



April 2025

Dear CTE Intern,

Congratulations on choosing to participate in the 25-26 Career and Technical Education (CTE) Internship Program. The CTE Internship provides CTE students an opportunity to engage in learning through participation in a structured work experience that involves the application of previously developed CTE knowledge and skills. The CTE Internship must be directly related to the CTE program where the credits were earned and may include paid or unpaid work experience.

This program consists of two main components. The first is work-based learning which will take place at your worksite. The second component of the CTE Internship is documentation of your learning which will be completed within the district's online course site.

For the worksite component of this program, you will be expected to report to your worksite at least 5 hours per week. You and your employer will define your specific schedule and job expectations. The goal is that you have the opportunity to connect what you learned in your CTE program with worksite applications. Attached is the program training agreement which includes further information on the roles and responsibilities for all involved parties in this program. The program training agreement needs to be signed by you, your employer, your parent/guardian, and instructor.

The documentation component will be the basis for determining your grade for the CTE Internship. As stated in the course syllabus, students will be evaluated in cooperation with employers/supervisors/mentors.

The assignment breakdown of the course grade is as follows:

- Employer/Supervisor/Mentor Evaluation Reports (quarterly)
- Training Plan Development, Tracking, & Fulfillment
- Weekly Activity/Hour Reports (minimum of five hours per week)
- Reflections (6 per semester)
- Scheduling and Completion of Quarterly Evaluation Visits
- Training Agreement

You may reference the listing of due dates for the Fall 2025 and Spring 2026 (coming soon) semester of the CTE Internship. All work will be completed using the Canvas system and Major Clarity Platform.

Instructions will be provided to you by your school site Internship Instructor prior to the start of the course.

I am looking forward to working with you during the year ahead. If you have any questions, please feel free to contact me.

Sincerely,

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Graduating lifelong learners who will successfully lead, compete, and positively impact the world.

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