



## West-MEC Industry Update Program Information & Requirements

### 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 referred to as an externship, 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.

### INDUSTRY UPDATE/ EXTERNSHIP OVERVIEW

A customized experience whereby applicants receive current information about a business/industry by working and taking an in-depth look at an 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 planned should align with the participant's predetermined goals and provide information relevant to a business or industry. See externship requirements on the next page.

### ELIGIBILITY

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

### SELECTION CRITERIA

The selection of applicants is based on the impact that 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 email after your application is received and reviewed by West-MEC.

### 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.). **Stipends are provided by West-MEC at a rate of \$700 for 40 hours or \$1,400 for 80 hours.** 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 the externship coordinator from West-MEC before starting the externship.

### LODGING/TRANSPORTATION

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

### ADE CEUs

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

**Questions and items to submit may be directed to Anna Abe.**

EMAIL: [anna.abe@west-mec.org](mailto:anna.abe@west-mec.org) PHONE: 623.738.0023 ADDRESS: 5487 N. 99<sup>th</sup> Ave., Glendale, AZ 85305

## Industry Update Program Requirements & Checklist

ITEM	DUE (Before, during or after externship)	DETAILS
<input type="checkbox"/> Application/ Media Release**	Before	<ul style="list-style-type: none"> <li>• Must have email confirmation/approval from CTE pr</li> </ul>
<input type="checkbox"/> Training Plan (Can be found on following pages of this packet)	Before	<ul style="list-style-type: none"> <li>• Include objectives that align specifically to CTE pr</li> <li>• Identify how students will benefit and be impacte</li> </ul>
<input type="checkbox"/> Confidentiality Agreement**	Before	<ul style="list-style-type: none"> <li>• Must be scanned/emailed or sent by mail. See cor</li> </ul>
<input type="checkbox"/> West-MEC Consultant Form**	Before	<ul style="list-style-type: none"> <li>• Must be scanned/emailed or sent by mail. See cor</li> </ul>
<input type="checkbox"/> W-9 Form**	Before	<ul style="list-style-type: none"> <li>• Must be scanned/emailed or sent by mail. See cor</li> </ul>
<input type="checkbox"/> Orientation with Program Coordinator	Before	<ul style="list-style-type: none"> <li>• Can take place in-person at your site or at West-M</li> </ul>
<input type="checkbox"/> Site visit with Program Coordinator & Industry Sponsor	During	<ul style="list-style-type: none"> <li>• Must take place at externship site.</li> </ul>
<input type="checkbox"/> Time Log (Can be found on following pages of this packet)	After	<ul style="list-style-type: none"> <li>• Must be signed by Business Partner Host.</li> </ul>
<input type="checkbox"/> Externship Work Product	After	<ul style="list-style-type: none"> <li>• Must reflect the objective(s) listed in training plan</li> <li>• Is flexible depending on how the knowledge and s</li> <li>• Should be discussed in advance with Industry Upo</li> <li>• Examples include: lesson plan(s), video of instruct</li> <li>• rubric, PowerPoint presentation, student work sa</li> </ul>
<input type="checkbox"/> Summary/Evaluation	After	<ul style="list-style-type: none"> <li>• Address the following:               <ul style="list-style-type: none"> <li>- What types of activities did you engage in?</li> <li>- How will your students benefit from what you</li> <li>- Would you recommend this business to futur</li> <li>- Any additional comments you would like to s</li> </ul> </li> <li>• <b>Tip:</b> Keep a journal throughout externship to help</li> </ul>
<input type="checkbox"/> Thank You Letter	After	<ul style="list-style-type: none"> <li>• Copy of email or traditional note are acceptable.</li> </ul>
<input type="checkbox"/> Employer Exit Questionnaire**	After	<ul style="list-style-type: none"> <li>• Industry Update Program Coordinator will email t</li> <li>• externship is completed.</li> </ul>

\*\* = required form can be found under **RESOURCES** at <http://west-mec.org/teachers/professional-development>

**All completed paperwork is due to Industry Update Program Coordinator within four (4) weeks after completing the experience.** If additional time is needed, i.e. teacher wants to use the knowledge gained from the experience for a lesson in the 3<sup>rd</sup> quarter, participant can coordinate later submission with Industry Update Program Coordinator.

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## Industry Update Program Training Plan

Participating in the CTE Industry Update Program provides an opportunity for CTE teachers to update their skills and collaborate with business/industry representatives. The Training Plan outlines the skills/objectives to be obtained by the extern by the conclusion of the Industry Update Program. These objectives are mutually agreed upon by the Business Partner Host, Extern and Industry Update Program Coordinator.

**CTE Teacher/Extern Name:**

**Business Partner Company Name:**

**Business Partner Host Name:**

**Projected Dates for Externship:**

It is assumed that the following workplace learning objectives will be achieved via the externship:

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

List at least (3) specific objectives that you will accomplish during your externship. These should be incorporated/addressed in the work product submitted. When necessary/appropriate, these objectives can be adjusted after the externship has commenced.

1)

2)

3)

Extern Signature

Date

Business Partner Signature

Date

Industry Update Program Coordinator Signature

Date

**Copies to:** Extern, Business Partner and Industry Update Program Coordinator

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Business Partner Signature

Date

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