

## 2016 School Team Externship Program

The Tennessee Department of Education is excited to announce the 2016 School Team Externship Program.

This year, the externship program will follow a school team model. **Teams should be composed of a minimum of four, and a maximum of five, participants.** Each team will require one CTE teacher, one general education teacher, one counselor, and one administrator. The fifth optional participant may be from any one of these categories.

Selected school teams will spend one week in June 2016 with a Tennessee company learning about current industry technologies and applied skills. We are offering placements at Eastman Chemical in Kingsport, the Music City Center in Nashville, and Unum Group in Chattanooga. **Priority will be given to school teams that apply from the same region as the host company they select.**

At the conclusion of the externship week, school teams will develop a school-wide industry engagement plan that will be implemented during the 2016-17 school year. School team members will have periodic check-ins with the school team externship program manager during the fall and spring. The program will conclude with school teams presenting at the 2017 Institute for CTE Educators.

Key Dates And Timeline				
Meeting	Location	Date	Duration	Time
Regional Prep Meeting	Regional	April-May 2016	2 hours	TBD
Externship Week	Host Industry	June 2016	Monday-Friday	9 a.m.-5 p.m.
Debrief	Nashville, TN	July 14, 2016	7 hours	9 a.m.-4 p.m.
Fall Check-In	Regional	Oct.-Nov. 2016	2 hours	TBD
Spring Check-In	Regional	Feb.-March 2017	2 hours	TBD
2017 CTE Institute	Nashville, TN	July 2017	TBD	TBD
<i>Note that for several of these meetings, the specific date and time is to be determined. Final scheduling will be based on availability of selected school teams.</i>				

Applicants will be chosen on a competitive basis, and selected externs will each receive a **\$2,500 stipend**. To submit an application, click [here](#). A school team needs to only submit one application. The application period will close at **4 p.m. on April 1, 2016**. Applicants will be notified of the status of their application via email by April 11.

*The goal of the School Team Externship Program is to provide students with industry experiences in their schools, ensure students understand what will be expected of them in their future careers, and equip students with the knowledge they need to embark on their chosen path in life.*

## School Team Selection

This year, the externship program will follow a school team model. The school team must consist of the following members:

1. One career and technical education teacher
2. One English Language Arts, mathematics, science, OR social studies teacher
3. One counselor
4. One principal, assistant principal, or CTE director
5. *Optional:* One additional team member that meets the criteria for one of the above categories

School teams will be chosen through an application process that involves submitting general contact information, in addition to completing several short essay questions. Teams will be chosen based on the following criteria:

- ✓ High expectations for students
- ✓ Belief that all students can achieve
- ✓ Strong verbal and written communication skills
- ✓ Foundation of collaboration between team members
- ✓ Identification of opportunities for growth

## Applicable Career Clusters

While industry placements will be most applicable to the following content areas, teachers from all CTE career clusters are welcome to apply for consideration.

Unum Group	Eastman Chemical	Music City Center
<ul style="list-style-type: none"> <li>• Business Management &amp; Administration</li> <li>• Finance</li> <li>• Information Technology</li> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Manufacturing</li> <li>• Business Management &amp; Administration</li> <li>• Finance</li> <li>• Health Science</li> <li>• Information Technology</li> <li>• Marketing</li> <li>• STEM</li> <li>• Transportation, Distribution, &amp; Logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management &amp; Administration</li> <li>• Finance</li> <li>• Hospitality &amp; Tourism</li> <li>• Information Technology</li> <li>• Law, Public Safety, Corrections &amp; Security</li> <li>• Marketing</li> </ul>

## School Team Deliverable

At the conclusion of the externship, each school team will develop an **Industry Engagement Plan** for their school. The Industry Engagement Plan is intended to be a tool or guide that the school team will develop and use in order strategically engage local industry partners throughout the 2016-17 school year. School teams will develop specific school-based goals around industry engagement and will then map out specific action steps that need to take place throughout the year in order to achieve those goals.

Teachers	Counselors	Administrators
Teachers will <b>embed industry concepts throughout the school year.</b>	Counselors will <b>advise students in a way that is meaningful.</b> They will see the application of skills in careers and will understand <b>different definitions of success.</b>	Administrators are the <b>key lever</b> that gets the project implemented in the school or the district. They will be able to implement, sustain, and grow the project.

## Stipend Payment and Travel Reimbursement

Each externs will be paid a stipend of \$2,500 according to the following schedule.

Item	Timeline	Amount
<b>Regional Prep Meeting</b>	Spring 2016	\$250
<b>Participate in Externship</b>	June 2016	\$500
<b>Attend Externship Debrief</b>	July 2016	\$250
<b>Fall Check-In</b>	Fall 2016	\$250
<b>Spring Check-In</b>	Spring 2017	\$250
<b>Present at Institute for CTE Educators</b>	July 2017	\$1,000
	<b>Total</b>	<b>\$2,500</b>

Travel to industry sites will be required. Travel reimbursement will be provided for mileage, lodging, and meals.

## Expectations

- Communicate proactively and consistently with the Tennessee Department of Education, industry host, and other members of the school team.
- Attend a regional in-person prep meeting with the externship program manager and industry host. The regional in-person prep meeting will take place after school in April or May 2016 and will last up to two hours.
- Complete preparation requirements specific to placement, such as legal and safety documents, if necessary.
- Actively and professionally engage in the externship experience.
- Develop and implement a school team Industry Engagement Plan for the 2016-17 school year.
- Participate in the externship debrief meeting at the Institute for CTE Educators on July 14, 2016, from 9 a.m.–4 p.m.
- Attend regional check-in meetings with the externship program manager to track progress towards goal(s).
- Present on the externship experience at the 2017 Institute for CTE Educators.
- Provide honest and detailed feedback to the industry host and the Tennessee Department of Education on the 2016 School Team Externship Program.