Overview
Externships are an opportunity for faculty to develop new skills by partnering with industry to ensure that students have access to the most current practices. CCSF is excited to bring back this paid opportunity for faculty.

As designed this year, the externship duration is 40 - 60 hours in a non-academic setting with additional time for content development and to share findings with the college community.

Externships support Funding Areas 3 and 6 of CCSF’s SWP Strategic Plan:

Area 3) Innovation - Support and expedite new CTE curriculum development

Area 6) Professional Development - Provide professional development for CCSF’s internal stakeholders such as faculty, classified staff, students, trustees, and administrators related to pathways, data management, and other workforce development topics

Externship Details

Eligibility
CCSF faculty are eligible to apply for an SWP-funded externship. Approximately 6 faculty will be selected based on strong justification proposals. The online application can be found by following this link or on the Strong Workforce program website.

Externship Partner
You are not required to confirm your externship site at the time you submit your application. However, please provide that information if it is available. If you need help generating leads for an externship placement, please contact Carmen Lamha clamha@ccsf.edu and/or John Halpin jhalpin@ccsf.edu.

Duration
Presented below are three types of externships, varying in duration. Non-instructional faculty are only eligible for Model I at this time.

<table>
<thead>
<tr>
<th>Activity (hours spent)</th>
<th>Model I</th>
<th>Model II</th>
<th>Model III</th>
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</thead>
<tbody>
<tr>
<td>Externship</td>
<td>40</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>Reporting</td>
<td>10</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>50</strong></td>
<td><strong>75</strong></td>
<td><strong>100</strong></td>
</tr>
<tr>
<td><strong>Funding Amount Not to Exceed (calculated at $50/hour)</strong></td>
<td><strong>$2500</strong></td>
<td><strong>$3750</strong></td>
<td><strong>$5000</strong></td>
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Time spent in the externship is mostly on site in a non-academic externship setting, while reporting time is allocated to develop an externship product to share with students, faculty, staff, and administrators.
To be considered for a paid externship, you will need to specify how your proposed externship experience will benefit CTE curriculum and course delivery to increase student skills preparation for the workforce. You may reference your program’s learning outcomes or findings from your Advisory Committee to demonstrate the need. Be sure to discuss your interest in an externship with your Chair and Dean.

A few examples of justification and purpose of a paid externship include: documenting new industry standards in a rapidly changing field; learning new methods for how employers use technology to move product to market; shadowing designers to learn industry techniques and tools used in the workforce.

Externship Product
Following the completion of your externship, you will need to develop a product that shares new information, skills, and experiences with your colleagues. Examples of this product could include creating a video, a project-based lesson plan, or a website. The product must enhance teaching and learning related to current industry standards. You may also develop a professional development presentation for your colleagues (to present during a Flex Day, for example), but a presentation cannot replace the development of a product that can be used by faculty to enhance teaching and learning.

Timeline

<table>
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<tr>
<th>Date</th>
<th>Milestone</th>
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| September 12, 2017    | CTE Steering Committee  
Announce Externship to CTE Faculty                                  |
| October 3, 2017       | More and Better CTE  
Announce Externship to CTE Faculty                                      |
| February 23, 2017     | Release Application                                                        |
| March 16, 2018        | Deadline – Submit Externship Application to your Dean                     |
| April 6, 2018         | Deadline – Confirm Externship Partner                                      |
| April 20, 2018        | Externship Awards Announced                                               |
| May 24, 2018 – August 17, 2018 | Complete Externship  
MUST begin after end of Spring 2018 semester and conclude before start of Fall 2018 semester |
| October 4, 2018       | Complete Externship Product (and optional presentation) demonstrating results |

Contact
For technical questions about the application, please contact:

Katie Mills
Research Assistant, Strong Workforce Program
kmills@ccsf.edu
415-550-4493

Our goal is to invest in 6 well-designed paid faculty externships in the Summer of 2018 to deepen alignment of teaching and learning to the workforce.

—Theresa Rowland
Associate Vice Chancellor, Instruction