Educator Name (print): _____

Education Partner (ISD/Open-Enrollment Charter School/AEL Core Provider/IHE/Windham) (employer/sponsoring organization): _____

School/Campus/Program Site (if different from Education Partner): _____

Worksite/Employer (externship host, if known): _____

LETTER OF OBLIGATION (EDUCATOR)

This Letter of Obligation is issued by the Gulf Coast Workforce Development Board d/b/a Workforce Solutions ("GCWB") in connection with its Teacher Externship Program. This Letter sets forth the Educator's obligations and key program conditions for the Program. GCWB may provide written program guidance, forms, templates, and instructions for administration and documentation; however, such materials are provided for administrative purposes and will not amend this Letter or impose additional substantive obligations on the Educator unless this Letter is expressly amended in writing. Any stipend payments are administered by GCWB and are subject to GCWB verification and approval and applicable grant requirements.

Definitions (for this Letter).

"Educator" means an individual who is employed by the ISD, the Open-Enrollment Charter School, the AEL Core Provider, Windham School District, or an IHE (as applicable) and who is approved to participate in the Teacher Externship Program. For purposes of this Letter of Obligation, the term "Educator" includes, without limitation and as applicable: (a) individuals employed to teach middle and high school (grade levels as defined by the applicable school district or Open-Enrollment Charter School); (b) school counselors; (c) school administrators; (d) student teachers; (e) all career/trade/technical teachers in IHEs; and (f) teachers employed by the AEL Core Provider to provide Adult Education and Literacy instruction under TWC's AEL Core Provider RFAs 32024-00017 and 32024-00149; "Educators" means all such individuals collectively.

"Education Partner" means the Educator's employer/sponsoring organization (e.g., an ISD, Open-Enrollment Charter School, AEL Core Provider, IHE, or Windham School District, as applicable).

“Industry Partner” means an employer or other organization that hosts externship activities under the Program. “Industry Partners” means all such entities collectively.

“Worksite” means the externship host employer location where an Educator performs on-site externship activities under the Program.

“Worksite/Employer” means the externship host employer (including its personnel) and its site/location where externship activities occur.

Background

The Gulf Coast Workforce Development Board (GCWB) Teacher Externship Program is offered as a no-cost professional development opportunity for eligible Educators and Industry Partners. GCWB administers this Program to support the enhancement of skills among Educators in Texas, with the goal of fostering highly effective, career-based learning experiences for students and other learners, as applicable. We are pleased that you have chosen to participate in this unique opportunity.

Participation in the Program requires a commitment to attend, actively engage, and complete all Program requirements within the established timeline.

The following summarizes your participation requirements and other key program conditions:

Externship Requirements

1. Attend the pre-externship orientation session.
2. Maintain attendance and timely participation throughout all required program activities.
3. Any missed hours/days must be made up only if approved in advance and in writing by GCWB (including approval of the make-up schedule). Failure to complete the minimum externship hours or the required deliverables by applicable deadlines may result in removal from the Program and/or partial or no stipend disbursement.
4. Complete an externship at the assigned Worksite/Employer over a 10–15 day period, for a minimum of 4 hours per day (minimum 40 total hours), between July 2026 and January 2027.

Lesson Plan & Implementation Requirements

1. Develop a lesson plan based on the externship experience and submit a copy to the appropriate GCWB Teacher Externship staff by the deadline and in the format/template specified by GCWB.
2. **Deliver the lesson plan to students during the Fall 2026 term (or the applicable instructional term for AEL/IHE Educators, as directed by GCWB).**
3. Submit a final report (and any required supporting documentation, including implementation evidence, if applicable) by the deadline specified by GCWB, and in any event no later than January 2027.

Documentation & Compliance

1. **Privacy; Photos and Social Media.** Do not share or publicly post photos, videos, student information, learner information, or other Worksite/Employer-related content obtained through the externship in violation of GCWB requirements or Worksite/Employer policies (including any photography/social media restrictions). Comply with any applicable privacy requirements (including FERPA/HIPAA, as applicable).
2. **Documentation**. Complete all documentation required by GCWB and the assigned Worksite/Employer (which may include, as applicable: orientation/onboarding completion confirmations; externship attendance/time records; required surveys/reflections; lesson plan submission in the required template; classroom implementation evidence/verification forms; and any final monitoring/evaluation reports), in the form and manner requested by GCWB.
3. **Worksite Policies; Additional Acknowledgments.** Comply with all applicable policies, rules, and safety requirements of the assigned Worksite/Employer. As a condition of access to the Worksite/Employer and participation in externship activities, you may be required to execute the Worksite/Employer's standard confidentiality agreement(s) and/or written acknowledgments of Worksite/Employer policies (including without limitation safety, security, information technology, privacy, and photography/recording). You agree to complete any such documents promptly in the form and manner requested by GCWB or the Worksite/Employer.
4. **Worksite Confidentiality.** You will not remove, copy, use, or disclose any Worksite/Employer confidential or proprietary information except as expressly authorized in writing by the Worksite/Employer.

5. **Lesson Plan Materials**. Lesson plans and other instructional materials you create as part of the Program must not include or disclose any Worksite/Employer confidential or proprietary information unless the Worksite/Employer expressly authorizes such inclusion or disclosure in writing.

Payment Schedule and Requirements

Educators who successfully complete the Program and fulfill all established requirements may be eligible to receive stipends totaling up to $2,500, disbursed across three milestones as outlined below, subject to GCWB verification and approval (including approval in GCWB's CRM, as applicable), compliance with applicable grant requirements, and any additional requirements and authorizations established by GCWB. GCWB may withhold, reduce, delay, or deny any stipend payment if GCWB determines in good faith that requirements have not been met or that payment is not permitted under applicable grant requirements or available funding.

1. **Participation Stipend — $1,500**
   a. Disbursement Timing: Issued upon completion of the externship requirements (minimum 40 total hours).
   b. Method of Delivery: Direct Deposit
   c. Eligibility Requirements (GCWB will verify):
      - Verified attendance and active participation in all externship activities.
      - Submission of a completed lesson plan informed by the externship experience, in the format/template specified by GCWB.
      - Completion of a post-externship reflection.

2. **Classroom Supplies Stipend — $500**
   a. Disbursement Timing: Issued at the conclusion of the externship requirements (minimum 40 total hours).
   b. Method of Delivery: Prepaid card
   c. Eligibility Requirements (GCWB will verify):

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upon request to individuals with disabilities. **Relay Texas:** 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

• Funds must be used exclusively for classroom-related purchases that support student learning and instruction.
• Allowable expenditures include:
  - Instructional materials.
  - Technology tools.
  - Student engagement resources.
• Purchases must directly support the development and implementation of externship-informed lesson plans and may be subject to verification (including submission of receipts or supporting documentation upon request by GCWB).

3. **Implementation Stipend — $500**
   a. Disbursement Timing: Issued following classroom implementation of the externship-based lesson plan.
   b. Method of Delivery: Direct Deposit
   c. Eligibility Requirements (GCWB will verify):
      • Delivery of the lesson plan, in the applicable instructional setting, in accordance with GCWB requirements and any applicable timelines communicated by GCWB.
      • Verification of implementation as required by GCWB, which may include verification by the assigned Curriculum Mentor in coordination with GCWB staff, provided that final approval is by GCWB/Board staff.

Supplemental Details

1. **Stipend Conditions**. Stipend payments are subject to GCWB verification and approval (including approval in GCWB's CRM, as applicable), compliance with applicable grant requirements, the successful completion of Program requirements, and the continued availability of grant funds.
2. **Non-Compliance; Reduced Payment**. Failure to meet established requirements may result in partial or no disbursement of stipends.
3. **Receipts and Supporting Documentation.** Educators are encouraged to retain receipts and supporting documentation for all classroom supply purchases, as such documentation may be requested for verification purposes.

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upon request to individuals with disabilities. **Relay Texas:** 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

4. **GCWB Support**. GCWB staff will provide guidance throughout each phase of the process. We remain available to offer support and encouragement as you work toward successful program completion.
5. **Employment Status; No Worksite Employment**. You remain an employee of your Education Partner (e.g., an ISD, an Open-Enrollment Charter School, an AEL Core Provider, an IHE, or Windham School District, as applicable) and are not an employee, agent, or representative of GCWB or any Worksite/Employer by reason of participating in the Program.
6. **Insurance; Workers' Compensation; Liability.** You remain an employee of your Education Partner during externship activities. Your Education Partner is responsible for employment-related matters for you, including applicable workers' compensation coverage (or a lawful alternative) and related reporting, as required by law. The Worksite/Employer maintains control over its premises and operations and will provide a reasonably safe work environment for scheduled Program activities, including communicating applicable safety rules and any required training or protective equipment. Each party remains responsible for its own acts and omissions (and those of its officers, employees, agents, and volunteers), to the extent permitted by law.
7. **Background Checks (if applicable).** No additional background checks will be required for your participation in the Program unless expressly required by applicable law or by a specific Worksite/Employer policy and agreed in writing by GCWB and your applicable Education Partner.

By signing, I acknowledge that I have read, understand, and agree to the obligations and conditions described in this Letter of Obligation, including that any stipend is conditional and subject to GCWB verification/approval (including approval in GCWB's CRM, as applicable) and applicable grant requirements, and that my participation is subject to Worksite/Employer policies and confidentiality requirements and the insurance, workers' compensation, and liability terms described above.

Educator Signature: _____ *Date:* _____

Printed Name: _____

School/Campus/Program Site: _____

Education Partner: _____

For staff use only

Worksite/Employer Name		
Industry/Career of Externship		
Worksite POC		
Orientation Needs		
Worksite: *Beginning Date:* _____	*Ending Date:*	
Lesson Plan Received (date: _____)	Yes	No (if No, explain: _____)
Classroom/Field Visit (date: _____)	Yes	No (if No, explain: _____)
Final Report Received (date: _____)	Yes	No (if No, explain: _____)