



## West-MEC Industry Update Program Information Sheet

### PROGRAM DESCRIPTION

The CTE Industry Update Program provides educators the opportunity to update their knowledge and skills and receive on-the-job training in CTE program-related industries. The program also enables educators to experience work-based learning in much 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 will receive current information about a business by working and taking an in-depth look at a firm or organization. Time will be spent pursuing either a scaled-down version of a worker's duties or actual tasks connected with a specific position. The activities are planned to accomplish applicants' predetermined goals and to provide information relevant to a business or industry.

*Stipends are available at a rate of \$500 minimum for 40 hours or \$1,000 maximum for 80 hours. Funding is provided by West-MEC.*

### ELIGIBILITY

This program is available for high school CTE teachers instructing CTE programs within the West-MEC member districts for at **least one year**.

### LENGTH/DATES/STIPENDS

Participants should specify a particular period of time, when they are available (i.e., a school break in the fall, winter, spring or summer, weekends, etc.). The stipend is paid after submission of all required paperwork and may take **6-12 weeks to process**.

### SITE SELECTION

Applicants are responsible for identifying their own location. The coordinator can suggest some sites to help the applicant identify a location. The final program offering selection(s) and the business site selection(s) must be approved by an externship coordinator from West-MEC.

### LODGING/TRANSPORTATION

Any expenses incurred for lodging, meals, and transportation will be the responsibility of the program participants or school district.

### SELECTION CRITERIA

The selection of applicants is based on the impact participation in the program will have on a specific CTE program/course and its students. Applications will be reviewed as they are received and approvals will be made until all available funds are encumbered. You will be notified by the West-MEC after your application received and reviewed.

## REQUIREMENTS

Program participants will be required to:

(1) Submit an application packet that includes:

a. A completed application

**Note:** The CTE Local Director **or** district contact for CTE must approve each participant's completed application. ONE OF THESE SIGNATURES IS REQUIRED ON THE APPLICATION. If the application is submitted electronically, an e-mail confirmation/approval from the CTE Local Director or district contact is required.

b. A proposed training plan (The training plan must address a specific CTE program/course and the students who will directly benefit from the applicant's experience.)

c. A signed confidentiality agreement

d. A signed media release

e. 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>

(2) Participate in an orientation with your coordinator (this may be on-line, by phone or in person)

(3) Participate in a site visit with your industry sponsor and your coordinator.

(4) Complete the required externship hours by engaging the program activities listed in your training:

a. 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

b. Keep a time log/sheet documenting your hours

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

a. Three lesson plans that reflect the objective listed in your training plan. This can also be one unit consisting of a minimum of three lesson plans that incorporates the training plan objectives.

b. Your reflection journal.

c. Your time log/sheet that has been signed (validated) by your industry sponsor

d. A written summary/evaluation of the experience (Included 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. Also include any general comments you would like to share.)

e. A copy of your thank you letter

f. A completed employer exit questionnaire.

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.

**ADE CEUs**

Externships may be conducted for 40 hours for \$500 or 80 hours for \$1000.

Teachers completing 80 hours may upon completion of homework also receive one (1) ADE approved credit suitable for CTE Certification.

Applications may be scanned to [anna.abe@west-mec.org](mailto:anna.abe@west-mec.org) or mailed to:

**West-MEC Industry Update Program**  
5487 North 99<sup>th</sup> Avenue  
Glendale, AZ 85305

Questions may be directed to:

[anna.abe@west-mec.org](mailto:anna.abe@west-mec.org)

## West-MEC Industry Update Program Application Form

**INSTRUCTIONS:** Please read the externship checklist before you begin. Complete all sections of this application and obtain necessary signatures before submitting this application to the Program Coordinator. You will be notified upon receipt of your application. **Approval of your completed application and training plan is required before you begin the program.**

.....  
**PERSONAL INFORMATION**

Preferred address (check one)                      School \_\_\_\_\_ Home \_\_\_\_\_

Last name \_\_\_\_\_                      First name \_\_\_\_\_

Email \_\_\_\_\_                      School district \_\_\_\_\_

School name \_\_\_\_\_                      School phone \_\_\_\_\_

School address \_\_\_\_\_                      City \_\_\_\_\_                      Zip \_\_\_\_\_

Home address \_\_\_\_\_                      City \_\_\_\_\_                      Zip \_\_\_\_\_

Email address \_\_\_\_\_                      Home phone \_\_\_\_\_

Your Job Title \_\_\_\_\_ Total years working in CTE \_\_\_\_\_

Please describe any of your past experiences with an externship; job shadowing experience, and/or business/industry tour (include timeframe and business information). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected dates for externship program: \_\_\_\_\_

I am interested in receiving college or ADE credit for this experience     YES                       NO  
Preferred institution:     Rio Salado College  
    ADE approved CEU's

**Eligibility/Program Information**

**Please select one.**

I am a teacher in the \_\_\_\_\_ CTE program and teach these course(s):  
\_\_\_\_\_  
\_\_\_\_\_

I collaborate with a CTE teacher.

CTE teacher's name \_\_\_\_\_  
CTE program name \_\_\_\_\_

I provide career guidance for CTE students. Job title \_\_\_\_\_

I am an administrator working with CTE teachers and programs. Job title \_\_\_\_\_

.....  
**Externship Background Information**

1. Please indicate your preference for the length of the externship:

40 hours \_\_\_\_\_ 80 hours \_\_\_\_\_

2. Do you have a suggested site for your externship?

Yes \_\_\_\_\_ No \_\_\_\_\_

Agency/Business name \_\_\_\_\_

Contact person's name \_\_\_\_\_

Business address (city/zip) \_\_\_\_\_

Phone number (area code) \_\_\_\_\_

Have you already contacted the agency/business? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, whom did you contact? \_\_\_\_\_

**School District Information:**

School Principal

Name \_\_\_\_\_

Phone number \_\_\_\_\_

CTE Local Director

Name \_\_\_\_\_

Phone number \_\_\_\_\_

**Required Signatures:**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

CTE Local Director's signature \_\_\_\_\_ Date \_\_\_\_\_