



Congratulations! You're an **Extern** gearing up for your summer placement, here are a few **Onboarding need-to-knows**:

- **First Day Expectations:** Prior to your first day, your host will send you an email detailing what to expect, including the office dress code, parking instructions, and what to bring. This also provides an opportunity for you to ask any specific questions that have not yet been addressed.
- **Payment:** You will submit one invoice to the STEM Action Center upon the completion of 200 hours. Payment will be made in the form of a check, please allow up to 30 days for processing.
- **Extern Requirements:**
  - **Onboarding paperwork:** This consists of a signed agreement with Idaho STEM Action Center and a W-9 form.
  - **Invoice:** Upon the completion of your 200 hours, you'll submit an invoice. Please allow up to 30 days for processing.
  - **Blog post:** You can find examples [here](#). We use these blog posts throughout the year to showcase the wonderful opportunities this program offers educators.
  - **Post-experience survey:** This survey will be sent to you once you've completed your hours to gain insight into how your externship went.
- **Tracking Hours:** While the STEM Action Center does not require formal hour tracking, please follow your host site's process if they require it.
- **Concerns & Questions:** If you have any concerns or issues about your host site, reach out to the Program Coordinator for assistance and necessary resources as soon as possible.
- **Change of Plans:** If you cannot complete the 200-hour commitment, please inform both your host and the Program Coordinator as soon as possible if your summer plans change for any reason.
- **Reporting & Check-Ins:** Around the halfway point of the summer, Idaho STEM Action Center staff will schedule a site visit to check in on your progress and learn about your experiences. Additionally, expect intermittent email check-ins or quick surveys to ensure ongoing support and improvement throughout the program.

*For any questions or concerns not addressed here, you can reach out directly to Halle Fultz, Externship Program Coordinator, [extern@stem.idaho.gov](mailto:extern@stem.idaho.gov).*