

SADDLEBACK COLLEGE COLLABORATIVE CTE GRANT FUNDED EXTERNSHIP & PROFESSIONAL DEVELOPMENT APPLICATION INSTRUCTIONS

Deadline to submit: January 1, 2012

Deadline to execute: March 16, 2012

Please read the requirements of the application before submitting your application. Once your application is complete, submitted your completed form to your District or ROP grant representative for signature. Once application is approved your district will submit your application to the CTE Collaborative and Workforce Development Department.

Once you are approved to participate in the Externship or Professional Development program the following criteria is required by the State and the grant initiative.

You will begin by selecting a subject in the following industry sectors:

- ✓ Agriculture and Natural Resources
- ✓ Arts, Media and Entertainment
- ✓ Building Trades and Construction
- ✓ Energy and Utilities
- ✓ Engineering and Design
- ✓ Fashion and Interiors
- ✓ Finance and Business
- ✓ Health and Human Services
- ✓ Hospitality, Tourism and Recreation
- ✓ Information Technology
- ✓ Manufacturing and Produce Development
- ✓ Public and Private Education Services
- ✓ Public Services
- ✓ Retail and Wholesale Trade
- ✓ Transportation

The subject must focus on faculty effectiveness and student motivation in a career technical field. The information learned should be presented in the classroom so that it enriches the student's educational experience in your chosen field.

Externships:

An externship must be conducted in no less than 5 hours and the externship cannot take place during your regularly scheduled assigned hours.

Externships and Professional Development Presentation requirements:

Please outline:

- *Lessons learned or highlights about the experience*
- *How this new or additional information will or can be incorporated into your classroom or work responsibilities*

All Submissions will include a Power Point presentation which must meet the following software criteria:

- *All presentation must be developed with Microsoft PowerPoint software.*
- *We recommend you save your PowerPoint as a PDF. If it is over 10 megabytes the presentation will need to be delivered on a flash drive.*

If you are submitting a larger than 10 megabyte presentation, please deliver your presentation to Tracy McConnell at Saddleback College BGS-227F. If your presentation is under 10 megabytes please email to: tmccconnell@saddleback.edu.

Information to be covered in your presentation must include the following:

- *Name, title, position of awardee*
- *Name of location site*
- *Location of activity*
- *Industry Sector or career pathway*

Once the presentation is received it will be posted onto the CTE website as part of the CTE Collaborative highlight of information for information sharing as required by the grant objectives.

*No more than \$500 will be awarded for an Externship or Professional Development submission and only one submission will be accepted for the school year. **No out-of-state travel will be approved.***

Financial awards will not be distributed until the electronic power point presentation is received.