



FALL 2024

# WORK BASED LEARNING GUIDE

EXTERNSHIP

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CAREER READY  
ALLEGHENY



## Work-Based Learning in the Workplace

Experience	Specifics	Workplace Benefits
Service Learning	<p>Students complete a service project within a workplace.</p> <p>10-60 hours: 10 hrs meets graduation requirements, 6 weeks/60 hrs meets criteria for work-based learning indicator</p>	<p>Students contribute towards volunteer projects hosted or required by workplace and participate in philanthropic missions.</p>
Job Shadow	<p>Students visit workplaces and have the chance to speak with current employees.</p> <p>Minimum 3 hours per experience; minimum of 3 separate experiences either within different departments or businesses</p>	<p>Students experience a variety of departments or workplaces that build business recognition and career awareness.</p>
Internship	<p>Highly structured work experience where student explores a career of interest. Outlined with learning objectives and evaluation requirements. Can be paid or unpaid.</p> <p>6 weeks or 60 hours in length</p>	<p>Students contribute to productivity in an organization and get a feel for the reality of the workplace and day-to-day career life.</p>
Career Mentoring	<p>Students interact with professionals in chosen field of interest. Mentoring can be done 1:1 or in a group.</p> <p>Minimum of 6 hours</p>	<p>Mentors provide guidance to students and recruit talent for local businesses.</p>
Externship	<p>Students experience a workplace through a combination of job shadowing, career mentoring or other career exploration.</p> <p>Minimum 9-12 hours</p>	<p>Businesses can create an externship experience that best suits what they are able to offer in terms of time and guidance.</p>

# EXTERNSHIP OVERVIEW

Externship has become a common term and opportunity among work-based learning experiences for those in high school, college, or learning a skill and entering the workforce. For this reason, this guide gives examples of externships at various levels to mitigate confusion as well as inform students of similar opportunities after high school graduation.

## EXAMPLES OF EXTERNSHIPS

### College / University Level

UPMC holds a 40-hour externship through participating colleges and universities. Many programs of study require students to complete an externship, particularly within the medical field; UPMC aids in this requirement.

Bloomberg conducts a three day externship in their analytics and sales departments in which they provide professional development, a deeper understanding of the company, and prepare participants for internship interviews.

### High School - Graduation Requirements

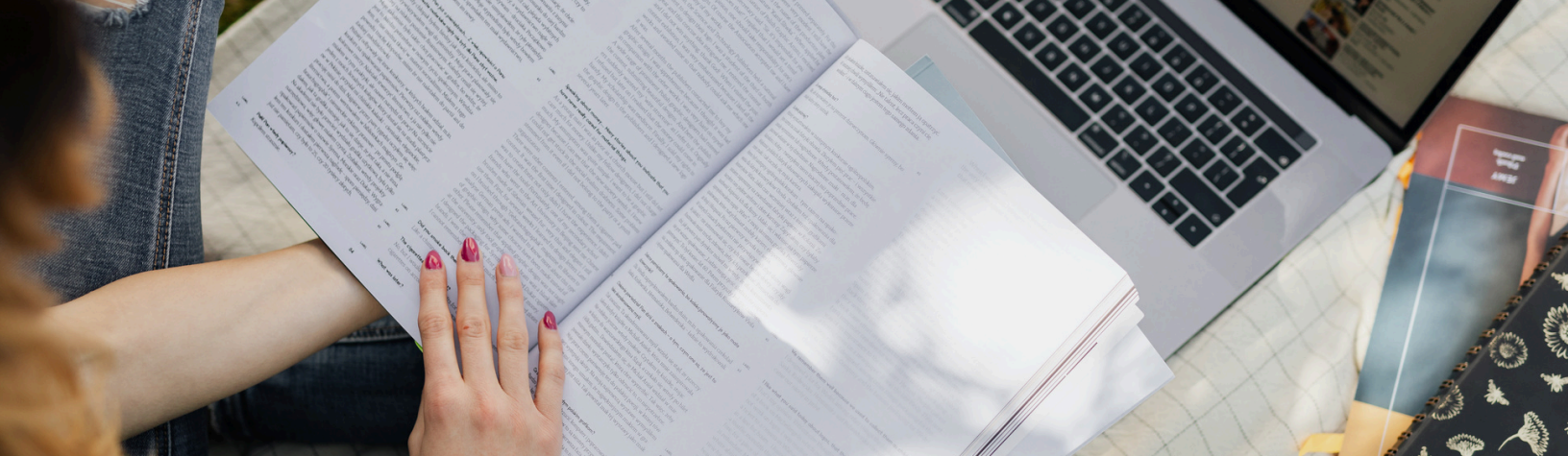
According to PDE (CCR document), externships can be used as evidence in both demonstrating College & Career Readiness and meeting statewide graduation requirements for an evidence-based pathway.

### College and Career Readiness

Externships may be used as a qualifying work-based learning experience (including job shadowing minimally consisting of three 3 hour experiences or career mentoring minimally consisting of 6 hours) as a College and Career Ready Industry-Based Learning Indicator.

### Evidence-Based Pathway

Externships may be used to meet statewide graduation requirements and satisfy, in part, the evidence-based pathway criteria. Externships may be comprised of job shadowing, career mentoring, or other career exploration activities of similar duration to the College and Career Ready measure.



## EXTERNSHIP BENEFITS

- Students get a true picture of the context of the work, it's structure, and real-life challenges
- Opportunity to interview their host and others at varying levels within the organization
- Fosters mentoring relationships and professional networking
- Smoother transition into an internship

## KEYS TO A SUCCESSFUL EXPERIENCE

- Placement match to an interest in desired career or field
- Orientation and strong communication between student and employer
- Classroom connections before and after experience
- Evaluations from employer and student after completion of experience

## EXTERNSHIP CHECKLIST

### Before

- Identify interested students eligible for externships
- Have students identify their career interests
- Have students think about career options by utilizing career interest surveys such as the CCAC Career Coach, My Next Move assessment, or the RIASEC survey.
- Identify potential employer partners.
- Supply workplace partner with information regarding participating students including required forms
- Ensure common understanding between the employer and student regarding behavioral expectations and workplace rules including phone use, breaks, appropriate dress
- Provide employer with information about participating students. Assist partners in understanding where students are in their development, career aspirations, and how employer can link the experience with the classroom
- Confirm logistics such as transportation arrangements and lunch

## During

- Ensure the employer includes a safety talk and any other necessary onboarding information on the first day.
- Arrange for students to visit different departments and observe employees with a variety of responsibilities.
- Ensure the young person completes their timesheet and asks for supervisor signatures for each day

## After

- Have employer and students complete evaluation forms
- Collect complete timesheets including employer signatures from student
- Support students in writing thank you to workplace partners.
- If applicable, support student in updating resume to reflect the externship experience
- If applicable, share externship experience media with workplace partners and school/district websites.



# STUDENT SAFETY

## Clearances

According to the Department of Human Services Act 54 of 2018 states that employees who participate in an internship, externship, co-operative, work study or similar program with a school, who have identified as the minor's supervisor and the person responsible for the child's welfare are required to obtain school volunteer background clearances. Employees described above are required to have a Pennsylvania State Police criminal history check and child abuse history certification, which are now provided free of charge for these employees, as they are considered volunteers under §§6344.2(a). If the employee has resided in Pennsylvania for less than 10 years, a federal criminal history check is also required. If the child interacts with other workers at the employee's job site, only the employee is required to have clearances as long as that employee remains in the immediate vicinity of the student and is identified as the responsible adult (PA Department of Education, n.d.).

*Links to all clearances can be found [here](#).*

## Safety Training for Students

Students should receive training about potential workplace hazards and how to protect themselves. The school entity must provide basic safety instruction, and the workplace must supplement this training with location-specific and occupation-specific instruction. (PDE Instructional Toolkit)



# DOCUMENTING LEARNING AND COMPLETION

This guide is intended to support the implementation of work-based learning activities within the [Industry-Based Learning Indicator for the Future Ready PA Index](#) and/or the [PA High School Graduation Requirements](#). At minimum, complete the following documents and file them with the appropriate member of the school staff:

## 1. Externship Learning Plan:

Students should complete this in preparation and during their experience to set learning goals and provide evidence for mastery of Career Education and Work Standards. This also should describe how the project is connected to the student's career plan.

## 2. Timesheet to Document Hours and Type of Activity:

For an experience to count towards evidence of completion of a work-based learning activity and meet the criteria for the industry-based learning indicator, students must participate in at least 3 different experiences for at least 3 hours each. In that instance, the externship would count as a job shadow.

For an externship to count towards a criteria on the Evidence Based Pathway for graduation, students can complete a combination of activities that total 10 hours.

## 3. Post-Experience Evidence of Student Learning:

Post-experience activities should provide evidence that the student met the goals in their learning plan. Depending on the learning goals and activities, there can be a variety of acceptable pieces of evidence that also align with the strands of Career Education and Work Standards. They may include student evaluations, or reflections.

## References:

[PA Academic Standards for Career Education and Work](#)

[Name a Future Work Based Learning Plan](#)

[PA Department of Education Work-Based Learning Toolkit](#)

[PA Department of Education SAS Resources : Evidence Comparison](#)

Editable templates for all documentation can be found on [www.careerreadyallegheeny.org](http://www.careerreadyallegheeny.org) in the Resources > Educators section.