

**ALPINE SCHOOL DISTRICT
TEACHERS IN INDUSTRY AND BUSINESS (TIB)
EXTERNSHIP PROGRAM**

Application Instructions

To be considered for participation, **applications must be submitted to the District CTE Director by 5:00 pm on Tuesday, April 8, 2008.** Awards will be based upon instructor, departmental, course and program needs and the CTE Director's recommendations.

Purpose of the Externship

The externship program goals are to help achieve the following objectives:

- ✓ Provide instructors with work experiences to better understand what employers are requiring of employees in terms of the specific subject they teach (particularly focusing upon academic and technical skill requirements).
- ✓ Expose each instructor to the work place environment to enable them to better condition their students to meet job-site expectations in terms of technical and non-technical skills.
- ✓ Enable the instructor to more effectively develop instructional activities for use in classrooms, shops, and labs.
- ✓ Provide educators with valuable contacts in the business/industrial community.
- ✓ Update the instructor's technical skills.
- ✓ Orient the instructor to new technology and methods.
- ✓ Encourage additional work sites into partnerships and advisory relationships.
- ✓ Open new opportunities for student's internships, cooperative work experiences, etc.

Who May Apply

Full-time district faculty members teaching in a CTE program are invited to apply for a stipend and benefits coverage for a 2-week (80 hour) period to work in a business or industry which requires skills representative of those taught by the instructor in his/her department. This experience is to be completed by August 8, 2008.

Participant Requirements

Participants are required to attend a **TIB Pre-Experience Workshop**. The workshop will be held on **time and location to be arranged (TBA)**. The workshop will prepare the instructor for the externship experience. Plan now to attend that date and time if you are submitting an application. Externs are also required to attend a **Concluding TIB Workshop** to be held **time and location to be arranged (TBA)**. A time log, final evaluation of the work experience and a written report of the experience will be required of each participant upon completion of the externship and submitted at the concluding workshop. The report will consist of what was learned and how the learning will be applied to the program(s) taught by the participant.

Training Site

Externships will be held within the state of Utah and entail 80 work hours. The instructor and employer negotiate the specific work dates and duties. Externs are responsible to provide their own vehicle, gas, housing and food. Applicants are to contact and secure a related work site/employer. Instructors are provided program information to use as they contact employers. Questions can be addressed to Lisa Birch, Regional Pathway Coordinator. The Regional Pathway Coordinator will visit each job-site prior to the employment period to determine approval of the site, obtain the employer's signature on the contract, and to answer the employer's questions. Employers are requested to treat participants as one of their regular employees with the same expectations. Participants are to abide by the same rules and regulations as the company's regular employees and demonstrate professional work ethics. The instructor will be paid their normal benefit coverage by each District. Employers may extend the employment period at their discretion, but the employer will be responsible to provide the instructor's salary and benefits for additional time worked beyond the 80 hour externship.

Application Process

Applications are due in the District CTE Office by 5:00 pm on Tuesday, April 8, 2008. All applications must be submitted by the deadline to be considered for funding. **A goal sheet and copy of the applicant's current resume must also be attached to the application form.** The CTE Office will review applications and select participants based upon instructor, departmental and program needs and recommendations of the applicant's CTE Director. Upon receipt of this introductory information, instructors should make initial contact with the business/industry where the proposed training station will be located and secure approval subject to successful application. A letter introducing the program to the employers is provided for your use in making contacts. With a firm commitment from the employer (indicated by their signature on the application form), the instructor may go ahead with submission of the application. All requested application information must be complete. Applications will be processed, and award letters should be delivered by Wednesday, April 30, 2008.

Approval Process

After applications are submitted, reviewed and the selection process completed, an on-site visit of the proposed training sites will be made by the Regional Coordinator to determine suitability, safety, and to provide additional information to the employer. Any problems or concerns will be resolved with the CTE Office. A contract will be completed at the on-site visit. Notification will be provided to each applicant and their CTE Director to indicate which applicants are being funded.

Financial Process

A lump sum payment will be paid through the regular payroll system **at the completion of the externship.** The stipend for the two-week (80 hour) externship will be \$1,500. Workman's Compensation Insurance, Social Security, and Retirement will be provided by the Region at the instructor's normal rate. Any personal tax withholding etc. will be taken out at the instructor's normal rate. If the externship employer decides to extend the externship, the applicant becomes the company's employee for the extended time period, and the employer is responsible to pay the instructor's salary and benefits for that time period. The salary and payment by the employer for time beyond the two-week externship will be negotiated between the instructor and the employer and will be paid directly to the instructor by the employer.

Additional Information

No training sites will be approved in businesses which are owned or operated by the applicant or by the applicant's/spouse or relatives. The externship may be utilized towards professional development activities for recertification/Lane Change. To be eligible for recertification/Lane Change Credit, instructor must attend the Pre-Experience Workshop and Concluding TIB Workshop along with 80

hours of externship.