



Idaho Educator STEM Externship Handbook



Giving Idaho Educators the opportunity to expand their skills and better prepare life for students beyond high school.



Funded by Micron Technology, along with STEM Action Center and Workforce Development Council, both under the office of Governor Brad Little.

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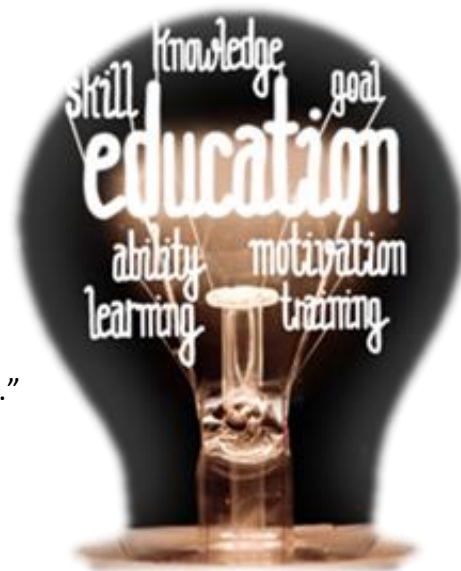
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Section 1: Participant Testimonials

What are the reasons for hosting an Idaho Teacher Extern?

To Invest in Their Community

- “Our team is a group of talented individuals that are passionate about the work they do and in helping our communities.”
- “We are actively hiring for a developer position and see the need to build awareness around developer type jobs firsthand. We have only received a few qualified, local applicants and it would be nice to see that change over time.”
- “There really needs to be more outreach on the part of academia and it is important to really have a heart for this.”



To Develop a Relationship with a Teacher or School

- “We had several conversations and traded ideas on how to use the concepts in the classroom... We have already talked about visiting her classroom this fall!”
- “It’s important to support STEM teachers in our area and provide additional knowledge about our industry.”

To Provide Teachers with Real-World Experiences Based on Their Subjects

- “It's the most tangible approach to communicate back to the student’s what life in an actual company looks like that I have ever seen.”
- “It is a great opportunity to see the many diverse jobs in healthcare and get to meet with managers or at least interact with them; all skills and information she can take back to the classroom and share with her students.”
- “The externship program fills an important link that can help students know what ‘tomorrow’ will look like.”

What are Teacher Externs saying about Idaho Teacher Externships?

“Had you asked me prior to this externship why it is important to promote STEM learning, I think I could have made a pretty good case. If you were to ask me now, well you might need to clear your calendar...”

Krista Christensen
Counselor, Blackfoot Charter Middle School

Work-based-learning opportunities can combat the disconnect that students experience between school and career. I am excited to spend the summer learning about these opportunities and developing some practical steps for myself and other teachers to implement them!

Carissa Hale
Science Teacher, Vallivue High School

Nicole Snoderly
History Teacher, South Middle School

For workforce development to be successful it is crucial for companies and schools to partner together! I am excited to start next school year with this on the forefront of my mind and really think about how I can incorporate higher levels of critical thinking and problem-solving into my own classroom!

Section 2: Examples of Past Externship Projects



Participate on teams as a quality analyst, product tester, and a project coordinator

Provide training, develop transitions services and individual plans for employment



**Idaho Vocational
Rehabilitation Services**



Create training deliverables for client credit unions including development/editing of video

Manage school pilot program, partnership interviews, program data presentation

ACHD

COMMUTERIDE



University of Idaho

Design, build, program and fly a drone in preparation for a student camp

Maintain equipment, assist with machine changeovers, program robots, and generate solutions to existing manufacturing problems



**SCHWEITZER
ENGINEERING
LABORATORIES**



Robotic programming classes, engineering-related support activities (mechanical, electrical and software)

Performing compensation analysis, working with Excel to calculate rates, building formulas, and analyzing data



Create a workforce development/college and career pathway project

Production, food safety & quality, continuous improvement, human resources, maintenance



Lumber and manufacturing, an overview of policy issues, particularly around environment, forest management, and education

VR/AR device prep, media campaign, video production, website creation



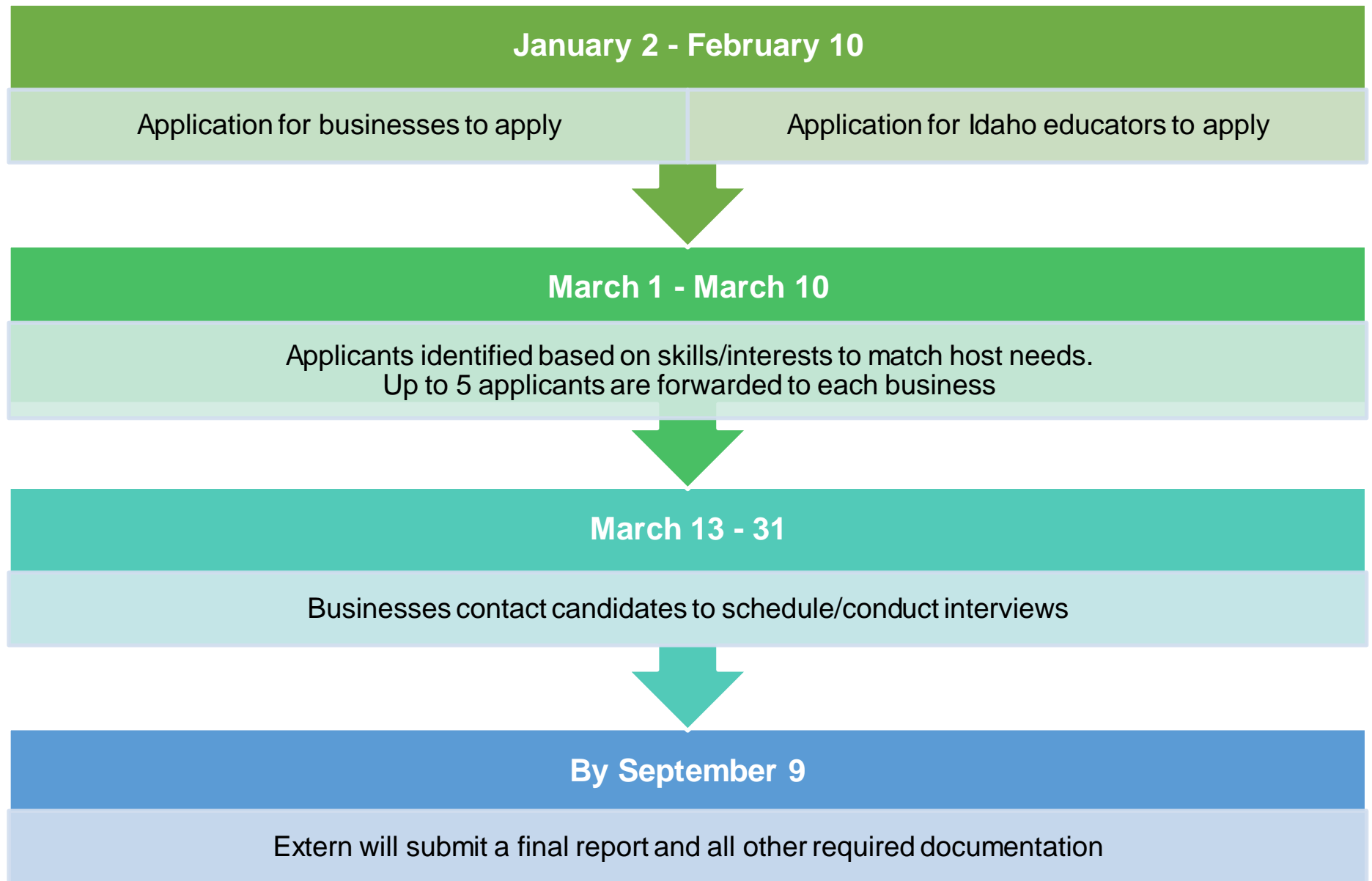
Video production, research and data analysis to inform decision making, program planning and outreach

Client/industry research and public relations



Research appropriate programs for the LEADER database, provide communications support to promote the externship program

Section 3: Externship Timeline (2023)



Section 4: Program Overview

Goal Statement

By providing classroom teachers and career counselors with the opportunity to work in business and industry, the Externship Program will allow them to better prepare their students for workforce needs in Idaho. The essential role educators play in helping students to develop the knowledge, skills and dispositions necessary to thrive in an ever-evolving economy cannot be overstated. Externships also create vital partnerships between businesses and local schools that can help students make relevant connections between their education and potential career pathways. Doing so will result in a more skilled and diverse STEM talent pipeline which is critical for the continued growth of Idaho's economy.

Definition of Terms

Extern

Participating classroom teacher or career counselor that has been placed with an Externship host. Qualified applicants must be a certified K-12 educator or college and career advisor, or a post-secondary educator, who is currently working in an Idaho public school and will be returning to an Idaho public school for the 2023-2024 school year.

Externship

A 200-hour, summer experiential learning opportunity that places classroom teachers and career counselors with host businesses. It is designed to be a mutually beneficial relationship whereby host sites provide challenging and meaningful workplace opportunities that will help externs to be able to better educate their students regarding workforce needs, while educators leverage their professional skills to help host sites build capacity.

Externship Host

An externship host is a public- or private-sector organization or business that provides meaningful work experiences to an educator over the course of a summer.

Externship Coordinator

A person from either Idaho STEM Action Center ([Partnership Program Coordinator](#)) or Workforce Development Council who works directly with the teacher extern and/or extern host throughout the Externship experience.

Participants and Benefits

Qualified applicants must be a certified K-12 educator or college and career advisor, or a post-secondary educator, who is currently working in an Idaho public school and will be returning to an Idaho public school for the 2023-2024 school year. Educators will be paid a flat rate of \$5,000.00 for two hundred (200) hours per the entirety of the externship. Externs also have the opportunity to earn professional development credit or graduate credit (see [syllabus on page 19](#)) for completing the experience.

Extern hosts receive a unique opportunity to collaborate with Idaho educators who can offer uncommon expertise and return on investment. Additionally, extern hosts can share with educators the challenges of hiring and retaining employees, the application of new technologies, business practices in a local company, and real-world information about career possibilities and workplace expectations.

Consequently, externships can build a bridge that connects education to careers by enhancing the learning environment of the classroom, deepening educator's and student's insight into the needs, challenges, and realities of the workplace, and engaging the community in STEM and 21st-century skills that lead to in-demand careers in Idaho.

Timeline

Businesses interested in hosting an extern for summer 2023 should apply on STEM AC's [Externship webpage](#) Community Grants Portal (between January 2, 2023 and February 10, 2023). The extern host should identify and define as clearly as possible either a specific project or the general type of work an extern is expected to complete at the host site. The host may either identify several possible projects that can be matched to a broader range of teachers and/or skill sets or identify a single project with a more particular type of teacher and skill set in mind.

To qualify, interested Idaho classroom teachers and career counselors must submit a completed application through STEM AC's [community grants portal](#) between January 2, 2023 and February 10, 2023. From March 1, 2023 until March 10, 2023, completed applications will be reviewed based on the candidates' interests, experiences, and skillsets and matched accordingly to meet the needs of the participating businesses. Applications may be forwarded to more than one business and host sites can receive up to five applications (for more information on the matchmaking process, see Applications and Extern Match below).

Businesses will reach out to desired candidates between March 13, 2023 and March 31, 2023 to schedule/conduct interviews. **Selected candidates will be offered an externship by the host site no later than April 15, 2023.** In the event there remains an unplaced applicant, every effort will be made to match them with any remaining businesses, providing funding is available.

STEM AC and WDC staff will host an orientation conference call for all externs in May to clearly outline expectations and help prepare participants for the externship experience. It is highly recommended that externs participate in the call, but for those who are unable, the session will also be recorded and posted to STEM AC [Externship webpage](#) along with all other necessary information.

Applications and Extern Match

The extern interviews provide an opportunity to define the externship experience and clarify the expectations of both the host and the educator. Additionally, the start date, important program dates, and projected end date should be discussed along with any vacations or commitments that require multiple days away from the externship on the part of the applicant. The Idaho Teacher Externships program offers considerable scheduling flexibility to the

educators in terms of the 200-hour requirement, but this only works with clear communication between the program coordinators, extern host, and the extern.

Following acceptance of the externship, the extern will identify a point of contact with the host site and forward his/her contact information including name, email address, and phone number to the [Partnership Program Coordinator](#). The extern will work with the site host to develop a mutually agreeable work schedule for the summer externship experience. Also, at this time, the extern must submit the required paperwork (sponsorship agreement, W-9, and work schedule) to STEM AC [Grants and Contracts Analyst](#). **The externship cannot begin until all paperwork has been processed by STEM AC.**

Role of the Teacher Extern

Externs are not considered employees and will not be working under the direction and/or control of STEM AC. Nevertheless, externs are expected to:

- Attend STEM AC extern orientation in May and submit all required paperwork.
- Complete 200 hours at the Externship host site between June 1st and August 31st, 2023, as agreed upon by the teacher and the employer (approximately 5-6 weeks).
- Meet the performance expectations required by the employer.
- In the Community Grants Portal, submit an interim report after 100 hours of work is completed, which must include at least one photo (approved by the host) of the extern at the worksite and a timesheet reflecting hours worked. A final report needs to be submitted no later than September 8, 2023.
- Use this opportunity to integrate relevant, real-world examples and content into their classrooms and learning environments.
- Share their experiences with colleagues to help build program capacity.
- Submit at least one blog post regarding the externship experience with an approved picture from the host site.
- Report any issues regarding the externship to the STEM AC Partnership Program Coordinator immediately.

Role of the Extern Host

- Provide a challenging work opportunity that contributes to company operations while exposing the teacher to authentic workplace experiences that will enhance his/her instruction in the areas of content, employability skills, and technology utilization.
- Ensure that the educator sees the broader career opportunities within the organization/industry and understands the challenges of hiring and retaining employees.
- Provide the necessary training and ongoing mentoring needed for the extern to be successful.
- Report any issues regarding the extern to STEM AC Partnership Program Coordinator immediately.

Role of the Coordinators

As previously mentioned, there are two coordinators facilitating the externship experience: one from WDC who works primarily with the businesses and one from STEM AC who works with the externs. While they share the same goal of creating the best externship experience possible, their roles are somewhat different based on the group with whom they work.

From STEM Action Center

- Ensure externs are provided with all required documentation.
- Conduct reference checks with the externs' building principals.
- Submit applicant resumes to WDC for consideration by prospective employers.
- Provide externs with training and ongoing support to meet all program requirements and ensure a positive experience.
- Provide documentation for externs who choose to earn professional development or graduate credit.
- Conduct at least one on-site visit with each extern over the course of the externship experience.
- Support educators to ensure the knowledge gained from the externship goes farther than just this single experience (i.e., sharing your involvement with other educators and/or school counselors).

From Workforce Development Council

- Provide support to employers from selection of the teachers to the completion of the externship experience.
- Organize a competitive selection process for teachers.
- Provide employers with assistance for planning the externship experience.
- Recognition that you are running a business. If there are issues with the program, let us know and we will fix them or you can end the externship, if necessary.
- To make sure the experience you provide goes farther than the one teacher you impact.

Extern Compensation & Host Contributions

Externs will be paid \$5,000.00 for 200 hours of work at their host sites. It will be the shared responsibility of the extern and the site host to establish a work schedule for 200 hours agreeable to both parties. Funds will be disbursed in two payments. The extern's initial disbursement of \$2,500 will follow their successful completion of 100 hours and their submission of the interim report. The final payment will follow the extern's submission of the final report and approval by the STEM AC. Should the externs work with their site host, for any reason, fall short of 200 hours, final payment will be prorated at the rate of \$25.00 per hour.

Workers' Compensation will be paid for by the STEM AC. All other benefits will be the sole responsibility of the extern.

Idaho STEM Action Center Vendor Service Agreement

An [Idaho STEM Action Center Vendor Service Agreement](#) (see page 18) must be signed by the extern before beginning the Externship experience. This document releases the extern host and

the Idaho Teacher Externship Program from any and all liability. Hosts may also require the extern to sign an organization-specific release and waiver of liability form and/or nondisclosure agreement.

Externship Site Visit Interviews

During the program site visit, the STEM AC coordinator will meet individually with both the extern and the site host to ask them a number of questions regarding program delivery. The purpose is to gather data to continually improve the externship experience and collect evidence of program impact.

Externship Termination

It is important for both the teacher and host to know that if problems occur in the early stages of the experience, the coordinators are in place to assist both parties and do everything possible to allow the experience to continue. If it is determined that the externship cannot be continued, the teacher will be compensated pro-rata for the hours worked and accepted by the STEM AC.

The following forms can be found below and on the STEM AC Externship webpage:

- [Program Fact Sheet](#)
- [Externship PowerPoint Presentation \(2020\)](#)
- [Work Schedule Template](#)
- [Lesson Plan Template](#)
- [Extern Invoice Template](#)

Section 5: Sample Forms

Externship Resume Template

Please fill out the resume using the template provided by STEM AC. This will make up part of the information that is sent to the host businesses. ([Resume Guide 2018](#))

Example: Resume

SAMPLE FUNCTIONAL RÉSUMÉ

BUSTER KEATON

Alameda, California
818-555-6984
keystone@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS

- Extensive sales and marketing experience with people from all cultures and economic levels
- Consistently surpassed sales quotas in retail clothing and housewares departments
- Demonstrated strong interpersonal and presentation skills
- Proven ability to solve customer issues
- Self-motivated and confident in making independent decisions

RELEVANT ACCOMPLISHMENTS

Sales and Marketing

- Marketed Christmas ornaments and gift items imported from the Philippines by making presentations to over 20 retail storeowners and buyers
- Co-hosted monthly sales seminars for potential real estate partnership investors
- Answered up to 100 customer questions daily regarding project details
- Followed up by phone to verify client's commitment to invest in the partnership
- Raised funds for a nonprofit organization by cold calling local businesses
- Co-led voter drive and personally persuaded 2,000 citizens to sign petition in support of placing community improvement initiative on the ballot

Customer Service

- Gathered information about products, complaints, policies and accounts by phone and in person
- Examined customer claims. Made any corrections or changes to customers' accounts
- Determined charges for services requested. Followed up with customers to ensure satisfaction.
- Provided information on products. Kept records of all transactions
- Referred unresolved complaints to other departments or supervisors
- Applied diplomacy and assertiveness to delivery delays, resolved budget problems
- Interacted with those with cultural and communication barriers

RELEVANT WORK EXPERIENCE

<i>Sales Director</i>	PacBell	San Francisco, CA	2010 to 2018
<i>Customer Service Manager</i>	Grothe & Associates	San Francisco, CA	2006 to 2010
<i>Marketing Director</i>	Beneficial Finance	Bay Area, CA	2004 to 2006
<i>New Sales Developer</i>	Microsoft	Bay Area, CA	2002 to 2004

EDUCATION

Bachelor of Arts in Accounting and Business
Norwest College
Santa Rosa, California

Cover Letter Examples

OUTLINE FOR A COVER LETTER

NAME

City, State
Phone
Email Address

Date

Name of Contact (if known)
Title
Name of Company
Mailing Address
City, State Zip

Dear Mr. / Mrs. / Ms.:

PARAGRAPH 1 -- The Opening/ Your Introduction

1. Give your reason for writing the letter.
2. Tell the employer the position you are interested in.
3. Tell the employer where you found out about the job opening.
4. Tell the employer why you are interested in the company.

PARAGRAPH 2 -- The Body/ Your Hook

1. This is one or two paragraphs that tell the employer why you are qualified.
2. Identify specific qualifications from job posting to address (usually the first three qualifications).
3. Match what you have accomplished to three key qualifications/requirements listed in the job posting.

PARAGRAPH 3 -- The Closing

1. Tell the employer you are interested in interviewing for the available
2. Thank the employer for considering you for the position.

Sincerely,

Signature

Name

SAMPLE COVER LETTER

(General)

ERIC CLAPTON

Middleville, Idaho 83700
208-555-1640
oldrockcer@gmail.com

March 15, 2018

Mr. Phillip ~~Morework~~
Production Manager
XYZ Corp.
21 Industry Lane
Anytown, Idaho 83700

Dear Mr. ~~Morework~~:

Thank you for the opportunity to submit my qualifications for **Sales and Marketing Manager** as listed with the Idaho Department of Labor. It was interesting to see you are looking for someone with a high-tech background, worked with a Fortune 100 company and who has had extensive experience in production management.

It would be exciting to work with XYZ Corp. because my current company has been using the quality products you produce for over five years. There is no doubt that my having become accustomed to a fast-paced environment, where deadlines are a priority and handling multiple projects simultaneously is the norm, my production management successes will be an asset to you.

My extensive experience includes:

- Hiring and managing up to 75 staff members.
- Making decisions quickly and effectively.
- Facilitating negotiations with all levels of management and employees.

Please consider my qualifications for this position. I would welcome the opportunity to discuss them with you in the near future. I can be reached at 208-555-1640.

Thank you very much for your time and consideration.

Sincerely,

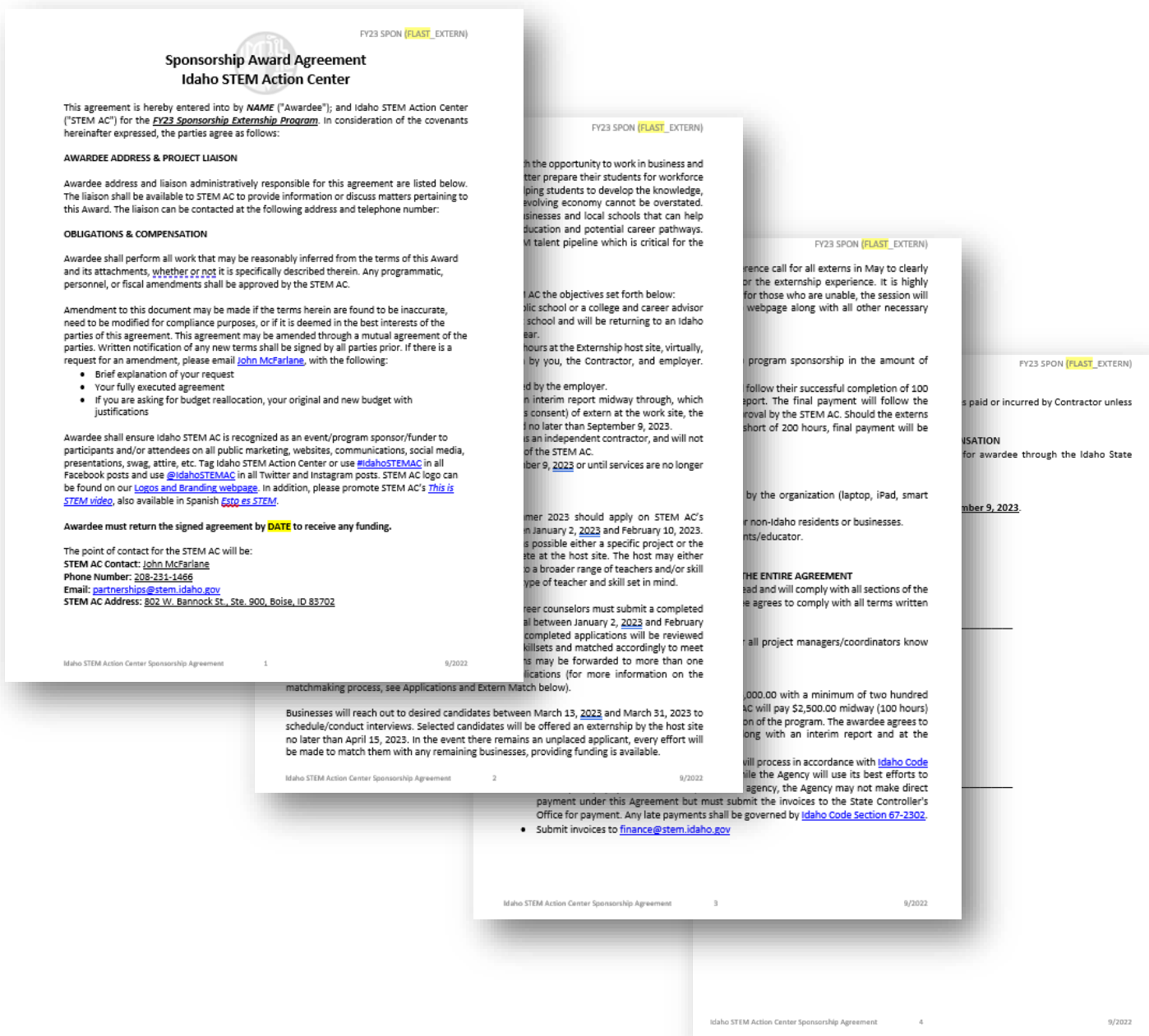
Eric Clapton

Eric Clapton

Example: Externship Sponsorship Agreement

Sponsorship is between STEM AC and you, the extern (awardee). The agreement includes, but is not limited to:

- Project Description
- Project Objectives
- Schedule
- Program Budget
- Signatures of both Extern and either the STEM AC Executive Director or STEM AC Grants and Contracts Analyst
- Agreement must be returned to the [Grants and Contract Analyst](#) before starting Externship



W9 Form

W9 is required for any person doing business with the State of Idaho.

- Extern MUST fill in each highlighted section, sign, and date. Return to [Grants and Contracts Analyst](#) along with your sponsorship agreement.
- If you already have a W9 on file with the State of Idaho this is not needed.
 - *Exception - W9 is required if any information has changed: name or address*
- W9 required before any payment will be made

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.								
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.										
2 Business name/disregarded entity name, if different from above										
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>							
	5 Address (number, street, and apt. or suite no.). See instructions.		Requester's name and address (optional)							
	6 City, state, and ZIP code									
7 List account number(s) here (optional)										
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.										
		Social security number <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> OR Employer identification number <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>								
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.										
Sign Here	Signature of U.S. person ▶	Date ▶								
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.										
<ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i> 										
Cat. No. 10231X Form W-9 (Rev. 10-2018)										

Example: STEM AC [Invoice Template](#)

Invoices will need to be emailed to STEM AC’s [Financial Officer](#). Please contact her if you have questions regarding your invoice or payments.

You will submit **2 invoices**: 1 midway (after 100 hours and interim report has been submitted) through the program and the 2nd upon completion of the program (after 200 hours and final report has been submitted).

Internship Invoice			
Name:		Date:	Input date here
Address:	Street Address		
	City/State/Zip		
Phone:			
E-mail:			
Bill to			
Idaho STEM Action Center			
802 West Bannock Street, Suite 900			
Boise, Idaho 83702			
Description			Total
Externship at [please specify company here]			\$ 2,500.00
Total			\$ 2,500.00
Notes:			

[Invoice template](#) can be found on the [Externship webpage](#) under Extern Resources.

IMPORTANT

Payment may take up to 30 days for complete processing once your invoice(s) and all required documents¹ have been submitted.

(Payments, without any dispute, will process in accordance with [Idaho Code 67-9218](#). The Awardee understands that, while the Agency will use its best efforts to secure prompt payment of invoices/agreements, as a state agency, the Agency may not make direct payment but must submit the initial payment to the State Controller's Office for final payment.)

¹ Payment will be processed once the agreement, [W-9 Form](#) (if applicable), report(s), and [invoices](#) have been submitted.

Example: Proposed & Daily Work Schedule

Proposed Schedule:

- Complete once, prior to starting externship, send to [Grants and Contracts Analyst](#)
- Used to give STEM AC/WDC a timeline to schedule site visits

[Work Schedule template](#) can be found on the [Externship webpage](#) under Extern Resources.

Extern Proposed Work Schedule								
Extern Name:					Date:			
Company Name:								
Dates: _____								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs Worked
7:00 AM								0
8:00 AM								0
9:00 AM								0
10:00 AM								0
11:00 AM								0
12:00 PM								0
1:00 PM								0
2:00 PM								0
3:00 PM								0
4:00 PM								0
5:00 PM								0
6:00 PM								0
7:00 PM								0
8:00 PM								0
9:00 PM								0
								Total 0

Weekly Work

Schedule: This is required for the interim and final reporting.

- Complete once a week
- Upload to the [Community Grants Portal](#)

Extern Weekly Work Schedule								
Extern Name:					Date:			
Company Name:								
Week 1 (Dates: _____)								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs Worked
7:00 AM								0
8:00 AM								0
9:00 AM								0
10:00 AM								0
11:00 AM								0
12:00 PM								0
1:00 PM								0
2:00 PM								0
3:00 PM								0
4:00 PM								0
5:00 PM								0
6:00 PM								0
7:00 PM								0
8:00 PM								0
9:00 PM								0
								Total 0

Example: Externship Interim Weekly Reports

Externship Interim Weekly Reports

Applicant	GMS Test
Applicant ID	APP-010622
Company Name	GMS Test
Recipient Address	GMS Test

Status: Funded

Other

Question: What are your personal/professional goals for your externship experience? How do you hope to work toward these goals?

Not Answered

Week 1

Question: Please describe how you are contributing to your community? How might you build bridges between your site host organization and your school in the coming year?

Not Answered

Week 2

Question: Please describe your experience during this interim.

Not Answered

Question: How much have you learned from this experience?

Not Answered

Question: Please upload any attachments.

No Attachments

Question: What are all that apply.

- Summer employment
- Licensure renewal
- To bring relevant workplace
- To learn more about
- To learn more about
- To make connections

5/17/19

Week 3

Question: Please describe your experience during this interim.

Not Answered

Question: How much have you learned from this experience?

Not Answered

Question: Please upload any attachments.

No Attachments

Question: How do you feel about this experience?

Not Answered

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

17/19

Agree

Strongly agree

Question: I built my content knowledge in STEM through this externship.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?

Not Answered

Question: What would help connect your experience with your site host to your educational practice in the classroom?

Not Answered

Question: What information would be useful to have on the externship web page before applying next year?

Not Answered

Question: Other feedback about this program:

Not Answered

5/17/19

APP-010622 (GMS Test) Page 4 of 4

Example: Externship Final Reports

Externship Final Weekly Reports

Applicant	GMS Test
Applicant ID	APP-010623
Company Name	GMS Test
Recipient Address	Question: How might your experience this week translate into your classroom instruction? Not Answered
Status	Question: Please upload the work schedule document reflecting actual hours worked this week. No Attachments
Funded	<input type="checkbox"/> Strongly disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Neutral <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree

Week 4

Question: How often do you use this...
Not Answered

Question: Please...
Not Answered

Question: How mi...
Not Answered

Question: Please...
Not Answered

Question: What S... might your underst... students?
Not Answered

Week 6

Question: How mi...
Not Answered

Question: Please...
Not Answered

Question: H...
Not Answered

Question: P...
Not Answered

Question: The...
Not Answered

Week 5

Question: Please...
Not Answered

Final

Question: A...
 Yes, with...
 Yes, with...
 Undecide...
 No

Question: I fee...
Not Answered

Question: summer?
 Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

Question: This...
 Strongly disagree

Question: Please share a story that demonstrates the benefit of this program.
Not Answered

Question: What recommendations do you have to improve this program in the future?
Not Answered

Question: Please describe any barriers to your program's success. How have you worked to overcome these barriers?
Not Answered

Question: Other feedback about this program:
Not Answered

Question: Please upload a lesson plan template using the template (required for PD credit)
No Attachments

Question: Please upload a lesson plan template using the template (required for PD credit)
No Attachments

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Increased knowledoe of how classroom content applies to everdvav life
Not Answered

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Established partnerships with local work places
Not Answered

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Externships stipend
Not Answered

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Externships graduate credit/licensure renewal credits
Not Answered

Question: If there you have identified other possible outcomes of the externship program, please describe them and their value.
Not Answered

Example: STEM AC and WDC Educator Externship Course Syllabus

Professional development credit through BSU.

Summer Externships through STEM AC and WDC Course Syllabus – Summer & Fall 2023 Katie Bosch-Wilson, STEM Action Center

Course Name: Summer Externships through STEM AC and WDC

Course Hours: 45

Professional Development Credits: Three (3)

Link to Registration: <https://stem.idaho.gov/apply/stem-externships/>

Registration Deadline: August 1, 2023

Location and Course Dates: To be determined by the extern and the cooperating business

Course Cost: \$180

Instructor Email: katie.boschwilson@stem.idaho.gov, 208-332-1727

COURSE DESCRIPTION : Externships are a transformative experience for educators and students that can change classroom dynamics and show students potential local career opportunities. This externship program places educators/career counselors with local businesses to gain valuable experiences that can be brought back to students. As opposed to a job shadow, educators will work as actual employees of one of the participating businesses/organizations from a variety of fields including aerospace, software development, banking, engineering, technology, healthcare, food processing, outdoor recreation and virtual reality, among others.

COURSE OBJECTIVES :

1. Educators receive hands-on work experience in a STEM related field, learn about career opportunities in Idaho, and learn the skills/knowledge needed to pursue those careers.
2. Provide students with relevant, Idaho career information including career possibilities and workplace expectations.
3. Create lasting partnerships between businesses and local schools to build a talent pipeline.

COURSE ASSIGNMENTS :

1. Work 200 hours between June 1, 2023 and September 9, 2023 for a local business that you are placed with. (200 hrs)
2. Keep a weekly log of your work experiences. (3 hrs)
3. Submit two lesson plans following the provided template. (10 hrs)
4. Submit an interim report by the end of the third week of employment. (1 hr)
5. Create and submit an externship portfolio that includes the weekly reflections, lesson plans, interim report and final report by the September 6, 2021. (2 hrs)

COURSE ASSIGNMENT DUE DATE: September 15, 2023 by midnight MST.

TRANSCRIPT DATE: Fall 2023

Example: Externship Lesson Plan Template

Externship Lesson Plan Template

BACKGROUND INFORMATION

- Name: [Click or tap here to enter text.](#)
- School and District: [Click or tap here to enter text.](#)
- iSTEM location: [Click or tap here to enter text.](#)
- iSTEM Strand Title: [Click or tap here to enter text.](#)
- Target Grade Band: [Click or tap here to enter text.](#)
- Applicable Idaho Content Science Standards: [Click or tap here to enter text.](#)

INSTRUCTIONAL SEQUENCE SUMMARY

2-3 sentences describing the instructional sequence

[Click or tap here to enter text.](#)

STUDENT LEARNING TARGETS

- **Content:** What will students be learning? What will students be able to do after the lesson?

[Click or tap here to enter text.](#)

- Related Science and Engineering Practice: [Click or tap here to enter text.](#)
- Related Cross Cutting Concepts: [Click or tap here to enter text.](#)
- Supporting Content: [Click or tap here to enter text.](#)

- **Skills:** What skills are important to develop or necessary to accomplish the learning?

[Click or tap here to enter text.](#)

- **Reflection/Assessment:** What are your expectations regarding student performance? How will students show or be assessed on their learning?

[Click or tap here to enter text.](#)

- **Key Vocabulary:**

[Click or tap here to enter text.](#)

LESSON PLAN/LEARNING EXPERIENCE

Engage/Activate Prior Knowledge:

- Describe strategies/phenomenon/experiences to engage learners and activate and connect to prior knowledge:

[Click or tap here to enter text.](#)

Explore/Investigate:

- Describe strategies/opportunities/experiences for students to independently or collaboratively explore new material and apply new learning:

[Click or tap here to enter text.](#)

Explain/Synthesize and Reflect

- Describe strategies to elicit student understanding for generating feedback, personal reflection and assessment of developing knowledge and skills; include instructional strategies to deliver content as necessary:

[Click or tap here to enter text.](#)

Elaborate/Create and Design

- Describe strategies/opportunities/experiences for students to revise and edit work, develop a more sophisticated understanding or apply their new understanding to other situations:

[Click or tap here to enter text.](#)

Evaluate/Communicate

- Describe strategies/opportunities/experiences for students to demonstrate their level of achieving the learning targets:

[Click or tap here to enter text.](#)

Section 7: Contact Information

STEM Action Center Contact

Externship Program Coordinator (Main Contact)

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