

Check Sheet for West-MEC Industry Update Program Participants

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

- A completed application with the signature of the CTE Local Director or district contact for CTE or a copy of an e-mail confirmation/approval from the CTE Local Director or district contact.
- A proposed training plan with objectives specific to CTE programs and/or courses and identification of the students who will benefit
- A signed confidentiality agreement
- A signed media release
- A completed/signed West-MEC Consultant Form and W-9 Form

All externship program forms can be downloaded by clicking the following link:

<http://www.west-mec.org/teachers/professional-development>

During the externship

You will:

- Participate in an orientation with your coordinator.
- Participate in a site visit with your industry sponsor and your coordinator.
- Complete the required externship hours by engaging the program activities listed in your training plan.
- Keep a reflective journal documenting your activities and reflecting on how they support your objectives and how the activities/experiences will support your CTE program.
- Keep a time log/sheet documenting your externship hours.

After the externship is completed

After you have completed your required hours submit the following to your coordinator:

- Three lessons plans (or a unit) that reflect the objective listed in your training plan
- Your reflection journal.
- Your time log/sheet that has been signed (validated) by your industry sponsor
- A written summary/evaluation of the experience that includes comments about the length, the types of activities you engaged in, how your students will benefit from what you learned and if you would recommend this business to future externs and any general comments you would like to share.
- A copy of your thank you letter
- A completed employer exit questionnaire.

Also, please confirm the name and title and the address of your business partner, so that the West-MEC Professional Development Department can send a thank you letter.

All completed paperwork is due to your West-MEC coordinator within four (4) weeks after completing the experience. Failure to meet this deadline may cause forfeiture of the stipend.