



**Educator- In- The- Workplace:  
An Act 48 Program  
Host Guidelines  
*An Equal Opportunity Program***

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**WHAT IS THE EDUCATOR-IN-THE-WORKPLACE PROGRAM?**

The Educator-in-the-Workplace Program offers educators the opportunity to participate in a week long workplace externship at a business/agency site. Each externship consists of a 5-day/40 hour “on-the-job” work week, an orientation meeting, and a debriefing meeting. Each week long externship will be individually scheduled for any week during the project period.

The goal of this program is to improve our students’ education by assisting in bringing school-based and work-based learning closer together. We need to help students make connections between what they learn in the classroom and the world of work.

Placement of the educator is subject to the approval of the School District Superintendent or the Professional Education Committee of the school district.

**WHAT WILL I DO WITH THE EDUCATOR?**

The following are suggestions to help hosts plan for the educator’s visit:

- Review the educator’s work plans for the duration with the employer
- Discuss the goals that the educator has for participating in this program
- Provide literature about the company and its products or services
- Outline the types of customers who purchase your product/service
- Provide a general tour of the facilities
- Arrange for the educator to shadow individuals that work in their area of interest
- Allow educator to work on a project in their interest area so that they can get a better understanding for the education level and skills required for that position
- Clearly state conditions for the educator’s visit before the educator begins at your location. This would include hours to be worked, how to dress, what to do about lunch, where to park, etc.

**WHAT ARE MY RESPONSIBILITIES?**

As a host participating in the Educator-in-the Workplace Program, we ask that you attend the Orientation and Wrap-up meetings with your educator. At the conclusion of the program, you are asked to complete the **Employer Verification Form** to verify the dates that the educator was at your site.

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The educator must have this form signed by a representative from the business/agency or they will not receive the Act 48 Credit. This form is given to the educator at the Orientation meeting and should be returned by either you or the educator before or at the Wrap-up meeting.

All educators who participate in the program must sign a **Liability Release Form and Statement of Confidentiality Form**. These forms are available to all participating businesses/agencies upon request. Educators are also informed that they may be asked by the business/agency to complete additional forms before they can proceed with their week long externship.

### **WHO IS INVOLVED?**

The Educator-in-the-Workplace Program is made possible through partnerships between the Crawford County K-12 Career Education Alliance Partnership, Conneaut School District, Crawford Central School District, PENNCREST School District, C.C.A.V.T.S., parochial schools, labor organizations and area businesses/agencies.

The Educator-in-the-Workplace Program has been approved by the Northwest Tri-County Intermediate Unit #5 and is included in their Summer Staff Development Institute listing. Educators that complete the program receive 45 hours towards their Act 48 Credit Recertification as required by the Pennsylvania Department of Education (PDE).

### **WHO CONTACTS YOU?**

Educators are encouraged to contact the business/agency that they are interested in visiting. The School-to- Work Office is available to help educators find placements for the program.

### **WHAT CAN I DO?**

The K-12 Career Education Alliance Program welcomes new partners. We depend on business/agency partners to:

- Accept student job shadow placements
- Accept educators participating in the Educator-in-the-Workplace Program
- Participate in the Employer Classroom Visit Program as a guest speaker
- Participate on various committees that develop career exploration activities

*If you are interested in becoming a partner, please contact:*

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