

Externship Letter of Interest

Instructions: Use this template as a guideline for creating a letter of interest in the HTWI externship process. (It has been modified from MATEC's Networks) Use it to compose your letter, deleting all italicized directions. The result will help craft both the project and your contract.

Submit to Jay Kahl at jay.kahl@domail.maricopa.edu. He will contact you to discuss your project, any revisions needed in this letter, and the next steps.

Process: Applications will be reviewed by members of the High Tech Workforce Initiative. Preferences will be given to institutions actively involved in the HTWI, and to projects that clearly identify a manufacturing-related curriculum need; that can articulate benefit to the host company; that involve faculty collaboration; or that benefit a faculty member who has not yet participated.

High-Tech Workforce Initiative Externship Letter of Interest

Spring project (Due Dec 15th)

Summer Project (Due April 1st)

Fall Project (Due August 15th)

Name:

Date:

College and Program:

Externship Title:

Desired Start and End Dates: mm/dd/yy to mm/dd/yy

The externship program allows 320 hours (8 weeks) of work, including preparation, time on site with a company, and curriculum development. Allow four weeks processing time before the start date.

Analysis: *What do you want to focus on in this externship and why? What is the need or purpose? It is suggested you identify how this externship can address one or more Key Findings from the Battelle study. Choose from the list below or refer to the study (<http://www.maricopa.edu/bwd/hightech.php>) and explain how your idea fits.*

- *Limited English speaking ability among production worker/operations is an important issue*
- *Lack of training in manual machining and the associated job design skills is becoming an issue*
- *“Systems” understanding and thinking is becoming more critical*

- *Increasing demand for more well-rounded skill sets*
- *Changing mix of technician requirements in advanced manufacturing operations*
- *Finding and keeping talent/technical skills will continue to pose a challenge*
- *Cross-training of employees is becoming more essential*
- *All firms, regardless of size, expect and acknowledge wage competition to recruit and retain their workforce*
- *High-tech manufacturers emphasize 'soft skills' as critical*
- *Screening for employability is adding costs for high-tech manufacturers*
- *Not all high-tech manufacturers can afford valley market entry-level pay scales*
- *Competing with other sectors in a tight labor market is a growing concern*

Potential Student or Program Impact: *(incumbent worker impact if applicable)*

What will your students be able to do as a result of your externship? What knowledge and skills might they gain, what challenges, and what benefits? Be specific, as the information provided here will be used to craft your curriculum deliverables.

Skill Sets to be Developed:

What will this externship provide you in your own professional development?

Demographics of the Project:

Where might the externship take place and what partners need to be involved? Provide a few sentences of explanation followed by contact information for any existing/possible contacts, if you have any.

Name	Title	Company	Phone	Email	Website

Pre-work Resources:

We have found it helpful to provide our externs with some pre-work. This is optional, but it may help make sure you have a successful externship. Also, feel free to add to this list, as we are always looking for good resources.

This section will be added to as we get a better idea of what projects you want to pursue.

Background:

Please attach a CV or resume to aid us in making a good match with a company.