

UVU Summer Faculty Externship

Application Guide

Prior to applying, faculty must identify both an external partner and a project. This guide includes tools and resources to help simplify and clarify the process.

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Externship Checklist

(Suggested) Before Applying

- ☐ Complete the [Interest & Support Request Form](#) for insights from Faculty Externship Champions.
- ☐ Attend a **Faculty Externship Lunch and Learn**.
- ☐ Complete the **Externship Project Map** (on page 7.)
- ☐ Review the [Application Checklist](#) for a preview of the Externship Application.

(Required) Application & Approval

- ☐ Complete the [Summer Faculty Externship Application](#) with your developed project and external partner information.
- ☐ Review onboarding documentation.
- ☐ Sign externship agreement and confirm external partner and your chair have signed.

Externship Experience

- ☐ Complete your **Summer Externship Hours** (80 hours max.)
- ☐ Submit the **UVU Faculty Externship Reflection** (Links will be included in the onboarding documentation.)
- ☐ Complete time and effort forms if needed for **Perkins Grant** funded externships.

Post-Externship Requirements

- ☐ Ensure the host partner submits the **UVU Partner Externship Reflection** (Will be sent in early August 2026.)
- ☐ Submit the **UVU Faculty Externship Follow-Up Survey** (Will be sent in November 2026 & April 2027.)

How to Identify the Right Partner

1. Start with Your Teaching Goals

- Identify 1–2 courses you most want to update.
- Reflect on industry practices and real-world insights you would like to integrate into the classroom.

2. Know What Makes a Good Externship Site

- Access and exposure to real workflows, meetings, and projects.
- Willingness to provide insights into industry expectations, requirements, and skills.
- A designated staff member who can support you throughout the experience.
- Employers where your students can intern or work.

3. Be Clear in Your Outreach

- UVU will compensate faculty for **up to 80 hours** of summer externship experience.
- Advocate for the unique skills and perspectives you bring to the partnership.
- Elaborate on your externship goals and desired outcomes.
- Highlight how this partnership can foster a long-term relationship that leads to the workforce pipeline for future talent, research, and collaboration.

4. Contact Existing UVU Connections First

- Past guest speakers or project partners.
- Program advisory boards and alumni.
- UVU Career & Internship Center.

5. Take Action

- Identify 3–5 potential employers (visit *Before Applying* checklist on page 1.)
- Draft a short, plain-language outreach message to schedule exploratory conversations (on page 5.)
- Document insights to share with your department.
- Engage the Innovation Academy Summer Faculty Externship staff as needed.

Externship Project Ideas & Outcomes

A quick guide to meaningful, high-impact externship activities.

1. Direct Project Participation

Faculty are embedded with a team and contribute to real projects rather than observing from the sidelines.

- Contributing to an active project team (e.g., product launch, marketing campaign, process redesign.)
Potential Course Impact: Translate project timelines, deliverables, and constraints into authentic course projects that mirror real workplace expectations.
- Supporting data analysis, reporting, or evaluation efforts using industry-standard tools.
Potential Course Impact: Update assignments to reflect the tools, metrics, and decision-making processes currently used in the field.
- Assisting with client-facing deliverables such as presentations, proposals, or documentation.
Potential Course Impact: Strengthen students' professional communication skills by aligning assignments with real industry formats and standards.

2. Technical Skill and Tool Development

Faculty gain hands-on experience with current technologies, platforms, and workflows.

- Training on industry-specific software or systems (e.g., CRM platforms, design software, EHR systems, project management tools.)
Potential Course Impact: Integrate relevant tools into coursework, so students graduate with practical, market-aligned skills.
- Learning modern production or development workflows (e.g., agile sprints, clinical protocols, manufacturing processes.)
Potential Course Impact: Revise course sequencing and project pacing to reflect how work is conducted in industry.
- Shadowing and practicing role-specific technical tasks alongside professionals.
Potential Course Impact: Clarify for students how classroom concepts map to real job responsibilities and career pathways.

3. Process Observation and Systems Thinking

Faculty focus on how work moves through an organization and where classroom preparation can be improved.

- Mapping end-to-end workflows from intake to delivery or implementation.
Potential Course Impact: Design assignments that emphasize systems thinking, handoffs, and cross-functional collaboration.
- Participating in team meetings, stand-ups, or case reviews.
Potential Course Impact: Incorporate realistic team-based activities and peer feedback structures into courses. Observing compliance, quality assurance, or regulatory processes.

Potential Course Impact: Add real-world constraints and standards into curriculum that students must navigate in projects.

4. Industry Expectations and Skill Gaps

Faculty identify what students need most to be successful after graduation.

- Interviewing supervisors and team members about entry-level expectations.
Potential Course Impact: Adjust learning outcomes to emphasize durable skills such as communication, problem-solving, and adaptability.
- Reviewing job descriptions and performance criteria for roles related to their discipline.
Potential Course Impact: Align course objectives and assessments with actual employer needs.
- Identifying common onboarding challenges for new hires.
Potential Course Impact: Develop scaffolded assignments that better prepare students for workplace transitions.

5. Discipline-Specific Applications (Examples Across Fields)

- Business: Supporting market research, financial modeling, or operations planning.
Potential Course Impact: Replace hypothetical case studies with locally grounded, real-world scenarios.
- Technology & Engineering: Participating in testing, prototyping, or system implementation.
Potential Course Impact: Update lab activities and design challenges to reflect current industry practices.
- Healthcare: Observing clinical workflows, care coordination, or patient data systems.
Potential Course Impact: Incorporate realistic case studies, documentation practices, and ethical considerations.
- Creative Fields: Collaborating on content production, branding, UX design, or storytelling projects.
Potential Course Impact: Align creative assignments with professional workflows, client feedback, and revision cycles.

Outreaching to Externship Host

Initial Outreach

This is a brief first connection made by email, phone, or a short elevator pitch (such as at a career fair). The goal is to introduce the Faculty Externship Program, express interest in the organization, and confirm willingness to explore a potential partnership.

1. Opening & Context

- Introduce your faculty role and department at Utah Valley University.
- Provide an overview of the UVU Summer Faculty Externship program; information can be found on website and program flyer.
- Explanation of the externship purpose: a short-term (80 hours) immersive experience bringing current industry practices back to students.

2. Teaching & Academic Background

- Highlight your unique professional skills, expertise, and experience.
- Concisely preview your expertise such as the courses or subject areas taught.
- Explain how relevant they are to the company.
 - I.e. connection between coursework and students' career goals.

3. Benefits of the Externship Partnership

- Discuss how the externship could inform curriculum and learning design.
- Elaborate on ideas of how the partnership can grow in the future.
 - I.e. internship or job opportunities, research/project collaboration, and a strengthened connection with Utah Valley University.

4. Support Needed from the Organization

- Designated point of contact who can support the faculty throughout the experience.
- Provide up to 80 hours of experience on the insight into industry expectations, durable and technical skills, educational requirements, certifications, and job functions.
- Provide in-person opportunities to tour facilities and train in technologies/procedures.

5. Conversation Closers

- Schedule a follow-up to discuss ideas for the externship projects (on page 3.)

Follow-up Conversation

This is a more in-depth discussion held in person or over video to build on the initial outreach. The conversation is used to confirm mutual interest and fit, discuss externship expectations, and identify a project that is beneficial to both the faculty member and the host organization.

1. Learning Goals (more ideas on page 3)

- Understanding current tools, platforms, and workflows.
- Identifying gaps between curriculum and workforce expectations.
- Collecting real-world examples and case studies.

2. Classroom Impact (more ideas on page 3)

- Integrating current, local, and applied examples.
- Ensuring curriculum alignment with industry needs.
- Strengthening the regional talent pipeline.

3. Logistics Overview

- Up to 80 flexible hours during Summer 2026.
- Program administration managed by UVU.
- Host organization provides mentoring and access.
- Mutual reflection following the externship.

4. Conversation Closers

- Assess mutual fit and interest.
- Outline the externship details and identify the project (on page 7.)

Externship Project Map

Prior to completing the [Summer Faculty Externship Application](#), faculty should meet with their desired external partner to map out their externship project.

Complete the following worksheet with your identified host:

Company Name					
Contact Name					
Address					
Phone		Email			
Externship Project <i>(Include onboarding/training, tools used, and deliverables)</i>					
Externship Outcomes <i>(Include skills learned, courses affected, student opportunities, etc.)</i>					
Is your project achievable in an 80-hour period?					
If not, will the host pay the faculty for additional time?					
Externship Duration (hours)		Start Date		End Date	