



Office of College Career and Technical Education CTE Teacher Externship Guidelines

CTE teachers have the opportunity to participate in a CTE Teacher Externship. Externships are an opportunity for CTE teachers to work at a business related to their CTE pathway and update their skills by learning first-hand the practices, procedures and tools currently begin used in industry. Based on this experience, CTE teachers can revise their teaching, update their lesson plans, and provide their students with current information on careers in their pathway.

In order to participate in the Externship opportunity, CTE teachers must complete the following:

1. Research and connect with a local business to find an Externship opportunity related to the careers pathway currently being taught.
2. Complete and submit a *Perkins Externship Application* (page 1).
3. Once the *Perkins Externship Application* is approved, meet with the selected Externship Provider to complete the *Employer-Teacher Extern Work Plan* (page 2).
4. Participate in the Externship.
5. Complete a minimum of 2 *Externship Journal* entries (page 3).
6. Complete the All Aspects of the Industry *Externship Reflection* (page 4-6).
7. Complete at least one *Unit Plan* (page 7-8) to be included in the pathway curriculum map.
8. Complete the attached time card page.
9. Submit the completed all documents pages 2-8 to your Program Manager with a completed time card(s).

For additional information contact:

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EMPLOYER-TEACHER EXTERN WORK PLAN

Externship Host Site:
Supervisor's Name:
Teacher Extern's Name:

Work Plan <u>(To be developed by employer and Teacher-Extern)</u>
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Period of Externship (Dates):
Number of hours:
Teacher Intern signature:
Host Site signature:

Externship Journal

Extern Host Site:	
Date:	Time:
Department Name:	
Contact Name:	
Title:	
email/telephone:	

<p>Daily activities (list):</p> <p>Comments on the activities you observed:</p> <p>Questions to ask:</p> <p>Observations linking classroom content to future careers:</p> <p>Notes and other comments:</p>

Externship Reflection

All Aspects of the Industry

In accordance with Section 135(b)(3) of Perkins IV, each program assisted with Section 131 or 132 funds must provide students with strong experience in and understanding of all aspects of the industry, which may include work-based learning experiences, for which the students are being prepared. In the boxes below **summarize** how the Externship met “All Aspects of the Industry” and create a **classroom activity** supporting the learning experience.

PLANNING:

- Describe why industries respond to customer wants and expectations.
- List differences in how companies deliver products versus delivering services.
- Describe ways a worker can influence company decision-making.
- Identify benefits in anticipating technology and market trend changes.
- Identify an example of how regulatory laws can impact how a business operates.
- Identify an example of how a political organization can impact how a company operates.

Summary:

Classroom Activity:

MANAGEMENT:

- Identify key components of a company “mission statement.”
- Identify how a corporate “chain of command” works.
- Describe the significance of a company’s “corporate culture.”
- Describe how a company organizes its departments.
- List typical ways company departments communicate.
- Cite examples of why a worker should adjust to different management styles.
- Cite an example of how companies are dependent on the national economy.
- Cite an example of how a company is dependent upon the local economy.
- Describe the importance of achieving internal and external customer satisfaction.
- Identify examples of how cultural diversity can affect an industry.
- Identify key differences in how private companies and government agencies operate.
- List reasons why written policies are used in industry.
- Identify resources available from professional organizations.
- Identify how roles and responsibilities in a family business are different than in larger companies.
- List benefits a worker can get by participation in meetings.
- Describe how a company’s marketing affects all its employees.

Summary:

Classroom Activity:

FINANCE:

- List typical ways a business obtains capital.
- Describe the importance of accounting in a business.
- Describe key implications for a company that grants credit.
- Describe how a company estimates and bids for a contract.
- Describe how paycheck deductions affect a worker.
- Describe the importance of cost containment in a company.

Summary:

Classroom Activity:

TECHNICAL AND PRODUCTION SKILLS:

- Demonstrate basic math ability.
- Demonstrate the capability to measure quickly and accurately.
- Demonstrate the ability to speak and write the English language effectively.
- Demonstrate the ability to listen effectively.
- Demonstrate the ability to use effective negotiation skills.
- Demonstrate the ability to manage time effectively.
- Demonstrate the ability to read blueprints and/or drawings.
- Demonstrate the ability to perform basic computer operations.
- Demonstrate the importance of deadlines and schedules.
- Demonstrate the ability to use teamwork.
- Demonstrate the ability to use supervisory and delegation skills.
- Demonstrate the ability to utilize good public speaking skills.
- Demonstrate the importance of using troubleshooting techniques.
- Cite one example of a job that is inter-related with another job.
- Demonstrate the ability to obtain technical information.
- Identify certification requirements for a specific job.

Summary:

Classroom Activity:

UNDERLYING PRINCIPLES OF TECHNOLOGY:

- Describe the key characteristics of the technology used in your industry.
- Describe the importance of analyzing new equipment for possible use.
- Describe the importance of continuously upgrading one's job skills.
- Describe the importance of adaptability and learning from experience.
- Describe the importance of acquiring and analyzing information effectively and making sound decisions.
- Describe the importance of cross training.

Summary:

Classroom Activity:

LABOR:

- Describe the importance of a written job description.
- Describe the importance of knowing your rights as a worker.
- Describe the role labor organizations play in your industry (if any).
- List advantages/disadvantages of hourly and salaried pay.
- List differences between being a self-employed worker and a worker employed by a company.
- Describe the importance of understanding why a worker is asked to occasionally work longer hours.
- Describe the importance of cultural sensitivity.

Summary:

Classroom Activity:

COMMUNITY:

- Describe the importance of recognizing that workers may contribute special skills through volunteer work.
- Identify key ways a community helps its community.
- Describe how a company's public perception is important.
- Describe the importance of providing for the access needs of the physically challenges.

Summary:

Classroom Activity:

HEALTH, SAFETY, AND ENVIRONMENT:

- Describe the importance of complying with state and federal agency regulations.
- Describe why it is important to avoid job-specific health threats.
- Read and comprehend major components of a Material Safety Data Sheet.
- Identify basic safety training techniques.
- Describe the importance of participation in preventive medicine programs.
- Describe the importance of handling stress effectively.
- Describe the importance of good workplace ergonomics.
- Identify any effects weather could have on an industry.
- Describe the importance of management's responsibility for a safe workplace.

Summary:

Classroom Activity:

Checklist provided by: University of Missouri-Columbia, Instructional Materials Laboratory, "All Aspects of the Industry Supplementary Instructional Modules," pages 13-21.