

Education Program Externship

All candidates seeking admission to the teacher-education program at Susquehanna must complete a 40-hour externship in a preschool, elementary, middle or high school in either a public or private school. **Please read the entire packet of information before planning your externship.**

The purpose of the externship is for candidates to develop skills and knowledge about teaching and learning. Candidates should use this opportunity to observe teachers in classrooms; to interview teachers, administrators, and other school staff such as librarians and counselors; and to learn as much as possible about how a school conducts its business.

A student MAY fulfill this requirement:

- During the academic year, scheduled breaks, or the summer
- In one consecutive block of time or at intervals over a longer period
- At a public or private school of their choice

To set up and complete an externship, take the following steps:

1. Choose a site – at a preschool, elementary, middle or high school setting.
2. Obtain permission from people at the site to conduct the externship. Ask an individual teacher or administrator to be the supervisor of your externship. Indicate that although your home base will be one classroom teacher, you would also like to observe and interview other professionals in the school, such as other teachers, the guidance counselor, reading teachers, special needs teachers and/or librarians.
3. Fill out a proposal and submit it to an Education Department faculty member (See *Externship Proposal Form*) before the externship begins
4. Find out whether the site requires background checks, and if it does, provide copies of current clearances
5. Complete the externship, including the log (see *Externship Log*)
6. Complete a written reflection at the end of the experience (see *Externship Reflection Form*)
7. Make sure that your site supervisor fills out the *Externship Supervisor Verification Form* and sends it to the Education Department secretary

The externship requirement is fulfilled when all criteria have been met and appropriate forms have been satisfactorily completed and approved by the Education Department.

Information for School-site Administrators and Teachers

About Susquehanna University's Externship for Pre-service Teachers

All candidates seeking admission to the teacher-education program at Susquehanna University must complete a 40-hour externship in a preschool, elementary, middle or high school in either a public or private school.

The purpose of the externship is for candidates to develop skills and knowledge about teaching and learning. The main goal of this experience is for education students to learn as much as they can in 40 hours about how a school works. Schools are complex institutions in which every employee supports the education and welfare of students. This is an opportunity for pre-service teachers to find out how faculty, administration, and staff contribute to this support both inside and outside of the classroom.

Candidates should use this opportunity to observe teachers in classrooms; to interview teachers, administrators, and other school staff such as librarians and counselors; and to learn as much as possible about how a school conducts its business. They may also aid teachers and other staff as requested by assisting individual students or helping out in whatever ways are appropriate.

The supervising teacher's responsibilities are:

- to be available to the education student for information about schools, teaching, and learning to the extent that this is possible while the teacher is doing all the other things that teachers do in their busy days
- to make his or her classroom available for observation and for working with pre-K - 12 students if that is appropriate
- to guide the education student in exploring other aspects of the school, such as talking to other staff and administrators; observing sites like the lunchroom, media center, and the parking lot; and visiting a range of other classrooms to observe as many different teaching and management strategies as possible.
- to fill out the appropriate form to return to SU so that the Education Department has that teacher's comments on the education student's performance during this externship.

The Education Department at Susquehanna deliberately keeps the possibilities for ways to use this time open-ended because different situations require different responses from the education student and from the people at the externship site. If the main objective is met, the externship will have served its purpose.

Externship Proposal Form

Check one: Original proposal _____ Revised proposal _____

Submit this form by e-mail or on paper to an Education Department faculty member for approval **before** you begin the externship. If your proposal is not approved before you begin the externship, you may need to re-do it. The faculty member will let you know by e-mail whether your proposal is approved or needs revision. When approved, you must submit the proposal to the academic assistant in the Education Department who keeps a folder containing all your materials for application to the teacher-education program.

1. Student's Name _____ E-mail _____
2. Campus Address _____
3. Area of Certification Sought _____
4. Anticipated Start Date _____ Completion Date _____
5. School and Address

6. Your Supervising Teacher's Name _____
7. Supervising Teacher's Position _____
8. Supervising Teacher's E-mail _____ Phone _____
9. Description of proposed externship activities:

(Keep in mind the purpose of the externship as it is described on the first page of the externship packet. In your initial conversation with the supervising teacher, be sure to get specific ideas of things you might do in the classroom. Outside of your supervisor's classroom, include planned observations with other staff, interviews with teachers, administrators, and other employees, places such as the lunchroom that you will observe, etc.)

Approved by: _____ Date: _____
(SU Education Faculty Member Signature)

Externship Reflection

Submit this form via e-mail to the academic assistant, Sara Wenrich, at wenrich@susqu.edu following the completion of your externship.

Student's Name _____

Name and location of the school: _____

Duration of the externship (dates): _____

Describe the school and community environment.

Describe how you spent your time: observing, interviewing, tutoring, etc.

What did you learn or do that affects you professionally as a future educator?

What did you gain personally from this experience?

