



Externship Participation Form for Business Partner

Business Partner Externship Information

The industry externship program is conducted by STEDY and is open to Career and Technical Education (CTE) teachers in Yuma County working in CTE programs. The purpose of the industry externship is to provide the opportunity for continuing education along with “hands-on” learning to update the CTE educator in a community based business or industry learning environment. This externship opportunity should provide an emphasis on experiences in new technology, occupational and specialized skills, along with current methods of business operation. This externship will provide an opportunity for the educator to take his or her industry experience back to the students and classroom.

The program goal of the business and industry externship is to update the educator on current industry standards as well as increase the understanding of the challenges business and industry face in today’s competitive environment.

Thank you in advance for your support. This opportunity provides for continuing educational excellence in Yuma County in our CTE programs.

The stipend will be paid by STEDY to the educator but the business and industry host plays the most important role in this externship opportunity. The host will be expected to provide the following:

- Provide the externship location within the chosen business or industry.
- Follow a mutually developed training plan focusing on current CTE standards, skills, and industry challenges.
- Allow the extern to work in a productive capacity.
- Designate one contact person to work and interact with the STEDY program manager and the CTE educator during the externship opportunity.



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The extern expectations are as follows:

- Either work 40 or 80 hours according to the developed training plan.
- Follow the internal business personnel and HR policies.
- Ask for meetings when needed and when appropriate to complete the expectations according to the training plan.
- Schedule and complete an exit interview with the appropriate contact within the business partner when your externship is finished.

I have read over the requirement and I, _____ agree to have,
_____ as an extern.

Signature of Business Partner: _____