



West-MEC Industry Update Program

Business Partners' Packet



Business/Industry Host Information

The Industry Update program, conducted by West-MEC is open to Career and Technical secondary teachers working in CTE programs. The purpose is to provide "hands-on" updating in a business/industry or community-based organization with a focused, intense training plan. Major emphasis is placed on experiences in new technology, occupational skills and methods of operation in the business world. The externship will enable the educator to update his/her curriculum and/or teaching methods in a specific manner.

This program is planned not only to update the educator but to increase the understanding of some of the challenges faced by business/social agencies today.

We encourage you to publicize your participation in this effort through your company's publications.

Our educators are charged with preparing tomorrow's work force--they need your help to do this successfully! Thank you for your support.

While the stipend will be paid by West-MEC, the industry or community-based organization host plays the most important role in this program. The host will:

1. provide the externship opportunity at the business/agency location;
2. follow a mutually developed training plan focusing on workplace skills and content specific objectives;
3. allow the educator to work in a productive capacity;
4. designate a contact person to interact with the coordinator and the educator during the experience.

The educator is expected to:

1. work 40-80 hours according to the training plan;
2. follow your personnel policies, where appropriate;
3. ask for meetings, as needed, to stay on target with training plan;
4. schedule and complete an exit interview with the host and/or contact person.

The educator will be most interested in opportunities to:

1. learn about the administrative structure--organizational chart;
2. participate in appropriate staff meetings;
3. learn about and/or participate in training programs and, when appropriate, have access to training materials which apply to the teacher's instructional area;
4. learn about current industry standards;
5. learn about requirements for new employees (including occupational skills, academic requirements, and information on how new employees are recruited and hired);
6. create a network for ongoing program assistance.



PERSONAL CONTACT INFORMATION OF PROGRAM PARTICIPANT
(to be given to the business/agency partner)

NAME _____

School name and address: _____

HOME ADDRESS _____

_____ ZIP _____

Home Phone _____ Cell Phone _____

Email address _____

Emergency Contact Name _____

Emergency Contact Phone Number _____



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POINTS THAT EXTERNS SHOULD OBSERVE ON THE JOB SITE

- New skills and tasks performed in the work--those that should be incorporated in the curriculum
- Supplies or equipment needed to implement new skills/tasks
- Skills and/or tasks that should be eliminated from the curriculum
- Employees' attitudes/behaviors observed that can be shared with students
- Company organizational facts about staff responsibilities observed that can be shared with students
- People who can provide program assistance
- Job and/or internship opportunities for students
- Ways to use this experience with my Advisory Committee
- Specific skill sets associated with emerging or new jobs



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EMPLOYER EXIT QUESTIONNAIRE (conducted and completed by teacher/extern with employer)

Business _____ Teacher _____

Business Contact(s) _____

What did you and/or your business gain by hosting this educator?

Do you have any recommendations to improve the business/industry host information packet including the information sheet and the training plan?

What suggestions do you have to improve the overall program?

Are you willing to be the business/industry host for other educators? Yes ___ No ___

Will you recommend this program to your industry colleagues? Yes ___ No ___