

2014 SUMMER INSTITUTE

*Connecting business and education to make learning relevant to
achieving career success*

Business Partner's Information Packet

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El Dorado County Career Technical Partnership 2014

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The El Dorado County Career Technical Partnership

In the spring of 2007 a group of community leaders from business, education and a variety of public and private agencies came together to create the concept of a county-wide Career Technical Education (CTE) partnership. This group was able to secure a grant from the California Department of Education administered by the California Community College Chancellor's Office. The grant, awarded directly to the El Dorado Center of Folsom Lake College, provided the El Dorado County Career Technical Partnership the resources necessary to expand the linkages between Folsom Lake College, the local regional occupational programs (ROPs), high schools, middle schools and the private sector. This linkage resulted in increased career technical education options for high school and community college students and new career awareness and exploration opportunities for middle school students.

The El Dorado County Career Technical Partnership (the Career Technical Partnership) is an innovative and comprehensive educational partnership created to help prepare today's students to enter a fast-moving, rapidly changing work environment. The Career Technical Partnership helps teachers incorporate practical activities into lessons and modules that reflect the skills needed in the local workforce. This provides their students with an awareness of career opportunities in our County as well as helping to answer that age old question heard by all teachers, "Why do I need to learn this stuff?" Through a combination of classroom activities and hands-on learning activities created by teachers as a result of their externship experience, students are challenged to grow in directions that will help them succeed. The Career Technical Partnership is primarily focused on students at the middle school, high school, and post-secondary (community college) levels.

CTP partners believe that students can only learn so much by reading a book and direct classroom instruction. Because employers and business owners participate in the Career Technical Partnership, students learn more about the workplace and make valuable connections that help them find jobs and continue their education and training.

The Partnership offers businesses the unique opportunity to directly impact the education of the future workforce in our community. For instance, through the Summer Institutes Program, K-12 teachers receive a grant-funded stipend to work as an "extern" with a local agency or business and learn first-hand the skills and qualities necessary to secure and keep jobs with local employers. Generally the duration of the externship is 40 hours and the teacher/externs are expected to take on (to the extent possible) the duties that any typical employee in that business might be assigned. The teacher/externs then use their experiences to create contextual lessons or modules that they deliver to their classes. The teachers do not change the content of what they are delivering to their classes, but ideally they incorporate examples from their extern experience, and as a byproduct, they convey to their classes the skills and qualities students will need to find and retain employment with local employers.

In acknowledgement of the importance of career technical education, the CTP will leverage the strength of existing County relationships and unify their work into a single effort to develop career training that meets the current and future workforce needs of our community.

CTP Funded by:

Senate Bill 70

Governor's Initiative on Improving and Strengthening Career Technical Education

▣ Purpose

- Improve Career Technical Education (CTE) at the community college and secondary level

▣ Sample Programs/Services

- Increase student participation in industry sector CTE programs at the high school and ROCP level;
- Standardize articulation between community college and high school and ROCP programs statewide;
- Prepare middle schools to offer CTE awareness programs;
- Develop new programs in high demand as well as emerging industries; and
- Study methods of increasing CTE teacher availability from business and industry.

▣ Funding (SB 70 is legislated to be funded through the 2013-20014 Fiscal Year)

The Summer Institute

The initial focus of the CTP was on Agriculture/Natural Resources. Through subsequent rounds of funding our focus has expanded to also include Public Services, Information Technology, Arts and Media, as well as the Health Science and Medical Technology and Engineering and Design Industry Sectors in El Dorado County.

To date we have had 172 teachers participate in the externship program; both externs and their hosts have reported that their experiences were overwhelmingly positive. Both also reported a greater appreciation for the challenges and rewards associated with each other's career path.

The hosts from the community contribute a large amount of time, energy and resources into making an externship successful. In addition the time they put into hosting is time they are not able to tend the needs of their worksite. To acknowledge this, we are offering a stipend to our hosts for their part in the externship. Each host will work with a pair of teachers; one career technical teacher and one academic teacher. This concept creates a 3-person team which will foster a collaboration resulting in better integration of academic and career technical competencies.

For successful teacher/extern applicants, the Summer 2014 Institute will begin in earnest on May 28, 2014 when participants begin their externship experience. Throughout the summer, participants will meet their host business/agency, experience externships, and prepare and edit lesson plans. In the fall and spring of the next school year, teachers will finalize and implement their teaching modules in their schools and classrooms. Once complete, piloted, assessed and modified, the lesson plan created by each teacher extern will be uploaded to the CTP website, where it will be accessible to other teachers within and outside our area for their use.

Connecting business and education to make learning relevant to achieving career success

What is My Role as a Business Partner?

As a business partner, you have a major role by helping teachers show the relevancy of academics to achieving career success. You accomplish this by hosting a teacher in a job externship experience. Ideally, teacher/externs will be exposed to the wide variety of skills and the challenges involved in running your business or agency. Our hope is that over the course of the externship, each teacher will learn not only about the specific tasks associated with the day-to-day operation of your business, but also gain some appreciation for the strategic challenges you may face related to such things as marketing, customer retention, regulations, local and global competition, the impacts of local and national policies, planning for the future, etc.

How Does the Summer Institute Work?

The purpose of a teacher externship (known as the 2014 Summer Institute) is to provide workplace opportunities for teachers to gain information on and experience in current industry practices.

The teachers also learn first-hand how the subjects they teach are used in a variety of occupations. The teachers then return to the classroom and incorporate their learning experiences into classroom activities that reflect the skill sets that they have observed.

Teachers participating in previous institutes have all prepared lesson plans incorporating the skills and/or behaviors they learned were necessary in the workplace. They've now piloted these lessons in their classrooms, assessed the effectiveness of their new lessons and edited them in preparation for posting on a new CTP website which will be up and running this summer.

What Paperwork Do I Have to Complete?

In this packet:

- Job Externship Host Site Application

Before Externships begin you'll need to sign (Completed at the May 28th Dinner):

- CTP Community Classroom/Hosting Agreement Form
- Release of Liability Form
- Service Agreement form for processing of stipend payment
- W-9 – (Businesses new to the Summer Institute Only)

In August we will ask you to complete an evaluation regarding both your individual externs as well as the Summer Institute program.

What Records Do I Need to Keep While the Teacher is at My Workplace?

The teacher will be required to fill out and submit a time sheet provided by the Career Technical Partnership. Please verify the time spent by the teacher at your business by signing or initialing the time sheet.

How Can I Provide a Meaningful Job Externship Experience?

Hosts could have the teacher work on a special project, do productive work, or whatever you have determined will produce the best overall experience for that teacher to pass on to their students. We request that you avoid assigning jobs that are primarily low-skill, repetitive tasks (like filing all day), that will be of little value in conveying to them the range of duties associated with your workplace. Instead, share with the teacher the part of the job that you enjoy and that their students could conceivably fill with the right training. Expose teachers to the job's complexities and allow the teacher to get a real feel for your business, so they can make it relevant for their students.

For example: skills to introduce in the rafting business might be: guiding, maintenance of equipment, meal preparation, the food locker, purchasing, scheduling guides for trips, sales, scheduling guests on trips, planning, managing, payroll, and marketing. Skills to introduce in the hotel or B & B business would be front desk etiquette, phone etiquette, record keeping, bookkeeping, maintenance, housekeeping, ordering supplies, planning, marketing and cooking, if applicable. Skills applicable in agriculture include planting, watering, spraying, fertilizing, weeding, maintaining equipment, harvesting, sales marketing, and event management, if applicable.

What is Expected of Me?

Business partners are asked to:

- Attend an Orientation dinner meeting, Wednesday, May 28, 2014 at Folsom Lake College-El Dorado Center's Community Room, C-102 (in Placerville), at 5:00pm to meet teachers in the program and speak to them about your business.
- Provide "hands-on" learning experience in business, industry, or government employment for educators working in El Dorado County schools.
- Enhance the participating teacher's ability to relate the world of work to students and, as a result, create an educational experience more relevant to settings in which those students are likely to seek and secure employment.
- Bring greater understanding of classroom teachers and the local education environment to the business community.
- Ensure that the teacher is provided a safe working environment.
- Provide the CTP office with information for the completion of a Service Agreement with Folsom Lake College. This is required to pay your stipend.

Stipend

Each business or agency hosting a team of two teacher externs will be paid a total of two thousand dollars (\$2,000). The stipend will be paid in full to either your business or your employee after completion of the modules/lessons by the development team. We are asking that these lessons/modules be completed in August and presented at a workshop on August 22, 2014.

**El Dorado County Career Technical Partnership
Summer Institute 2014
Important Dates**

Business Partner/Teacher Orientation Meeting	Wednesday, May 28, 2014
Introduction to CTP for Business Partners	5:00pm - 8pm
Tips for providing a meaningful worksite experience	Light Dinner Provided
Externs and hosts meet	

Location: Folsom Lake College-El Dorado Center Community Room, Room C-102 (in Placerville)

Summer Institute 2014 **June & July 2014**

Teachers and their business hosts spend 40 hours in the workplace
Schedules will be arranged in accordance with business partner's availability

1 Evening Review Workshop - **Friday, August 22, 2014**

Friday: Teachers and Hosts
Teachers present their drafts to fellow participants and hosts.
Roundtable discussion; input encouraged from all participants.

Friday, August 22, 2014

Friday: 5:00pm – 9:00pm, Dinner Provided

Location: Folsom Lake College-El Dorado Center Community Room
6699 Campus Drive, Placerville (See attached map)

CTP Office

Located at El Dorado Center, Folsom Lake College, 6699 Campus Drive, Placerville 95667

Questions should be addressed to Grant Coordinator, Shannon Clark:

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