BUSINESS & INDUSTRY EXTERNSHIP INFORMATION

PROGRAM DESCRIPTION: The CTE Business and Industry Externship Program allows educators to update their knowledge and skills and receive updated training in CTE program-related industries. The Externship also enables educators to experience work-based learning in the same way as their students. Applicants are especially encouraged to pursue experiences in new technology and innovations consistent with their CTE programs.

EXTERNSHIP: A customized experience whereby applicants receive current information about a business or industry by working and training at the company or industry of the Extern's choice. Time is spent pursuing a scaled-down version of an employee's duties or performing tasks connected with a specific position. The activities are planned to accomplish the applicant's predetermined goals and provide relevant information to a business or industry. Stipends provided by STEDY are available at a rate of $1,000 for 40 hours minimum or a $2,000 stipend for a maximum of 80 hours.

ELIGIBILITY: This program is available for high school CTE teachers instructing CTE programs within the STEDY member districts for at least one year.

LENGTH/DATES/STIPENDS: Participants should specify when they are available (such as during a school break in the fall, winter, spring, or summer, etc.). The stipend is paid after submitting all required paperwork and may take several weeks to process.

SITE SELECTION: Applicants are responsible for identifying their location. The Director of Curriculum can suggest sites to help the applicant identify a location. The final program offering a business or industry site selection is subject to approval by the CTE Director of Curriculum at STEDY.

LODGING/TRANSPORTATION: Any expenses incurred for lodging, meals, and transportation will be the responsibility of the program participant.

SELECTION CRITERIA: The selection of applicants is determined by the positive impact that participation in the program will have on a specific CTE program/course and its students. Applications are reviewed, and STEDY will notify you upon acceptance to the Externship.

REQUIREMENTS: Submit an application packet that includes the following

- A completed application
    - Please make sure to obtain your Instructional Leader's signature, CTE Executive Director, and Business Partner as approval to participate in the Externship.
- The Business & Industry Externship Training Plan with three (3) proposed lesson options for students
- A signed confidentiality agreement
- A signed media release

Complete the following during the Externship:

- Participate in an orientation or introduction meeting with your Business Partner.
- Complete the required externship hours by engaging in the program activities listed in your training plan.
    - Document Externship hours in the provided Timesheet
    - Journal the tasks and activities and how they support the lesson objectives in the Timesheet
    - Complete the Business & Industry Externship Timesheet & Journal Confirmation validated by your Business Partner and direct CTE Supervisor

After completing the Externship, submit the following to the CTE Director of Curriculum:

- Three (3) lesson plans reflecting the objectives listed in the Externship Training Plan.
    - Lessons can be integrated into a single curriculum unit.
- Share the Timesheet & Journal with the CTE Director of Curriculum or Program Management.
- Completed Exit Survey and Timesheet & Journal Confirmation
- A completed W-9 Form provided by the Director of Curriculum or Program Management following acceptance to the Externship
- A copy of a thank you letter for the Business Partner
    - Including accurate contact information of the Business Partner

Timeline			
Applications Due	Externs Selected By	Externship Completion Materials Due	Externship Stipend
March 8th, 2023	March 15th, 2023	June 7th, 2023	June 23rd, 2023

Director of Curriculum Contact Information

Johannah (Jojo) Elliott
jelliott@stedy01.org
Office: 928.366.5904
899 E. Plaza Circle Suite 1
Cell: 530.518.4553
Yuma, AZ 85365

EXTERN CONTACT INFORMATION

(To be used by the business or industry partner)

NAME: _____

SCHOOL NAME AND ADDRESS: _____

CTE PROGRAM: _____

HOME ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE: _____

BUSINESS & INDUSTRY EXTERNSHIP TRAINING PLAN

Participating in the CTE Business & Industry Externship Program allows you to update your skills and collaborate with business/industry representatives. Please indicate the skills or objectives you hope to meet through the experience.

BUSINESS PARTNER NAME: _____

BUSINESS PARTNER COMPANY/INDUSTRY: _____

PURPOSE OF TRAINING PLAN: _____

Incorporate academic content into your CTE courses. The training plan guides the Business Partner and the Extern design to outline the skills and objectives to be obtained by the extern by the conclusion of the work-based learning experience. The following workplace learning objectives will be incorporated into your externship:

- Determine the current industry skills my students should have and update my curriculum to align with what is currently relevant to business/industry.
- Provide a link between business/industry representatives and my CTE students.
- Establish a partnership with my Business Partner and utilize that person in an advisory capacity or as a resource.

Below, list at least three (3) specific objectives you will accomplish during your internship. (These are the objectives you incorporate into your three (3) required lesson plans.) When necessary and appropriate, these objectives can be adjusted after you begin your externship.

1.

2.

3.

PROJECTED DATES FOR INTERNSHIP: _____

Signing below indicates the CTE Teacher will complete the STEDY Business & Industry Externship Program.

EXTERN NAME: _____

EXTERN SIGNATURE: _____

DATE: _____

Signing below indicates the Business Partner will guide and mentor the Extern throughout the STEDY Business & Industry Externship Program.

BUSINESS PARTNER NAME:

BUSINESS PARTNER SIGNATURE: _____

DATE: _____

Signing below indicates the CTE Instructional Leader approves of the CTE Teacher completing the STEDY Business & Industry Externship Program.

CTE INSTRUCTIONAL LEADER NAME: _____

CTE INSTRUCTIONAL LEADER SIGNATURE: _____

DATE: _____

Signing below indicates the CTE Executive Director is aware and approves of the CTE Teacher completing the STEDY Business & Industry Externship Program.

CTE EXECUTIVE DIRECTOR NAME: _____

CTE EXECUTIVE DIRECTOR SIGNATURE: _____

DATE: _____

Signing below indicates the Director of Curriculum endorses the CTE Teacher completing the STEDY Business & Industry Externship Program.

DIRECTOR OF CURRICULUM NAME: _____

DIRECTOR OF CURRICULUM SIGNATURE: _____

DATE: _____

CONFIDENTIALITY AGREEMENT

I understand that I may have access to confidential patient/client information and confidential information about the business and financial interests of my employer (referred to as "Business and Industry Partner" in this Agreement). I understand that Confidential Information is protected in every form, such as written records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future Business and Industry Partner policies and procedures to protect the confidentiality of Confidential Information. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information unless the Business Partner policy permits it.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow other people access to the Business and Industry Partner's information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge or otherwise has unauthorized access to the Business and Industry Partner's information system or records.

I agree that my obligations under this Agreement continue after my employment or my time as a volunteer/employee/externship ends.

I agree that, in the event, I breach any provision of this Agreement, the Business and Industry Partner has the right to reprimand me or to suspend or terminate my employment or volunteer status with or without notice at the discretion of the Business and Industry Partner, and that I may be subject to penalties or liabilities under state or federal laws. I agree that if the Business and Industry Partner prevails in any action to enforce this Agreement, it will be entitled to collect its expenses, including reasonable attorney's fees and court costs.

EXTERN NAME: _____

EXTERN SIGNATURE: _____

DATE: _____

BUSINESS PARTNER NAME: _____

BUSINESS PARTNER SIGNATURE: _____

DATE: _____

MEDIA RELEASE

Southwest Technical Education District of Yuma (STEDY) has my permission to use photographs, video, or any other materials related to the Career and Technical Education (CTE) program in Yuma County on any of their websites, Facebook, Instagram, Twitter, or any other presentation or social media available to promote CTE programs throughout Yuma County.

EXTERN NAME: _____

EXTERN SIGNATURE: _____

DATE: _____

BUSINESS PARTNER NAME: _____

BUSINESS PARTNER SIGNATURE: _____

DATE: _____

LESSON PLAN TEMPLATE EXAMPLE

(Link any Slides, Documents, Reviews, Etc.)

Course		Date	

Unit Learning Goal	

Lesson Objectives	Proficiency Scale
• • • • • •	Student can: 4 — Make in-depth inferences and applications that go beyond what was taught. 3 — Recall information and demonstrate skills with little to no help; beginning understanding of application to real life. 2 — Information can be identified in notes, short-term recall. Skills are demonstrated with prompts from the instructor or notes, but they cannot apply skill or knowledge to life beyond class. 1 — With help, demonstrate a partial understanding of simpler details and processes and more complex ideas and processes. Not comfortable or able to demonstrate skill.
Assessment	
• *Formative:* • *Summative:*	

Standards
•

Learning Experiences	
Anticipatory Set	
Direct Instruction	
Modeling *Show them how*	
Guided Practice *Do it with them or let them work together*	
Independent Practice *Alone with your help*	
Closure	

Engagement and Instructional Strategies					
	Similarities / Differences		Collaboration		Academic Games
	Summarizing / Note Taking		Physical Movement		Unusual/Intriguing Information
	Technology		Self-Assessment		Students talk about themselves
	Visuals		Multi-sensory		Peer tutors
	Reflection		Graphic Organizers		Student-led learning
	Inferential questions		Elaborative Investigations		Writing to Learn
	Inquiry		Active Reading		Organization
	Padlet Board		Ergonomic Stretching		Look Away/Blink Session
	Exit Tickets - multiple choice/open-ended		Paraphrasing		Parking Lot
	Jamboard		Teach partner terms or points		Move to group seating to review terms or topics
	Student Choice in Submission or acquiring of information				

Modifications for ELL / IEP
•

EXIT SURVEY, TIMESHEET, & JOURNAL CONFIRMATION

(To be completed by the Extern, Business Partner, and CTE Instructional Leader)

EXTERN NAME: _____

BUSINESS NAME: _____

BUSINESS PARTNER NAME: _____

BUSINESS MAILING ADDRESS: _____

Provide a general description of the Extern's experience:

What did the Business Partner gain by hosting the Extern?

Did any challenges occur during the externship opportunity, and how were they overcome?

Does the Extern or Business Partner have suggestions to improve the program for future Externs?

Would the Business Partner host an Extern in their Company or Industry again?

☐ Yes, because

☐ No, because

Would the Extern recommend this program to their colleague(s)?

- ☐ Yes, because

- ☐ No, because

What will the Extern implement into their CTE program?

The Extern, Business Partner, and CTE Instructional Leader confirm the hours towards the Externship were completed.

- ☐ 40 hours
- ☐ 80 hours

EXTERN NAME: _____

EXTERN SIGNATURE: _____

DATE: _____

BUSINESS PARTNER NAME: _____

BUSINESS PARTNER SIGNATURE: _____

DATE: _____

CTE INSTRUCTIONAL LEADER NAME: _____

CTE INSTRUCTIONAL LEADER SIGNATURE: _____

DATE: _____

BUSINESS & INDUSTRY EXTERNSHIP CHECKLIST

Before submitting your application, please check to be sure you have included the following:

- ☐ Completed Extern Contact Information
- ☐ Completed Business & Industry Externship Training Plan
- ☐ A signed Confidentiality Agreement
- ☐ A signed Media Release

During the externship, you will be required to:

- ☐ Participate in an orientation or introduction meeting with your Business Partner.
- ☐ Complete the necessary externship hours by engaging in the program activities listed in your training plan.
- ☐ Journal your activities and log hours in the timesheet documenting your externship hours in the Timesheet & Journal.

After you have completed your required hours, submit the following to the Director of Curriculum:

- ☐ Three lesson plans that reflect the objective listed in your training plan.
  - ☐ If needed, an example template has been provided.
- ☐ Your Timesheet and Journal were shared with the Director of Curriculum.
- ☐ Submit the Exit Survey, Timesheet, & Journal Confirmation
- ☐ A copy of the thank you letter to the Business Partner
- ☐ A completed W-9 Form.

Timeline			
Applications Due	Externs Selected By	Externship Completion Materials Due	Externship Stipend
March 1st, 2023	March 8th, 2023	May 31st, 2023	June 23rd, 2023

Director of Curriculum Contact Information

Johannah (Jojo) Elliott
jelliott@stedy01.org
Office: 928.366.5904
899 E. Plaza Circle Suite 1
Cell: 530.518.4553
Yuma, AZ 85365

Signing below indicates the Director of Curriculum approves of the Stipend Payment for the CTE Teacher completing the STEDY Business & Industry Externship Program.

- ☐ 40 hours = $1,000
- ☐ 80 hours = $2,000

DIRECTOR OF CURRICULUM NAME: _____

DIRECTOR OF CURRICULUM SIGNATURE: _____

DATE: _____

Stipend Payment Paid on _____ Stipend Picked Up On _____

BUSINESS MANAGER NAME: _____

BUSINESS MANAGER SIGNATURE: _____

DATE: _____