



Iowa Board of Educational Examiners Micro-Externship Verification Form

The micro-externship is a content-related externship work experience in business or industry (not education) pre-approved by the employing school district. One renewal unit may be earned for each unique micro-externship. The micro-externship must be a minimum of 40 hours working for or job shadowing an individual(s), typically a respected professional within a relevant industry or workplace. Renewal credits may not be earned if college credits are also earned for the same externship. The micro-externship can be paid or unpaid. If the educator owns their own business, the micro-externship cannot take place in that business.

Printed Legal Name: First, Middle, Last	Iowa BoEE Folder Number
Name of Host Site:	Host Site Supervisor:

Date	Hours	Description of Activities (jobs shadowed, etc.)
Total Hours:		

Signature of Externship Supervisor

Printed Name of Externship Supervisor

Date

Externship Learning Reflection

What were the daily activities you observed?

In what ways are you more aware of workplace readiness (content, problem solving, technology, communication, etc.) required by the employer?

How will you incorporate skills needed in the occupation(s) observed into classroom content and instruction?

Signature of teacher

Teacher folder number

Printed name

Date

I verify that the externship was in a relevant content area and completed successfully.

Signature of principal

Principal folder number

Printed name

Date