**VALEES: Career & Technical Education Externship**

**Summer 2020**

# GUIDELINES

**SCOPE**

A CTE Externship will allow CTE teachers an opportunity for real world work experience in the fields within which they teach. Teachers will observe and perform work duties at an area business, organization, or institution for a set amount of time in order to keep abreast on current industry standards and practices.

# OBJECTIVES

* Enhance current skills and competencies that are needed by students going into CTE fields
* Increase knowledge and understanding of business trends and workplace cultures
* Gather information and resources to aid in curriculum development
* Connect area businesses and employers to the secondary school CTE programs

# EXTERNSHIP REQUIREMENTS

An externship is a period of time in supervised practice in a career or technical field away from one’s affiliated institution.

* Externship activities include but are not limited to: performing actual work duties on-site, observing work processes and technology, and interviewing employers/employees about the nature of their work.
* Externships must be in the fields within which the teachers teach and must take place outside of their typical, scheduled work hours.
* Externship opportunities for summer 2020 are available for up to 10 hours. Additional hours require prior approval by VALEES Director.
* Teachers must document the times and days they externed as well as activities that took place during each visit.
* Externships can be completed with a core teacher (math, science, language arts) partner. One application is required that describes the partnership curriculum development. Both teachers are required to complete a final report for stipend payment.

# DELIVERABLES

1. Complete a final report that includes each day or time period worked (will be provided).
2. Send your final report to the VALEES Office Manager by Friday, August 7, 2020.
3. VALEES will reimburse your district $30 per hour up to 10 hours. Additional hours must be approved, in advance, by the VALEES Director.

**ADDITIONAL REQUIREMENTS**

1. You will be expected to discuss your experiences during program committee meetings and other VALEES professional development.
2. You may not use a current place of employment as an externship site.