



BYC Teacher Externship Program

Sample Agenda

9:00am – 9:15am: Welcome & Introductions

- Introduce any staff making presentations
- Give a brief history of your company
- Share info about your mission, values & company culture
- Share info about your safety protocols (specifically in response to COVID)
- Consider demonstrating your Stretch & Flex routine

9:15am – 10:00am: Company Snapshot

- If you have one, show a video illustrating “The Way We Work”
- Share local, regional & national project portfolios
- Highlight any signature or award-winning projects
- Provide a company market overview
- Profile specific jobs you want to showcase

10:00am –10:10am: Break

10:10am – 11:00am: Construction Services Overview

- Overview of services you provide
- Discuss how is work performed in your industry/business?
- What types of workers do you employ?
- What skill sets are needed for jobs within your company?
- What types of credentialing or education is required?
- Where are your areas of greatest hiring needs? (Challenges, retention rates, etc.)
- Showcase technology
- Share salary/benefits information (optional)

11:45am – 12:30: Lunch Break

12:30pm – 01:30pm: The Role of Your Company & Your Workers – Panel Discussion (optional) – to include background, your workflow, career path, overview or role and brief synopsis of “a day in the life of profiled jobs,” Q & A session; strive to include a diverse mix of company employees to participate in this panel discussion to provide the most comprehensive overview possible; if you opt not to conduct a panel discussion, it is recommended to incorporate the information detailed here into another part of your Immersion Experience for the educators.

01:30pm – 02:00pm: Virtual Project Site Tour

02:00 – 02:10pm: Break

02:10 – 02:30pm: Trade Partner Discussion

- Who are your end customers?
- Who are your service providers/suppliers?

02:30pm – 03:00pm: Diversity & Inclusion

- Detail your D & I efforts
- Describe your Corporate Social Responsibility efforts
- Describe any scholarships or programs your company offers to foster D & I
- Include any other notable mentions

03:00pm – 03:30pm: HR Discussion

- What makes a successful employee at your company
- What are your talent/HR needs
- Define your required versus desired hiring details
- Competencies/skill sets required
- Define “true” job descriptions

03:30pm: Wrap-Up/Closing

- Share next steps for students to get started in the industry/at your company
- Provide tips to teachers on how they can get interested students connected with you
- Thank teachers for participating
- **Follow up:** Try to schedule Ambassador engagements or Contractors in the Classroom visits with their school/class



BYC Teacher Externship Program Overview

A.) Program Purpose:

The purpose of the Build Your Career Teacher Externship program (also referred to as a “Teacher Immersion Program”) is to pair educators with local industry employers in an attempt to provide a comprehensive immersion for the teachers while providing insight into what true employability skills employers are expecting from entry level employees. These programs provide opportunities for industry employers to better equip educators with the contextual info they need to instruct students on real-life, situational employment demand while also providing employers with a platform to aid in developing and sculpting the workforce they need and want.

Participating employers will want to address the following questions:

1. What type of work does your company perform?
2. How is work performed in your industry/business?
3. What types of workers do you employ?
4. Who are your end customers?
5. Who are your service providers/suppliers?
6. What skill sets are needed for jobs within your company?
7. What types of credentialing or education is required?
8. Where are your areas of greatest hiring needs? (Challenges, retention rates, etc.)
9. What does a “day in the life” of “X employee” look like at your company?

B.) Program Goals:

The goals of the BYC Teacher Externship program are to directly connect educators to local industry employers in an effort to provide necessary information to teachers to convey accurate job descriptions and to explain what true employability skills look like to individual employers. The teachers will:

1. Have an opportunity to learn about each participating business/industry
2. Learn about your recruiting efforts and onboarding/training practices
3. Learn about starting salary ranges for specific jobs you want to profile
4. Discover how you measure an employee’s job skills
5. Learn how you define employability skills
6. Use the info they receive from participating employers to incorporate into their classroom curricula and learning modules to then share with their students
7. Align textbook learning with “situational and workplace learning
8. Apply career exploration into classroom learning scenarios in an “approachable mentality”
9. Assist industry employers identify students interested in pursuing careers within their industry/business in an effort to help fill employer talent pipelines



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C.) Program Vision:

The vision for the BYC Teacher Externship program revolves around 3 key essential functions:

1. Launch:

- Following their Immersion Experience participation with your company, the teacher then translates the info they learn from you into their classroom curricula. The teacher then sets the stage for the students of what problem needs to be solved and what skill sets they will need to solve the situational workplace problem. Teachers will explain the task at hand and clarify expectations and end goals.

2. Explore:

- Students are assigned to groups to work on their project-based learning (PBL) activity. The teacher assesses their progress and monitors their work. Students are encouraged to share their ideas and results.

3. Discuss:

- The teacher asks the students questions to illicit thoughtful response and encourage problem-solving skills. The teacher then connects the ideas, goals and newly acquired situational workplace skills to the lesson.

D.) Teacher Externship Scheduling Options:

1. Awareness (1 – 2 hours)

2. Deeper Dive (Half Day)

3. Full day immersion

E.) Level breakdown:

Each level of the immersion will include:

- An overview of your company with 3 goals to accomplish during your immersion
- A virtual tour of your office or project site (employers can use time-lapsed building project videos, drone footage, BIM video, etc.)
- An engagement/PBL activity with the teachers (i.e., a panel discussion from several different types of employees at your company with each focusing on



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their specific role/responsibilities, a quiz game, virtual bingo, etc.) ***Your assigned teacher coach and I will assist each of you with this piece***

- For employers participating in a half or full day, please incorporate several mini breaks for the teachers and also consider having the teachers participate in breakout sessions that focus on different areas of interest you want to showcase about your company/industry (i.e., sessions on: HR, safety, diversity & inclusion, skills assessments/training, etc.)

F.) Key elements:

There are 3 key elements to keep in mind when planning your immersion presentations:

- Define and describe your core business and your core needs from employees
- Define and discuss your talent/HR needs/skills & competencies required
- Define and describe your work flow process