



Internship Information | *Career & Technical Admin Certificate*

[SAMPLE SYLLABUS](#)

What to know about the Career and Technical Admin Certificate Internship Courses:

- The Career and Technical Admin Certificate Internships (CTED 671 – CTED 676) MUST be taken in order.
- Most, if not all, coursework should be completed before starting the internships.
- Career and Technical Admin Certificate Internships can only begin in Fall session 1 of each year. Students are required to open and close a school year.
- Students are responsible for setting up their own internships and securing their own mentors.
- Students must fill out an Application for Admission to CTE Administrator Internship by **June 15th** for review and approval before they will be permitted to enroll in the first internship course. **Students are required to follow their District's process to secure their internships.*

<https://inside.ewu.edu/educgrad/princ-cert-internship-app/>

- Mentors must be a CTE Director who holds the appropriate certificate with at least 3 years of experience. Once internships are approved mentors will be given a handbook of expectations.
- Students will enroll in a total of six separate internship courses in six separate six week sessions. Students will complete a total of 200 hours of internship activities/experiences. Work will consist of assignments in Canvas and readings. Students will complete SEL online training through OSPI and keeping track of internships hours of CTE Director competencies.
- **Please note that the internships are all 2 credits. If you are receiving financial aid it will not kick in until second session if you are not enrolled for at least 4 credits first session (for example – if for session 1 you are only taking the 2 credit internship then you will have to pay out of pocket for those two credits until the beginning of the second session then your financial aid will be released and you will be “reimbursed” for those 2 credits for the first session and then given the rest of your aid at that time.)*