



## STEDY Externship Program Information

**Program Description:** The CTE Industry Externship Program provides teachers the opportunity to update their knowledge and skills and receive updated training in CTE program related industries. The externship also enables teachers to experience work-based learning in much the same way as their students.

**Externship:** A customized experience whereby applicants will receive current information about a business or industry by working and training on the job at the business or industry of the externs' choice. Time will be spent pursuing either a scaled down version of a worker's duties or performing 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 \$500 minimum for 40 hours or \$1,000 maximum for 80 hours. Funding is provided by STEDY.

**Eligibility:** This program is available for high school CTE teachers instructing CTE programs within the STEDY member districts for at least one year.

**Site Selection:** Applicants are responsible for identifying their own business partners for their externship. STEDY can suggest sites to help the applicant identify a location.

**Lodging and Transportation:** Any expenses incurred for lodging, meals, and transportation will be the responsibility of the program participants.

If you are interested in participating in STEDY's Externship Program, get started by filling out the educator's packet. If you have any questions, contact Julie Rodriguez – 928.216.2621 or [jrodriguez@stedy01.org](mailto:jrodriguez@stedy01.org)



## Getting Started

### Accepting Applications for Summer 2020 Externships

1. Identify Business Partner
2. Complete the [Teacher Externship Packet](#)
  - ✓ Teacher Application (with signature from business partner)
  - ✓ Externship Training Plan (with signature from business partner)
  - ✓ Signed Confidentiality Agreement (with signature from business partner)
  - ✓ Signed Media Release (with signature from business partner)
  - ✓ [Completed W-9](#)
  - ✓ Business Partner Externship Participation Form
2. Application Review with STEDY
  - ✓ Schedule an Application Review with **Julie Rodriguez - 928.216.2621, by May 1<sup>st</sup>**
  - ✓ Turn in Completed Externship Packet
3. Start Your Externship!
  - ✓ Externship must be completed by July 30th

## During your Externship

You will be required to:

- ✓ Complete the required externship hours by engaging the program activities listed in your application.
- ✓ Keep a journal documenting your activities, how they support your objectives and how the activities/experiences will support your CTE program.
- ✓ Keep a time log documenting your externship hours.



## After your Externship

You will be required to:

- ✓ Share three lesson plans that reflect the objective(s) listed in your application (with Julie Rodriguez)
- ✓ Share your journal (with Julie Rodriguez)
- ✓ Turn in time log (with Julie Rodriguez)
- ✓ Turn in an externship review of the experience that includes comments about the length, the types of activities you engaged in, how your students will benefit from what you have learned and if you would recommend this business to future externs and any general comments you would like to share (with Julie Rodriguez)

All completed paperwork is due to STEDY within 4 weeks after completing the externship. Failure to meet this deadline may cause a delay in payment of your stipend.