



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 Education secondary teachers working within West-MEC member district CTE programs. The purpose is to provide "hands-on" experience in a business/industry or community-based organization with a focused, intense training plan. Major emphasis is placed on experiences involving new technology, occupational skills, and methods of operation in the field, and forecasted changes in the industry. 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 workforce--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. interact with the coordinator and the educator during the experience;
5. complete an Employer Exit Questionnaire that will be emailed to the host upon the completion of the participant's externship.

The educator is expected to:

1. work 40-80 hours according to the training plan;
2. follow your personnel policies, wear appropriate clothing;
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.

Potential Job Site Tasks & Information

1. New skills and tasks performed in the work-- what this might look like in the classroom for work-based learning
2. Equipment needed to implement new skills/tasks
3. Skills and/or tasks that should be eliminated from the curriculum
4. Employees' attitudes/behaviors observed that can be shared with students
5. Business' organizational structure and facts
6. Participation in appropriate staff meetings
7. Training programs and training materials which apply to the teacher's instructional area
8. Current industry standards
9. Requirements for new employees (including occupational skills, academic requirements, and information on how new employees are recruited and hired)
10. Ongoing program assistance, i.e. participation in Advisory Council, internship opportunities for students.