

# Idaho STEM Externship Program

## Project Examples

Here are 3 examples of recent externship projects that gave educators valuable experience with STEM careers while also creating value for hosts.

### 1) Acme Superstores: Support Cybersecurity Department

#### About the project

**Project: Develop the process “Playbook” for Acme’s Cybersecurity Group**

#### Benefit-oriented

Externs will learn about the application of computer science and cybersecurity in business while helping the cybersecurity department improve their work processes.

#### Deliverables

- Conduct interviews with employees in the cybersecurity division.
- Document processes.
- Provide input on opportunities for improvement.

#### STEM learning opportunities

- Learn about the everyday applications for cybersecurity and computer science in business environments.
- Meet cybersecurity and finance professionals from across the organization.

#### Expectations

The extern will learn how cybersecurity is applied in business environments while helping us develop our "playbook" for work processes.

The extern will dedicate time to visiting each department within the cybersecurity division, conducting interviews, and meticulously documenting processes. If proficient, they may create flowcharts to illustrate these processes.

The extern will invest time comprehending the intricacies of critical process flows in each department and engage with department personnel.

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## Project Examples

After conducting interviews and spending time with individuals, they will standardize existing documentation, identify gaps, and update or add processes as needed.

The goal is for the extern, a middle school computer science teacher, to gain insight into how cybersecurity interacts with a large corporation, which he can then bring back to his students. In essence, computer science lays the groundwork for understanding the technology, while cybersecurity applies that knowledge to safeguard digital assets from various threats and vulnerabilities, a career field that is continually growing and evolving in a real way.

### STEM learning opportunities

#### Characteristics of an impactful STEM externship

##### Meaningful learning:

**How will your organization and this work project expose educators to new learning about STEM careers that they can take back to the classroom?**

Even in a grocery store chain, STEM is everywhere! This will show how cybersecurity and computer science play a critical role in the everyday operations of any business.

##### Network Growth:

**How will you enable your extern to meet and learn from a variety of people in STEM careers through this work?**

Acme's extern will engage with the accounting and finance departments, which consist of Financial Reporting, Accounts Payable, Property Accounting, Treasury and Retail Accounting, Tax and Equity, Financial Planning & Analysis, Risk Management, Benefits, and our Payroll and ESOP department. All these departments report to the VP, Controller.

##### Professional level work:

**How is this work different from what you might ask an intern without work experience to do?**

Examples of professional level work:

- Working w/ high level software
- Creating & drafting new critical process flows

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- Identifying holes in the existing process flows
- Interacting w/ high level professionals in various part of the organization

### **Set up for success:**

#### **How are you planning to provide clarity about what's expected in this role, and onboard them well into your organization?**

Facility orientation: tour, equipment, badging, policies

Project onboarding: meetings with Jane Doe & stakeholders to get oriented to project needs, expectations, business software & tools, other team members.

## **2) Pinnacle Workforce Development Center: Career Camp Event Specialist**

### **About the project**

#### **Project: Workforce Career Camp Event Specialist**

#### **Expectations**

- Training and Apprenticeship Opportunities:
  - Available for both young and mature adults
  - Focus on growing career skills and exploring new job opportunities.
- Extern Responsibilities:
  - Assist Workforce Industry Program Managers
  - Specifically involved with youth career camps
  - Utilize event coordination for a deeper insight into Healthcare careers
  - Bring gained knowledge back to the classroom for student benefit.
- Key Responsibilities:
  - Plan, coordinate, and execute events.
  - Technology: Using AV skills and knowledge to produce videos for marketing purposes
  - Data: Through the creation of post-experience surveys, the extern will collect and analyze data to make educated decisions for future events
  - Digital marketing: Leveraging social media to promote events and network with the community.
  - Problem solving: Applying scientific and analytical thinking to troubleshoot issues during events.

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## Project Examples

- The goal is for the extern to use a combination of soft and STEM skills in a variety of different methods to plan, promote, execute events for the organization while keeping the targeted audience and user experience top of mind.
- The extern will learn about what skills are expected in a wide range of STEM careers and use a combination of soft and STEM skills in a variety of different methods while assisting the Workforce Industry Program Managers in developing and leading Career Camps.
- STEM learning opportunities.
  - Technology: Use AV skills and knowledge to produce videos for marketing purposes.
  - Data: Through the creation of post-experience surveys, the extern will collect and analyze data to make educated decisions for future events.
  - Digital marketing: Leverage social media to promote events and network with the community.
- Problem solving: Apply scientific and analytical thinking to troubleshoot issues during events.
- Tasks
  - Assist Workforce Industry Program Managers to planning, coordinating, and executing youth career camps.
  - Conduct research and propose innovative new ideas for the camp.
  - Coordinate with vendors.
  - Manage on-site work.

## STEM learning opportunities

### Characteristics of an impactful STEM externship

#### Meaningful learning:

**How will your organization and this work project expose educators to new learning about STEM careers that they can take back to the classroom?**

Pinnacle is extremely focused on ensuring their learners have a solid grounding in STEM skills that will help them compete in the 21st century. By supporting the career camps for young adults, the extern will see how STEM is involved in every career we train for.

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### **Network Growth:**

#### **How will you enable your extern to meet and learn from a variety of people in STEM careers through this work?**

The extern will work closely with the Workforce Industry Program Manager while also being introduced to a variety of other departments within Pinnacle. The extern will have the freedom to schedule one-on-one meetings with department heads to gain comprehensive knowledge of their roles. The goal is for the extern to have a good understanding of how all the departments communicate and interact within the organization.

### **Professional level work:**

#### **How is this work different from what you might ask an intern without work experience to do?**

Specific skills and technical expertise required for this role include:

- a passion for special event management
- exceptional customer service
- enthusiastic professionalism
- relationship-building skills
- strong written and verbal communication

The successful candidate should also demonstrate the ability to manage a team and program logistics for a variety of upcoming classes.

### **Set up for success:**

#### **How are you planning to provide clarity about what's expected in this role, and onboard them well into your organization?**

Company orientation: safety & privacy training, equipment onboarding

Project onboarding: meetings with Michael Smith & stakeholders; review of the camp "playbook". Michael will prepare a GDrive folder & orientation document with all information the extern needs to be successful, including desired outcomes, KPIs, stakeholders, daily tasks, and past data.

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## Project Examples

### 3) Springfield City Hospital:

#### Support for High School Outreach Program

#### About the project

##### Project: High School Volunteer Experience Definition

##### Expectations

The extern will:

- Generate ideas for students to visit hospitals without being in the clinical space.
- Identify projects for volunteer hours, such as a Community Give Back Day or a project for Nurse Appreciation Week.
- Compile ideas for a marketing plan of these opportunities to teachers/advisors/students.
- Contribute to the development of a "three-step" model for high school classrooms to make each experience unique, meaningful, and useful.
- The goal is for the extern, who is a high school career counselor, to bring back to their students a broader knowledge and understanding of non-clinical careers within the healthcare environment (excluding roles like nurses or doctors). In many ways, event planning/outreach and career counselors share many overlapping duties such as job placement initiatives, networking, and hosting opportunities for community and growth.
- The extern will get deep learning about non-clinical med tech careers (i.e. careers other than doctor or nurse) while helping our Talent Acquisition team develop good student outreach.
- STEM learning opportunities
  - Med tech: shadow and observe medical technicians in their day-to-day roles.
  - Tech ops: understand how medical departments operate and what skills are sought.
  - Digital: learn how to design and implement web pages.
  - Technology: Use AV skills and knowledge to produce videos for marketing purposes.

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- Tasks
  - Do hands-on activity development & curriculum development for outreach.
  - Assist with filming/editing of company videos.
  - Contribute ideas for outreach.
  - Assist in planning/creating presentations & webpages for community outreach.

## STEM learning opportunities

### Characteristics of an impactful STEM externship

#### Meaningful learning:

**How will your organization and this work project expose educators to new learning about STEM careers that they can take back to the classroom?**

We will show our extern a wide range of careers available in health (beyond doctor or nurse) and give them information that they can use with students.

#### Network Growth:

**How will you enable your extern to meet and learn from a variety of people in STEM careers through this work?**

The extern will collaborate with the Workforce Development team in the Talent Acquisition Department. Throughout the externship, the teacher extern will contribute to various projects aimed at enriching their professional experience and making meaningful progress. To ensure a comprehensive and engaging experience, we plan to allocate time and duties across at least two projects.

#### Professional level work:

**How is this work different from what you might ask an intern without work experience to do?**

The extern will:

- Do hands-on activity development & curriculum development.
- Assist with filming/editing of company videos.
- Compile ideas for a marketing plan.
- Contribute to creating a system flowchart.
- Assist in planning/creating presentations for community outreach.
- Use SharePoint to create an attractive webpage.

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### **Set up for success:**

#### **How are you planning to provide clarity about what's expected in this role, and onboard them well into your organization?**

To set up for success with an extern working for a limited duration of 200 hours, it is crucial to provide a detailed orientation session outlining the specific objectives, responsibilities, and expected deliverables for the role. This can be achieved through a comprehensive onboarding package, including written documentation, video tutorials, and one-on-one sessions with key team members to ensure a clear understanding of the organization's culture and work processes. Additionally, establishing regular check-ins and feedback sessions throughout the externship will help address any questions or concerns, fostering a positive and productive experience within the limited timeframe.