to understand real-world work environments.
- Hands-On Experience: Engaging the teacher in meaningful projects or tasks that showcase the skills and tools used on the job.
- Industry Challenges and Innovations: Exposure to current challenges the industry faces and how innovation is driving change.
- Pathways to Advancement: Discussion about career growth opportunities, including work-based learning, promotions, and continuing education.

**Tip:** Ask your Extern about their goals and expectations so that you can better support and meet them.

### Project Creation Checklist

- ☐ Give your project a name & objective, & main point of contact.
- ☐ Description of day-to-day tasks
- ☐ Meaningful Learning: What classroom application will be provided?
- ☐ Network Growth: How will you enable your extern to meet and learn from a variety of people in STEM careers through this work?
- ☐ Professional-Level Work: How is this work different from what you might ask an intern without any work experience to do?
- ☐ What type of skills are required for this project?
- ☐ What teams or departments will be involved with this project?
- ☐ What onboarding needs to take place in the first two weeks?
- ☐ Work location: will the extern need to work in-person, remotely, or hybrid?
- ☐ What do you hope to accomplish at the end of 200 hours?

**Tip:** Use this checklist to guide interviews and help applicants understand your offering.

# START YOUR JOURNEY

## Externship Process Overview

