



## 2016 CCTE Internship Program

### **About the CCTE Internship Program:**

The 2016 interns will work with the Division of College, Career and Technical Education (CCTE) to develop and align communications and resources for students, families, and school counselors. Interns will work on specific projects and/or initiatives with one or more of our offices, and will report to the Director of Divisional Operations. A stipend is associated with this internship. Specific internship opportunities are outlined below:

### ***Spring Internship: Pathways Tennessee***

Support the development of the Pathways Tennessee initiative by compiling and analyzing local, regional, statewide, and national data which demonstrates the alignment between education and the workforce, specifically in Tennessee's high demand industries. The Pathways TN intern will:

- Assist in the collection and analysis of workforce and education data
- Compile data from multiple sources to demonstrate alignment and gaps in the education-labor pipeline (e.g., merging labor data with educational data by county, region, and/or sector)
- National policy scan on best practices in career pathways
- Research on funding models to support in school youth activities (education funds, workforce development boards, foundations, etc.)

### ***Spring Internship: Industry-Driven Professional Development (PD) Implementation***

Assist in the implementation of the 2016 school team externship program. Externships are for school teams composed of teachers, counselors, and administrators, who gain insights and experience in industry which inform their teaching and advising of students. Specifically, the industry-driven PD implementation intern will:

- Assist in the development of the School Team Workbook and Industry Engagement Plan
- Assist in logistics for externship visits including communicating with industry and school teams
- Work with industry partners to create a robust agenda for the week of the externships, including a scheduling guide
- Assist in the review and selection of school teams to serve as externs
- Assist in the planning and facilitation of the externship prep and debrief meetings
- Process invoices and reimbursement forms related to externship expenditures
- Develop process for school team follow up during the 2016-17 school year
- Assist in the development of externship evaluations for both school teams and industry partners
- Assist in facilitation of externship post mortem and future planning for 2016-17

### ***Summer Internships: Various Offices/Projects (based on divisional needs and applicant interest)***

- Provide research support on policy, legislation, and resources related to a specific initiative.
- Develop resources and materials to support districts and/or educators in implementing specific strategies or initiatives.
- Develop communications materials and/or strategies related to the work of the division.
- Process and analyze feedback and data from stakeholders to help inform division decision-making
- Participate in meetings with initiative lead(s), other TDOE stakeholders, and external stakeholders as appropriate to review and refine action plans and resources.



## 2016 CTE Internship Program

### **Qualifications**

- Current enrollment in a high school, undergraduate, or graduate program
- Strong written and verbal communication skills
- Experience managing complex projects
- Ability to work on an extended project with limited oversight/direction
- Knowledge of Microsoft office software

### **Location**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **To Apply**

Please email a cover letter, resume, and writing sample [Melissa.Carney@tn.gov](mailto:Melissa.Carney@tn.gov).

- Applications for spring internships will be reviewed as they are submitted until Feb. 25, 2016.
- Applications for summer internships will be reviewed as they are submitted until March 15, 2016.