

CAVIT Teacher Internship Program Information Sheet

Program Description

The Teacher Internship 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 enables educators to experience work-based learning in much the same way as their students. Teachers are especially encouraged to pursue experiences in new technology and innovations consistent with their CTE programs.

Internship: A customized experience whereby teachers will receive current information about a business by working and taking an in-depth look at a firm or 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 are planned to accomplish applicants' predetermined goals and to provide information relevant to a business or industry. *Stipends are available at a rate of \$600 minimum for 40 hours or \$1,200 maximum for 80 hours.* Funding is provided through CAVIT's Proposition 301 Fund 13 program.

Eligibility

This program is available to all CAVIT teachers participating in the Proposition 301 program.

Length/Dates/Stipends

Teachers 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.). The stipend is paid after submission of all required paperwork to the Superintendent.

Site Selection

Teachers are responsible for identifying their own location. The superintendent can suggest some sites to help the teacher identify a location. The final program offering selection(s) and the business site selection(s) must be approved by the superintendent.

Lodging/Transportation

Any expenses incurred for lodging, meals and transportation will be the responsibility of the teacher.

Selection Criteria

Applications will be reviewed as they are received and approvals will be made until all available funds are encumbered. You will be notified by the superintendent after your application is reviewed.

Requirements

Teachers will be required to:

1. Submit an application packet that includes:
 - a. A completed application.
 - b. A proposed training plan. (The training must address a specific CTE program/course.)

All internship program forms can be downloaded by visiting www.cavitschools.org – Forms page

2. Complete the required internship hours by engaging the program activities listed in your training:
 - a. Keep a reflective journal documenting your activities and reflect on how they support your objectives and how the activities/experiences will support your CTE program.
 - b. Keep a time log/sheet documenting your hours.
3. After you have completed your required hours; submit the following to the superintendent:
 - a. Three lesson plans that reflect the objectives listed in your training plan. This can also be one unit consisting of a minimum of three lesson plans that incorporates the training plan objectives.
 - b. Your reflection journal.
 - c. Your time log/sheet that has been signed (validated) by your industry sponsor.
 - d. A written summary/evaluation of the experience (include comments about the length, the types of activities you engaged in, how your students will benefit from what you learned and if you would recommend this business to a future teacher.
 - e. A completed employer exit questionnaire.

All completed paperwork is due to the superintendent within 4 (four) weeks after completing the experience. Failure to meet this deadline may cause forfeiture of the stipend.

CAVIT Teacher Internship Application Form

Instructions: Please read the internship checklist before you begin. Complete all sections of this application before submitting this application to the superintendent. Approval of your completed application and training plan is required before you begin the program.

Personal Information

Teacher Name _____ CTE Program _____

Please describe any of your past experiences with an internship, job shadowing experience, and/or business/industry tour (include timeframe and business information). _____

Projected dates for internship program: _____

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Internship Site Information

1. Please indicate your preference for the length of the internship:

40 hours _____ 80 hours _____

2. Agency/Business Name _____

Contact Person's Name _____

Business Address (city/zip) _____

Phone Number (area code) _____

Have you already contacted the agency/business? Yes _____ No _____

If yes, whom did you contact? _____

CAVIT Internship Program Training Plan

Participating in the CAVIT Teacher Internship Program provides an opportunity for you to update your skills and collaborate with business/industry representatives. Please indicate the skills/objectives you hope to meet through the experience.

Intern Name: _____

Business Partner Employer: _____

Business Partner Company: _____

Purpose of the Training Plan: The Training Plan is a mutually agreed upon guide among the Business Partner Employer, the Intern and Superintendent designed to outline the skills/objectives to be obtained by the Intern by the conclusion of the work-based learning experience.

It is assumed that the following workplace learning objectives will be incorporated into your internship:

- ✓ Incorporate academic content into my CTE classes.
- ✓ Determine the current industry skills that my students should have for the industry and update my curriculum to align with what is currently relevant to business/industry.
- ✓ Provide a link between business/industry representatives and my CTE students.
- ✓ Establish a partnership with my host and utilize that person in an advisory capacity or as a resource.

Below, list at least three (3) specific objectives that you will accomplish during your internship. (These are the objectives you will incorporate into your three (3) required lesson plans.) When necessary and appropriate, these objectives can be adjusted after you begin your internship.

1.

2.

3.

CAVIT Teacher Internship Program

Points That Interns Should Observe on the Job Site

- New skills and tasks performed in the work – those that should be incorporated into the curriculum.
- Supplies or equipment needed to implement new skills/tasks.
- Skills and/or tasks that should be eliminated from the curriculum.
- Employees' attitudes/behaviors observed that can be shared with students.
- Company organizational facts about staff responsibilities observed that can be shared with students.
- People who can provide program assistance.
- Job and/or internship opportunities for students.
- Ways to use this experience with my advisory committee.
- Specific skill sets associated with emerging or new jobs.

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Employer Exit Questionnaire (conducted and completed by teacher with employer)

Business: _____ Teacher: _____

Business Contact(s): _____

What did you and/or business gain by hosting this teacher?

Do you have any recommendations to improve the business/industry host information packet including the information sheet and the training plan?

What suggestions do you have to improve the overall teacher intern program?

Are you willing to be the business/industry host for other CAVIT teachers? Yes _____ No _____

Will you recommend this program to your industry colleagues? Yes _____ No _____

Teacher Signature

Date

Business/Agency Partner

Date

CAVIT Business/Industry Host Information Sheet

The Teacher Internship Program, conducted by CAVIT is open to Career and Technical Education high school teachers working in CTE programs. The purpose is to provide “hands-on” updating in a business/industry or community-based organization with a focused, intense training plan. Major emphasis is placed on experiences in new technology, occupational skills and methods of operation in the business world. The internship will enable the teacher to update his/her curriculum and/or teaching methods in a specific manner.

This program is planned not only to update the teacher but to increase the understanding of some of the challenges faced by business/social agencies today.

Our teachers are charged with preparing tomorrow’s work force – they need your help to do this successfully! Thank you for your support.

While the teacher will receive a stipend from CAVIT for participating, the industry or community-based organization host plays the most important role in this program. The host will:

1. Provide the internship 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. Designate a contact person to interact with the teacher during the experience.

The teacher is expected to:

1. Work 40-80 hours according to the training plan.
2. Follow your personnel policies, where appropriate.
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.

The educator will be most interested in opportunities to:

1. Learn about the administrative structure – organizational chart.
2. Participate in appropriate staff meetings.
3. Learn about and/or participate in training programs and, when appropriate, have access to training materials which apply to the teacher’s instructional area.
4. Learn about current industry standards.
5. Learn about requirements for new employees (including occupational skills, academic requirements, and information on how new employees are recruited and hired).
6. Create a network for ongoing program assistance.