

## Career & Technical Education Internship



Please check your degree audit in [\*\*Degree Works\*\*](#) to see if you are close to doing your internship and check your [\*\*Program Plan\*\*](#) to see when internships are being offered.

*Internships are meant to be done towards the end of your program after most of your foundation courses have been completed.*

**Here is important internship information:** we ask that you review the following information when preparing for your internship.

- All school districts are different. While we have steps you must take to start your internship it does not cover the steps you might need to take with your school district to be approved to do your internship. We advise all students to check with their district that you are following the proper procedures for setting up the internship at your school. Please do not overlook this step as we do not want angry school districts calling us up because people did not check in with them.
- All internship requirements are designed that they can be done before or after school, during teacher prep times, or during lunch times. We realize that not all schools are able to give release time.
- We do require that you are responsible for setting up your own internship location and mentor. Again, I cannot stress enough that you need to check with your school district to see if they need you to do something different as this is sometimes problematic. We suggest the following steps for setting up your internship:
  - Identify where you would like to do your internship. Ideally it would be in the building you are currently working in although it doesn't have to be.
  - Identify your mentor – this would be someone in your building already certified in the program you are in (ex. Ask the librarian if you are getting Library Media Cert, ask the current Health & PE teacher if getting your Health & Physical Education Cert.).
  - Talk to the principal of your school once you have identified someone to potentially be your mentor.
  - Go to your district to see what is required by them to set up this internship.
  - Once everything looks like it will be fine then submit your Internship Verification Form to the EWU School of Education.

## Information you will want to share with your mentor, principal, and school district:

The internship is not going to be nearly as intense as a student teaching experience. Each internship will be six weeks - you will receive an assignment/task each week. The time in the classroom working with your mentor will vary depending on the task for the week. The expectation is that you will be spending about 10 hours a week on your internship requirements. Those 10 hours do include your reading, writing, prep time, etc. The actual time in the classroom with your mentor averages out to be around 3-4 hours a week. It is not a huge time commitment on your mentor.

The responsibility of your mentor is that of guidance and support as you work through your tasks. Again, these tasks can be done before or after school, and during lunch or prep times.

### Required forms for EWU:

- It is required for students to submit their Internship Verification Form. We ask that you submit this form at least **6 weeks prior** to starting your internship so that we can get a contract in place with your school district.
- You will be unable to register for your Internship course if this form is not submitted. The registration hold cannot be lifted until a contract is in place. Please do not wait until the last minute to submit your form or you will not be able to register for the internship.
- The form is found here: [\*\*“Field Experience and Internship & Building Verification Form”\*\*](#) \**your mentor needs to be set up before this form can be filled out.*
- Once this form is received and processed then you will be permitted to enroll in your internship course.