

# **KANSAS**

## **Technology Internship Grant**



**Kansas Board of Regents  
Career & Technical Education**

**Purpose of Internship:**

Career and Technical workplace professional development occurs by spending a period of time in a business/industry, or other agency, for the purpose of providing a learner with opportunities to upgrade competencies through direct experience related to one or more functions of that organization.

**Eligible Applicants:**

Career and Technical Education (CTE) faculty employed full-time in a technical college or community college may apply for the Technology Internship Grant funds. Similarly, full-time employees in private industry or other agencies are eligible to apply for an internship in an eligible postsecondary educational institution.

**Conditions For Participation:**

1. The business/industry partner(s) must provide financial or in-kind support, or any combination thereof, to the institution equaling 100 percent of the amount of the grant.
2. Grants may be awarded to full-time postsecondary CTE faculty to participate in an internship with a business, industry, or other agency, for the purpose of upgrading knowledge and skills in a particular profession, vocation, or trade. Correspondingly, full-time employees in private industry or other agencies may participate in an internship in a postsecondary educational institution.
3. A technical instructor or employee from business/industry may be awarded no more than two internships over a three-year period.

**Individuals who have participated in three previous internships (of any type) are no longer eligible to apply.**

4. The Technology Internship grant recipient shall make a presentation about the internship at a KBOR designated state conference.

**Guidelines For Application:**

*Each applicant must submit a completed electronic application.*

1. The application must include the following: the Technology Internship Grant Application, Budget, and Commitment forms located at [www.kansasregents.org/adult\\_ed/career.html](http://www.kansasregents.org/adult_ed/career.html) along with applicable signatures of the participating business/industry representative and the institution’s president/director.
2. **The letter of support must arrive at the KBOR office on/or before the due date of the electronic application.**

3. The internship may range from a minimum of two weeks to a maximum of 16 weeks which must occur during noncontract hours/days only.

**Applicants shall secure their own internship placements.**

4. The state funds to support the intern’s salary while on the internship will not exceed \$25.00 per hour with a maximum salary of \$1,000.00 per week. The maximum grant from state funds for an internship will not exceed a total of \$6,000.00, inclusive of all proposed expenditures.

5. Full-time postsecondary CTE faculty must be engaged in an internship with business/industry that is directly related to their occupational program under the direction of an industry supervisor. Business/industry employee internships may be in an educational setting at a technical college or community college under the supervision of a career and technical education full-time faculty member.

6. An education agency must act as the fiscal agent for the funding. Grant awards will be distributed to the intern by the authorized agency after the completion of the internship and submission and approval of all KBOR reports.

**The Grant award may be considered taxable income.** *(Please check with your business office for financial details.)*

7. The intern may not replace a regular employee of the business/industry where they intern.

8. Applicants may not participate in an internship at a business owned or operated by any member of their family.

**Allowable Expenditures:**

Allowable expenses include instructor or business/industry staff salary, travel, and related training costs included in the application budget. If the internship includes travel, receipts for all travel expenses (i.e. airline tickets, mileage, and lodging) must be provided.

**Transfer and Expenditure of Funds:**

Upon approval of the application, the institution may request 80 percent of the internship funds 30 days prior to implementation of grant activities. The remaining 20 percent of the awarded funds may be requested from KBOR Finance and Administration staff upon submittal of all completed KBOR final reports.

*Funds must be expended within the fiscal year in which the grant was awarded.*

**Reporting Requirements:**

The intern must submit reporting forms identified in the Technology Internship Grant application upon

completion of the internship. Such reports must be signed by the president/director of the post-secondary educational institution and submitted to the Kansas Board of Regents.

*The final expenditure report is due no later than 15 days after completion of all grant activities.*

**Final Narrative Report:**

**Please address the following activities in detail.**

**1. Weekly Journal**

Describe the activities of the technology internship site (different aspects of the business/industry observed, anecdotal experiences, etc.) by submitting a journal account of your weekly activities.

**2. Workplace Integration**

Describe how you will incorporate your worksite experiences into your teaching, subject matter, etc. Please submit revised or new course competency sheets, course syllabus, a summary of expected outcomes, activities, and/or projects from your experience.

**3. Academic Integration**

**CTE faculty:** describe in detail how basic academic skills, such as reading, writing, mathematics, and communications, are emphasized as an integral part of any occupation.

**Industry intern:** describe in detail how the internship experience helped provide students accurate, realistic technical information and technical skills to be used when they are seeking employment.

**4. Intern Evaluation**

Identify to what extent the internship experience fulfilled each of the expected outcomes anticipated on the application form.

**Electronic Application and Other Information:**

Electronic grant application forms with information regarding program and application requirements can be found at [www.kansasregents.org/adult\\_ed/career.html](http://www.kansasregents.org/adult_ed/career.html)

**Application Timeframe:**

Institutions will be notified annually of application due dates.

The project year runs from July 1 - June 30.

Official award notification will be mailed to the president/director of the educational institution.

**Allocation of Funds For Grant:**

Each year the KBOR President/CEO, or designee, will determine the amount of funds available for this grant.

**Funding will be contingent upon legislative appropriations. The allocation of funds shall also be contingent upon past performance. KBOR reserves the right to limit the number of internships awarded to each institution.**

**Priority:**

Priority will be given to individuals who have not participated in this program previously.

**Supplementary Information:**

The KBOR review team will use the REVIEW SHEET, which shows the specific selection criteria, for evaluating applications.

**Application may be duplicated and distributed.**

**K.S.A. 72-4466**

**Chapter 72.—SCHOOLS**

**Article 44.—VOCATIONAL EDUCATION**

**72-4466. Definitions.** As used in this act:

(a) “Area vocational school”, “area vocational-technical school”, and “community college” have the meanings respectively ascribed thereto in K.S.A. 72-4412, and amendments thereto.

(b) “Vocational education institution” means any area vocational school, area vocational-technical school or community college.

(c) “Board” means the state board of regents.

(d) “Program” means Kansas technology innovation and internship program.

**History:** L. 1991, ch. 216, § 1; L. 1999, ch. 147, § 112; July 1.

**K.S.A. 72-4467**

**Chapter 72.—SCHOOLS**

**Article 44.—VOCATIONAL EDUCATION**

**72-4467. Establishment; administration; purposes; grants, award and conditions; rules and regulations.**

(a) There is hereby established the Kansas technology innovation and internship program to be administered by the board. The purposes of the program is to provide grants to vocational education institutions for:

<p>(1) Start-up support for innovative technical courses or programs in emerging technologies, manufacturing or areas of skill shortages; or</p> <p>(2) Internships to enable faculty of the vocational education institutions to work in an industrial setting or to enable industrial employees to work in an educational setting at such vocational education institutions.</p> <p>(b) Grants awarded under the provisions of this act shall be subject to the following conditions:</p> <p>(1) Private business must provide financial or in-kind support, or any combination thereof, to the vocational educational institutions equaling 100% of the amount of the grant; and</p> <p>(2) The technical course or program must be new to Kansas, or, if an equivalent course or program is already in existence in Kansas, the new course or program is not offered at a site within 100 miles of a site at which the existing, equivalent course or program is offered; and</p> <p>(3) The technical course or program must relate to a business or industry located in the service area of the vocational educational institution.</p> <p>(c) Subject to the provisions of appropriations acts and in accordance with the provisions of this act, the board may provide grants to vocational educational institutions for the purposes provided for in this act.</p> <p>(d) The board shall adopt rules and regulations for the administration of the program, including the establishment of grant eligibility criteria.</p> <p><b>History:</b> L. 1991, ch. 216, § 2; July 1.</p>	<p><b><u>Internship Process:</u></b></p> <p style="text-align: center;"><b>Instructor</b></p> <p><b><i>Before the internship</i></b></p> <p>Works with others to set goals and identify priorities and strategies for curriculum.</p> <p>Sets priorities for personal and professional development through the workexperience, as an individual and as part of a team.</p> <p><b><i>During the internship</i></b></p> <p>Works side-by-side with employees, taking part in “hands-on” work experiences and participating in the culture of the workplace.</p> <p>Works with other instructors and school personnel to identify changes in curriculum and pedagogy.</p> <p>Invites industry employee comments and ideas for curriculum content.</p> <p><b><i>After the internship</i></b></p> <p>Puts workplace learning into effect in the classroom to enhance student learning.</p> <p>Continues to network with other instructors and with business mentors.</p> <p style="text-align: center;"><b>Employer</b></p> <p><b><i>Before the internship</i></b></p> <p>Works with employees to set program expectations for both instructors and student learning.</p> <p>Makes sure that all employees know about program goals and skills to be learned.</p> <p><b><i>During the internship</i></b></p> <p>Coaches all employees on program expectations for “educators in the workplace.”</p>	<p>Coaches educators on “teaming,” the use of technology and workplace knowledge expectations.</p> <p>Stays in contact with the supervisor acting as the intern’s worksite mentor.</p> <p><b><i>After the internship</i></b></p> <p>Sends employer evaluation form to the Kansas Board of Regents.</p> <p>Assesses the return on business investment of participating in the teacher internship experience.</p> <p>Reviews curriculum materials for incorporation of industry skills.</p> <p>Provides company assistance in training educators at all levels.</p> <p>Gathers employee feedback to strengthen program continuation.</p> <p style="text-align: center;"><b>Worksite Employees</b></p> <p><b><i>Before the internship</i></b></p> <p>Understands the program goals.</p> <p>Organizes a project or work sequence for the instructor.</p> <p>Introduces instructor to other employees and jobs.</p> <p><b><i>During the internship</i></b></p> <p>Provides instruction on equipment, technologies, new applications, workplace skills and standards.</p> <p>Provides “hands-on” experiences for the educator throughout the work experience.</p> <p>Coaches intern regarding workplace culture.</p> <p><b><i>After the internship</i></b></p> <p>Continues professional interaction with instructors throughout the school year.</p> <p>Helps with student projects, mentoring and curriculum review.</p>
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