

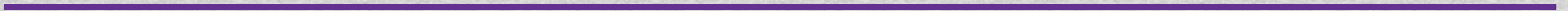
Externship Conference Call

May 25, 2022

4:00-5:00 pm MST



IDAHO
STEM
ACTION CENTER



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.

Contract ID: FYNAM

**IDAHO STEM ACTION CENTER
VENDOR SERVICE AGREEMENT
(STATE FUNDS)**

Contract ID: FYNAM

Acknowledgment of House Bill 220

Contract ID: FYNAM

SIGNATURE PAGE

**IDAHO STEM ACTION CENTER
802 WEST BANNOCK STREET, SUITE 900
BOISE, IDAHO 83702
STEM AC**

Contractor's Legal Business Name & Address

Printed Name

Signature

Date

Stephanie Lee, Grants & Contracts Analyst

Date

1. SCOPE OF WORK
STEM AC desires the following:
i.
ii.
iii.
iv.
v. Cont
vi. This requi

2. TERMS OF PAYMENT
STEM AC agrees to pay the Contractor during each pay period as set forth in the [Idaho Code 67-9218](#) prompt payment of Agreement, but must shall be governed by

3. INTELLECTUAL PROPERTY
STEM AC shall retain all rights in any work product, presentations, surveys, reports, or other materials created by Contractor to an Intellectual Property Agreement, it shall be a "work for hire", the Intellectual Prop

4. CONTRACTOR'S
All work done by the Contractor shall be the property of STEM AC's reasonable

Idaho STEM Action Center

Idaho STEM Action Center

Idaho STEM Action Center Vendor Service Agreement 8 7/2020

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.

<p>Form (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<h2 style="margin: 0;">W-9</h2> <h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3> <p style="margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
<p>1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.</p>		
<p>2 Business name/disregarded entity name, if different from above</p>		
<p>Print or type. See Specific Instructions on page 3.</p>	<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div> <input type="checkbox"/> C Corporation </div> <div> <input type="checkbox"/> S Corporation </div> <div> <input type="checkbox"/> Partnership </div> <div> <input type="checkbox"/> Trust/estate </div> </div> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>	
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	
	<p>6 City, state, and ZIP code</p>	
<p>7 List account number(s) here (optional)</p>		
<p>Part I Taxpayer Identification Number (TIN)</p> <p>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.</p> <p>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.</p>		
<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 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 I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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.</p>		
<p>Sign Here</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Signature of U.S. person ▶</p> </div> <div> <p>Date ▶</p> </div> </div>		
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>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.</p> <p>Purpose of Form</p> <p>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.</p> <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) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>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.</p>		
<p style="text-align: right;">Cat. No. 10231X Form W-9 (Rev. 10-2018)</p>		

STEM AC Invoice Template

Externship 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:			

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.

- **1st** midway (100 hours and interim report has been submitted) of the program
- **2nd** 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.

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		

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](#) externship
- ☐ I've added a calendar appointment to following year.
- ☐ I've met with the Partnership Program suggested changes, etc. for the follow
- ☐ I've reviewed the [Extern Program Fact](#)
- ☐ I've reviewed the [Extern Handbook](#).

STEM AC Contacts

(Main Contact)
Partnerships Program Coordinator
John McFarlane
208-231-1466
partnership@stem.idaho.gov

(Reporting)
Crispin Gravatt
Data and Research Analyst
208-332-1722
crispin.gravatt@stem.idaho.gov

(Contract & W9)
Grants and Contracts Analyst
Stephanie Lee
208-332-1724
stephanie.lee@stem.idaho.gov

(Invoice)
Financial Officer
Sondra Chadd
208-332-1721
sondra.chadd@stem.idaho.gov

(Course Assignment)
Executive Director
Dr. Kaitlin Maguire
208-332-1726
kaitlin.maguire@stem.idaho.gov

- ☐ I've submitted and emailed my course assignment to the [Executive Director](#) (12:00 am MST) on September 9, 2022

➤ I understand that course assignments will not be accepted after the deadline!

Third Steps (check once complete)

- ☐ Working at host site and having a great time
- ☐ I've started or continuing to share my experience with colleagues to
- ☐ Created or started to create a blog post with approved photo(s)
 - ☐ I've completed the blog post and emailed it to [Partnership Program Coordinator](#)
- ☐ I've submitted my actual/confirmed [Weekly Work Schedule](#)* and a [Report](#)* for weeks 1 – 3 within the [Community Grants Portal](#)* by the
 - ☐ **Week 1** – Submitted Work Schedule and answered Week 1
 - ☐ **Week 2** – Submitted Work Schedule and answered Week 2
 - ☐ **Week 3** – Submitted Work Schedule and answered Week 3
- ☐ Taking photos, as allowable, of your work and host site (*please check prior to taking any pictures*)
- ☐ Wrote out notes and thought about how I can "Connect My Experience" *required, but could help completing the interim and final reports and less*
- ☐ I've completed my 1st 100 hours
 - ☐ Submitted my 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 a [Report](#)* for weeks 4 & 5 (possibly week 6) within the [Community Grants Portal](#)
 - ☐ **Week 4** – Submitted Work Schedule and answered Week 4
 - ☐ **Week 5** – Submitted Work Schedule and answered Week 5
 - ☐ **Week 6** – Submitted Work Schedule and answered Final question *not need week 6. If you've completed 200 hours within 5 weeks, then the final questions for the final report during week 5*
- ☐ I've completed my 2nd 100 hours (Completed 200 hours)
 - ☐ Completed my [Final Report](#)* within the [Community Grants Portal](#) *September 6, 2022*
- ☐ I've submitted my 2nd invoice to the [Financial Officer](#)* after I've completed my [Final Report](#)*

STEM Externship Checklist



Follow the checklist below to help you navigate next steps once you have been accepted into the STEM Externship Program

First Steps (check once complete)

- ☐ Host¹ 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](#)*² his/her start & end date

Second Steps (check once complete)

- ☐ Externs will receive required paperwork from [Grants & Contracts Analyst](#)* through [Adobe Sign](#) (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***³ (Submitted twice to [Financial Officer](#)* (STEM AC))
 - ☐ Received
- ☐ Participated in the [STEM AC Webinar](#)* (recorded conference call and resources are available on the [Extern website](#)*)
- ☐ 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 the \$180.00 fee for the PD credit by deadline (July 1, 2022)

¹ Up to 5 extern resumes will be forwarded to host sites to select from

² * Indicates hyperlink to email, document, portal, or webpage

³ Payments may take up to 30 days to process once the [Financial Officer](#)* has received your invoice. If your invoice is returned to be corrected, this will likely delay your payment longer than 30 days. Please contact the Financial Officer if you have any questions prior to submitting your invoice so payment is not delayed.

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.](#)
- 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.](#)

346 words

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?
