



Internship Information | *Career and Technical Education*

[SAMPLE SYLLABUS](#)

What to know about the Career and Technical Education Internship Courses:

- The CTE Internships (CTED 611 and CTED 612) must be taken in order. CTED 611 needs to be completed before starting CTED 612.
- Most, if not all, coursework should be completed before starting the internships.
- Students are responsible for setting up their own internships and securing their own mentors.
- Students will fill out an Internship Verification Form and Building Acknowledgement Form **six weeks prior** to the course starting. If doing two different locations then two forms need to be submitted. The verification form allows EWU to confirm that the company or school you are interning at knows you are there.

[VERIFICATION FORM LINK](#)

- Mentors must have 3 years of experience as an Instructional Coach, TOSA, BEST Mentor, Assistant Principal, Principal or CTE Director.

Mentors will be visiting the classroom, observing the use of CTE Practicum Standards, reviewing instructional materials, collaborating on development of lesson plans and related materials.

- Students will enroll in two separate internship courses in two separate six week sessions. Each internship does require 60 hours per course (an estimated 10 hours a week) on site in a CTE classroom. Students will complete a combination of coursework through Canvas and activities at a skills center or grade 7 – 12 middle/high school CTE classes, along with reflections on internship activities.
- **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.)*