



IDAHO STEM ACTION CENTER

EXTERNSHIP PROGRAM

Congratulations! You're a **Host Site** preparing for your summer Extern, here are a few **Onboarding need-to-knows**:

- **First Day Expectations:** Before your Extern's first day, the Point of Contact at your organization will email them preliminary information, including the dress code, parking instructions, what to bring, and any other relevant details.
- **Payment:** Don't worry about paying your Extern; STEM Action Center will handle that!
- **Host Requirements:**
 - **Blog post:** Showcase your organization in a blog post that will be shared on our website, social media platforms, and more!
 - **Post-experience survey:** This is your chance to tell us about your experience and ways the program can be improved.
- **Tracking Hours:** While the STEM Action Center doesn't require Externs to formally track hours, if your organization implements a process, Externs are expected to adhere to it.
- **Concerns & Questions:** If you have any concerns or issues regarding your Extern, reach out to the Program Coordinator for assistance and necessary resources as soon as possible.
- **Reporting & Check-Ins:** Around the halfway point of the summer, staff from the Idaho STEM Action Center will schedule a site visit to assess the program's progress and learn about your experience. 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.