EGUSD Externship Host Agreement

This must be completed before the externship begins

Host Site:	
Contact Name on Site:	
Site Address:	
Site Phone:	
Teacher Name:	
Teacher Contact Phone Number:	
Teacher email address:	
School Name:	
District Contact Name: Sue Hubbard	**Contact Number: 916-591-0212**

Total Externship Hours:	**Start Date:**	**End Date:**

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Host site agrees to:

- ❑ Provide a point of contact for the teacher.
- ❑ Provide access to company personnel who have information about career opportunities, organizational issues, hiring trends, and skills required for work in the industry. This can be done by providing teachers the opportunity to conduct informational interviews, shadow employees, make observations, and/or collect appropriate materials.
- ❑ Give the teacher the opportunity to make observations and/or perform tasks that will enhance understanding and skills in specific areas related to their teaching.
- ❑ Maintain an adequate and safe training station and tools, which meet state and federal health and safety rules and regulations.
- ❑ Inform teacher externs of all applicable rules, regulations and safety precautions established by federal or state law, regulations, or by the employer-host.
- ❑ Complete an evaluation of the externship program.

Teacher agrees to:

- ❑ Participate in the externship during predetermined dates and time.
- ❑ Attend host site orientation, if required
- ❑ Follow employer safety guidelines
- ❑ Complete an evaluation of the externship experience

School District agrees to:

- ❑ Carry and maintain appropriate insurance policies.
- ❑ Compensate the participating teacher

Employer Signature _____ **Date:** _____

District Signature _____ **Date:** _____

Teacher's Signature _____ **Date:** _____

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Permission to Photograph the Worksite and Employees

Taking photos of the worksite and employees during a teacher externship often provides a valuable resource for teachers and students once teachers return to the school site. Please grant permission to use these photographs in teacher created curriculum, on the school website, in school newsletters, in brochures, in Power Point presentations, and so on. The photographs will never be sold and will be used exclusively for educational purposes.

_____YES. I grant you permission to use photos taken during the teacher externship.

OR

_____ NO. Please do NOT take or use any photos.

Host Site Signature of Permission: _____

Name: _____

Job Title:_____

Place of Employment:_____

Contact Information:

Phone:_____

Email: _____

Date: _____

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