



## 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

In this customized experience, participants receive current information about a business/industry by working and taking an in-depth look at an organization. The participant will fulfill the role of an industry position and perform actual tasks and duties 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.

### APPROVAL CRITERIA

The approval of applicants is based on the impact that participation in the program will have on a specific CTE program/course and its students and alignment with requirements. The industry partner must be connected to the program and the program's technical standards. 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 (Required paperwork must be turned in two weeks after externship **and** no later than April 30th) and may take **4-6 weeks to process.**

### INDUSTRY PARTNER SELECTION

Applicants are responsible for identifying their own industry partner. 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.

**Questions and items to submit may be directed to Rachael Mann**

EMAIL: [Rachael.Mann@West-MEC.org](mailto:Rachael.Mann@West-MEC.org) PHONE: 623.738.1010 ADDRESS: 5487 N. 99<sup>th</sup> Ave., Glendale, AZ 85305

## Industry Update Program Requirements & Checklist

ITEM:	DUE :	DETAILS:
<input type="checkbox"/> Application	1 Week Before Orientation	<ul style="list-style-type: none"> <li>• Must have email confirmation/approval from CTE Director or CTE district contact.</li> </ul>
<input type="checkbox"/> Training Plan (Can be found on following pages of this packet)	1 Week Before Orientation	<ul style="list-style-type: none"> <li>• Include objectives that align specifically to the instructor's CTE program, courses, and technical standards.</li> <li>• Identify how students will benefit and be impacted by externship.</li> <li>• Identify how the experience will inform your practice.</li> </ul>
<input type="checkbox"/> Paperwork: <ul style="list-style-type: none"> <li>• Confidentiality Agreement**</li> <li>• West-MEC Consultant Form**</li> <li>• W-9 Form**</li> </ul>	At Orientation	<ul style="list-style-type: none"> <li>• Print and turn in at Orientation</li> </ul>
<input type="checkbox"/> Orientation with Program Coordinator	2-6 Weeks Before	<ul style="list-style-type: none"> <li>• West-MEC Corporate Office- Schedule appointment with Rachael Mann <a href="mailto:rachael.mann@west-mec.org">rachael.mann@west-mec.org</a></li> </ul>
<input type="checkbox"/> Site visit with Program Coordinator & Industry Partner	During	<ul style="list-style-type: none"> <li>• Must take place at externship site during the first two days</li> </ul>
<input type="checkbox"/> Time Log (Can be found on following pages of this packet)	2 Weeks After	<ul style="list-style-type: none"> <li>• Must be signed by Industry Partner. Use as many pages as needed</li> </ul>
<input type="checkbox"/> Externship Work Product	2 Weeks 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 skills will be implemented in the classroom.</li> <li>• Should be discussed in advance with Industry Update Program Coordinator.</li> <li>• Examples include: lesson plan(s), video of instruction, project description and rubric, PowerPoint presentation, student work sample, etc.</li> </ul>
<input type="checkbox"/> Summary: <a href="#">Show What You Know</a>	2 Weeks After	<ul style="list-style-type: none"> <li>• Choose an option from the "<a href="#">Show What You Know</a>" Menu to 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 learned?</li> <li>- Would you recommend this business to future externs? Explain.</li> <li>- Any additional comments you would like to share.</li> </ul> </li> <li>• <b>Tip:</b> Keep a journal throughout externship to help in creating summary.</li> </ul>
<input type="checkbox"/> Thank You Letter to Industry Partner	2 Weeks After	<ul style="list-style-type: none"> <li>• Copy of email, card, or traditional note are acceptable.</li> </ul>
<input type="checkbox"/> Industry Partner Exit Questionnaire**	2 Weeks After	<ul style="list-style-type: none"> <li>• Industry Update Program Coordinator will email to Business Partner Host after externship is completed.</li> </ul>

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