

# Perkins Faculty in Industry/Business

**Externship Application**

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Extension |  |  Mailstop |  |
| Start Date |  | End Date |  |

**\*The CTE Office will review all application and send official approval notification before faculty start their externship.**

**Externship Narrative (Limit to space provided)**

1. Describe the FIB Externship you will be participating in.
2. **Provide** a list of goals you expect to accomplish.
3. **Describe** how the externship will strengthen the technical skills or prepare the students for a high wage, high skill and high demand employment opportunities.
4. **Describe** how you collaborated with the industry to improve the program curriculum and to offer internships or/and place student in technical careers.
5. **Indicate** the training that will be provided by the employers.

**List the all courses you teach:**

|  |  |
| --- | --- |
| Course Number | Course Name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Employer Information:**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
|  |  |
| Contact Person |  |
| Contact Phone |  |
| Contact Email |  |

**Faculty agrees to the following responsibilities:**

1. Maintain regular attendance at the training site, follow all rules concerning the program, and notify the employer prior to any absences during the externship period.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn.
3. Consult the employer and UVU’s CTE Director regarding any work-related questions or problems.
4. Conform to the rules and regulations of the training site, and maintain confidentiality.
5. Complete required assignments and furnish necessary information, reports, and time sheets.

**Training Site Supervisor (acting as authorized company representative) agrees to the following responsibilities:**

1. Provide a safe work environment including necessary safety equipment, explanation of safety procedures and hazards, etc.
2. Provide an orientation to the job and training site, as well as a meaningful, well-supervised work experience.
3. Negotiate work hours, assignments, etc. with faculty. Externship consists of either one week (40 hrs.) two weeks (80 hrs.).
4. Provide oral evaluation of the faculty's performance periodically during the externship.
5. Contact Kim Chiu, UVU’s CTE Director at (801) 863-8563 regarding any questions or problems.
6. During the two-week externship the faculty is considered an employee of UVU. The faculty’s wages, benefits and Worker’s Compensation Insurance will be provided through UVU. If the employer extends the instructor’s employment beyond the two-week period, the employer becomes responsible to pay the faculty’s salary/benefits and provide Worker’s Compensation Insurance.

**We, the undersigned, have read, understand and agree to accept responsibility for the federal, state and college regulations, guidelines and procedures. I attest that I have read and agree to comply with the responsibilities listed above. I further acknowledge that failure to comply with these terms and conditions may result in consequences and/or penalties, including withdrawal of the funds.**

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Faculty Signature Date

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Employer’s Signature Date

Department Chair Signature Date

CTE Director’s Signature Date