Externship Conference Call
May 25, 2022
4:00-5:00 pm MST
STEM AC/WDC Staff on the Call - Introductions

- Stephanie Lee - Grants & Contracts Analyst
  - stephanie.lee@stem.idaho.gov
- Crispin Gravatt – Sr. Research Analyst
  - crispin.gravatt@stem.idaho.gov
- John McFarlane - Partnerships/Externship Coordinator
  - partnerships@stem.idaho.gov
- Matt Thomsen - Workforce Development Council
Externship Program Overview

• Inclusive Dates: June 1st - September 9th
• 200 hours of work
• Set up work schedule with site host
• Subcontractor status
Paperwork

• Contract and W9
• Invoice Template
• Proposed and Daily Work Schedules
Contract & W9

Contract is between the STEM AC and you (independent contractor)
Below outlines a few of the sections within the contract (contract is 9 pages):
- Scope of Work (SOW)
- Terms of Payment
- Contractors Performance
- Reimbursement of Expenses
- Term of agreement & Termination
- Acknowledgement of House Bill 220

NOTE: You will receive the contract through AdobeSign. You will electronically sign this and complete the W-9. Once you have completed signing, it will be sent back to Stephanie Lee automatically.
W-9 Form

W-9 is required for any person doing business with the State of Idaho.

- Contractor MUST fill in each highlighted section, sign, and date.
- If you already have a W-9 on file with the State of Idaho this is not needed.
  - Exception - any information has changed: name or address
- W-9 required before any payment will be made.

NOTE: You will receive the contract through AdobeSign. You will electronically sign this and complete the W-9. Once you have completed signing, it will be sent back to Stephanie Lee automatically.
Invoices will need to be emailed to Sondra Chadd, Sondra.chadd@stem.Idaho.gov. Please contact her if you have questions.

You will submit 2 invoices.
- 1\textsuperscript{st} midway (100 hours and interim report has been submitted) of the program
- 2\textsuperscript{nd} upon completion of the program (200 hours and final report has been submitted)

***Payments to Contractor, without any dispute, will process in accordance with Idaho Code 67-9218. The Contractor understands that, while the Agency will use its best efforts to secure prompt payment of invoices, as a state agency, the Agency may not make direct payment under this Agreement, but must submit the invoices to the State Controller's Office for payment. Any late payments shall be governed by Idaho Code Section 67-2302.***
Proposed & Daily Work Schedule

Proposed Schedule:
- Complete once, prior to starting externship, send to stephanie.lee@stem.idaho.gov
- Used to give STEM AC/WDC a timeline to schedule site visits.

Daily Work Schedule (required for interim and final reporting):
- Complete once a week
- Upload to the Community Grants Portal - Crispin Gravatt will review

Proposed and Daily Work schedule is available on the Extern webpage under "Extern Resources"
Externship Checklist

Extra Steps (these steps may happen anytime within your externship - check once complete, as needed)

☐ I've contacted Partnership Program Coordinator
☐ I've added a calendar appointment to your externship
☐ I've met with the Partnership Program Coordinator
☐ I've reviewed the Extern Program Fact Sheet
☐ I've reviewed the Extern Handbook

Third Steps (check once complete)

☐ Working at host site and having a great time
☐ I've started or continued to share my experience with colleagues and friends
☐ I've completed the blog post with approved photo(s)
☐ I've submitted my actual/confirmed Weekly Work Schedule* and an Intermediate Report for weeks 1-3 within the Community Grants Portal by this date:
  - Week 1 – Submitted Work Schedule and answered Week 1 questions
  - Week 2 – Submitted Work Schedule and answered Week 2 questions
  - Week 3 – Submitted Work Schedule and answered Week 3 questions
☐ Taking photos, as allowable, of your work and host site (please check with your supervisor prior to taking any pictures)
☐ Wrote out notes and thought about how I can “Connect My Experience” to my course assignment requirements, but could help completing the interim and final reports and lessons learned
☐ I've completed my 1st 100 hours
☐ Submitted weekly work schedules to the Community Grants Portal
☐ Completed my interim report within the Community Grants Portal (if approved by host site)
☐ I've submitted my 1st invoice to the Financial Officer after I've uploaded my interim report

Forth Steps (check once complete)

☐ Continue working and enjoying my time
☐ I’ve submitted my actual/confirmed Weekly Work Schedule* and an Intermediate Report for weeks 4 & 5 (possibly week 6) within the Community Grants Portal by this date:
  - Week 4 – Submitted Work Schedule and answered Week 4 questions
  - Week 5 – Submitted Work Schedule and answered Week 5 questions
  - Week 6 – Submitted Work Schedule and answered final questions (not for PD Credit二战). If you completed 200 hours within 5 weeks, then you need week 6. If you completed 200 hours within 6 weeks, then you need weeks 6 & 7. If you completed 200 hours within 7 weeks, then you need weeks 6, 7 & 8.
☐ I’ve completed my 2nd 100 hours (Completed 200 hours)
☐ Completed my Final Report* within the Community Grants Portal by this date: September 6, 2022
☐ I’ve submitted my 2nd invoice to the Financial Officer after I’ve completed my Final Report*

First Steps (check once complete)

☐ Host site will contact externs and schedule interviews
☐ Host site and extern will conduct an interview
☐ Host site will inform candidates of their selection
☐ Selected candidate will contact the STEM AC regarding his/her selection
☐ Extern will work with host site to determine work schedule (200 hours required)
☐ Once schedule has been determined, extern will email Partnership Program Coordinator at his/her start & end date

Second Steps (check once complete)

☐ Externs will receive required paperwork from Grants & Contracts Analyst* through AdobeSign (STEM AC)
  1. Contract (required prior to starting externship)
     ☐ Received  ☐ Returned to Grants & Contracts Analyst*
  2. W-9 Form* (required prior to starting externship)
     ☐ Received  ☐ Returned to Grants & Contracts Analyst*
  3. Proposed Daily Schedule* (required for John to schedule site visits, hours may not be confirmed at this time)
     ☐ Received  ☐ Returned to Grants & Contracts Analyst*
  4. Invoice Template* (Submitted twice to Financial Officer* (STEM AC))
     ☐ Received
☐ Participated in the STEM AC Webinar* (recorded conference call and resources are available on the Extern webpage*)

☐ Yes, I want to sign up for the PD Credit
☐ I’ve informed the Executive Director* that I am interested in the PD Credit
☐ I’ve reviewed the STEM AC and WDC Educator Course Syllabus
☐ I’ve registered and paid $180.00 fee for the PD credit by deadline (July 1, 2022)

1 Up to 5 externs will be forwarded to host sites to select from
* Indicates hyperlink to email, document, portal, or webpage

Checklist is available on the Extern webpage under “Extern Resources”.
Communicating with the Host Site

• Anyone not had contact from your host site?
• Please email John contact information for site mentor
  • Name
  • Email address
  • Work phone number
Connecting Your Experience to the Classroom

Externship Lesson Plan Template

BACKGROUND INFORMATION
- Name: Click or tap here to enter text.
- School and District: Click or tap here to enter text.
- STEM location: Click or tap here to enter text.
- STEM 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.
Requirements for all Externs

• Interim & Final Reports: Currently being updated, available by June 15
  • No longer weekly- aggregated to first half & second half (~100hrs. ea.)
  • Contains similar prompts, but focused on broader experience
• Report instructions on website
• Post Opportunity Survey
• Blog post with photo (approved by site host)
Additional Requirements for Credit

• How many are planning to sign up for credit?
• Lesson plans using template provided (included in Final Weekly Report)
• Syllabus Link: https://stem.idaho.gov/wp-content/uploads/2019/05/Externships2019_withLink.docx
STEM AC Contact

- John McFarlane
- partnerships@stem.idaho.gov
- 208-231-1466
- At least one site visit over the summer
Questions?