

Career and Technical Education (CTE) Internship

1. What is a CTE Internship?

A CTE Internship is a course in the sequence of courses of an approved CTE program. The CTE Internship provides CTE students an opportunity to engage in learning through participation in a structured work experience that involves the application of previously developed CTE knowledge and skills. The CTE Internship must be directly related to the CTE program where the credits were earned and offers both paid and unpaid work experience.

2. Who is eligible to participate in the CTE Internship?

Students who are classified as seniors (12th grade) and at least 16 years of age are eligible to participate. Students must have completed at least one Carnegie unit of Career Preparation instruction in a CTE program prior to enrolling in a CTE Internship.

3. What are the responsibilities of the teachers assigned to supervise the CTE Intern?

- Maintain any valid CTE teaching certificate - *CEN endorsement is not required*
- Comply with all labor laws
- Educate employers/supervisors/mentors related to student learning objectives
- Identify, research, contact and develop safe industry-based student work sites
- Develop each student's Training Plan and Training Agreement and secure signatures
- Assess student needs, progress, standard attainment and satisfaction at work site
- Evaluate students in cooperation with employers/supervisors/mentors
- Maintain appropriate wage/hour documentation
- Promote CTE Internship in cooperation with CTE Program teacher
- Develop interview process to select students

4. What information is required in the CTE Internship Training Plan?

Teachers must include the following items in the Training Plan prior to the student starting the CTE Internship:

- Documentation of prior CTE course (s) taken and Career Preparation standards attained
- CTE Program standards identified to be assessed at the work site
- Appropriate signatures from employer/supervisor/mentor, student and teacher

5. What information is required in the CTE Internship Training Agreement?

- Name of student, birth date, social security number, address and telephone number
- Responsibilities of and contact information for workplace employer/supervisor/mentor, student, and parent/guardian
- Learner outcomes are identified
- Conditions of employment such as wages, hours, duration of employment, etc.
- Appropriate signatures from employer/supervisor/mentor, student and teacher

6. What records are required for each student?

Teachers need to have the following on file:

- Application for admittance to CTE Internship
- Training Plan
- Training Agreement
- Employer/supervisor/mentor evaluation reports
- Wage/hour reports
- Supervisory visit records

7. Do stand-alone CTE Internship courses qualify as an approved program?

No. On March 28, 2005, the State Board of Education approved a recommendation from the CTE State Advisory Committee that a CTE Program must have these essential elements:

- Identified on the current CTE Program List
- Evaluates program performance annually and meets or exceeds established state performance measures
- Taught by an appropriately certified teacher per CTE certification requirements
- Offers student work-based participation that involves actual work experience
- Connects classroom learning to work activities
- Delivers a coherent sequence of instruction
- Teaches all the state-designated program standards
- Requires student participation and career exploration for grades 7-9
- (New) Requires Career & Student Organization (CTSO) affiliation for all students appropriate for the programmatic area.

8. What CTE funding does CTE Internship enrollment generate?

CTE Internship will generate State Vocational Block Grant enrollment funding limited to, and on the basis of, 225 minutes per week (one class period per day). A student is eligible for only one CTE Internship credit toward CTE program completion.

9. What are the distinguishing differences between CTE Internships and cooperative education?

- It's possible there may be no classroom time required for CTE Internship courses. Cooperative education includes classroom learning and supervised work-based learning.
- CTE Internship is designed for students who are classified as seniors (12th grade) and at least 16 years of age. Cooperative education only requires a student be 16 years of age.
- CTE Internship requires the teacher have a valid CTE certificate in any program area. Cooperative education requires the teacher to have appropriate program CTE certification with a Cooperative Education Endorsement.

10. What CIP numbers will districts use to report CTE Internship enrollment?

CTE Internship enrollment will be reported as the program CIP for the first six digits and .75 for the seventh and eighth digits.

11. Does a Carnegie Unit in CTE Internship count toward the two Carnegie Units needed for program concentrator status?

Yes. Carnegie Units earned through CTE Internships may assist toward qualifying the student as a concentrator. A student will receive a transcribed grade for their CTE Internship. A student is eligible for only one CTE Internship credit toward CTE program completion.

12. How does a district report summer CTE Internship participation?

Currently, the State Vocational Block Grant funding structure does not provide funding for summer enrollment.

13. How will ADE audit CTE Internships?

CTE Internship records, identified in question/answer six, will be examined during the data quality reviews.

14. Is enrollment in CTE Internship included in the calculation of sufficient size for the program?

Yes. Students who have completed a prerequisite transcribed credit and are enrolled in the CTE Internship are counted in the calculation of sufficient size for the program.

Approved by the Arizona Board of Education March 27, 2006

S:\Curriculum\Career Technical Education\## District CTE\CTE Internship\ADE CTE Internship October 2010