

**Instructions: Developing your extern project proposal**

**Acceptance is based on having a strong experience planned for externs.**

We don't expect you to have work fully defined yet, but you will need a proposal at application. You can refine it later!

Applicants typically take 1-2 weeks to develop a strong project proposal.

**Why do we ask these questions?**

This program was created to help educators grow Idaho’s STEM worker pipeline by providing real-world STEM insights to bring back to the classroom.

This worksheet will help you define a project that supports these goals.

**What does a good project look like?**

* Educators get **new learning about how STEM shows up in the workplace** in multiple ways
* The work **grows the educator’s network** of STEM professionals
* Work is **professional level**, appropriate to an experienced adult.
* Role comes with **clear expectations & rapid onboarding**
* **Host is committed to a continued relationship** beyond the externship.
* The work & extern **deliver value for you**!

**Instructions**

1. Use this worksheet to plan your project with internal stakeholders.
2. When you are ready to apply, copy the content from this worksheet into the application form at <https://forms.office.com/g/aFqxCvx1z7>.

Keep this worksheet for your records - you’ll need it when your extern starts!

**Need help or inspiration?**

* See examples of past projects
* Join a working session to get feedback on your proposal
* Email [extern@stem.idaho.go](mailto:extern@stem.idaho.gov)

**Worksheet**

**Sections**

[**Part 1: About the project 2**](#_9y0st78h93bu)

[**Part 2: Designing a meaningful extern experience 3**](#_8kxexego72g)

[2.1 Characteristics of a strong STEM externship 3](#_gm7phvxxlwe9)

[2.2 Types of learning provided 5](#_dewoc2918rct)

[**Part 3: What you’re looking for in an extern 6**](#_dwz9an8z449r)

[**Part 4: Logistics 8**](#_8yxhyq2c3yno)

[**Part 5: Setting your extern up for success 8**](#_y5kajieyb1ji)

### Part 1: About the project

**PRO TIP: Think outside the "teaching" box!**

* Many educators are NOT looking to keep teaching during the summer! Their goal is to get hands-on experience in STEM, learn about real-world STEM careers, and do something new and different.
* While you may want to leverage your extern’s educator expertise, think creatively about all the ways your organization has to teach about STEM careers and meet people working in STEM careers.

|  |  |
| --- | --- |
| **Project name** |  |
| **Project objectives**  What are the desired business outcomes of the project?  How will your organization benefit? |  |
| **Description and day-to-day tasks** |  |

### Part 2: Designing a meaningful extern experience

#### 2.1 Characteristics of a strong STEM externship

|  |  |
| --- | --- |
| **New learning about STEM** | |
| **How will this project teach externs how STEM is applied in real-world careers so they can bring that knowledge back to the classroom?** | <your plan> |
| *Suggested best practices:*   * *Teach externs the fundamentals of your industry, what careers are common, and how the topics educators teach empower STEM professionals in your industry* * *Provide your extern an overview of all STEM careers in your org and education paths to get there.*   *Examples:*   * *This opportunity would immerse the extern in the areas of gardening, soil health, sustainability, culinary skills, and nutrition and health.* * *This project will expose the educator to tools, processes and technical terminology associated with STEM jobs, particularly as related to advanced manufacturing. Exposure to the inner workings of machinery -- how software interacts with hardware, how CNC machines are typically built and how to troubleshoot problems effectively -- will also give educators more confidence for delving into higher level projects and/or incorporating more advanced technologies with their students.* * *This project will place externs in a role that is hands-on and encourages cross-disciplinary exposure. Specifically, externs will engage in industry site visits, tackle problem-solving challenges around the complexity of data collection and analysis. Externs will work alongside the business’s lead and attend workshops, guest speaking, and mentorship meetings that will provide insights into the diverse use of STEM in the service industry. Lastly, externs will document their experiences to bridge the gap between classroom learning and practical STEM applications.* | |
|  | |
| **Network Growth** | |
| **How will you enable your extern to meet and learn from a variety of people in STEM careers through this work?** | <your plan> |
| *Suggested best practices:*   * *Setting up 1:1s with employees from other parts of the organization* * *Placing extern in a cross-functional team* * *Shadowing work in other departments*   *Examples:*   * *At XYZ organization, they set up a meeting with a new senior leader every week* * *Pinnacle formally introduced their externs to STEM workers in each department* | |
|  | |
| **Professional level work** | |
| **How is this work different from what you would ask an intern without work experience to do?** | <your plan> |
| *Suggested best practices:*   * *Project leadership* * *Creative work* * *Process documentation* * *Independent research*   *Examples:*   * *Acme had their extern lead a project and work with software to document workflows* | |

#### 2.2 Types of learning provided

We don't expect all of these to be present for all projects! Please plan for 2-4.

|  |  |  |
| --- | --- | --- |
| **Learning opportunities** |  | **How will this show up?** |
| Extern will get exposed to a specific STEM field |  |  |
| Project will connect what is taught in schools to real world STEM careers |  |  |
| Extern will acquire a new STEM skill |  |  |
| Extern will learn how a STEM organization works |  |  |
| Extern will learn what STEM employers want in future STEM employees - hard and soft skills |  |  |

|  |  |
| --- | --- |
| **What STEM domains can an extern learn about in this role?** | |
| Life science / biology |  |
| Chemistry |  |
| Physics |  |
| Math |  |
| Computer Science |  |
| Information & communication technology (e.g. Design, Computational thinking, knowledge construction) |  |
| Agriculture, Food, Natural Resources |  |
| Engineering & Technology |  |
| Health Professions (e.g. Medical, Nursing, Pharmacy...) |  |
| Trades & Industry (e.g. Manufacturing, Automotive, Construction...) |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| None of these |  |

### Part 3: What you’re looking for in an extern

While this is not a traditional job search where you will find an exact, experienced match to your needs, we want to find you the best possible match from the extern applicant pool!

Share what a great candidate looks like.

|  |  |
| --- | --- |
| **Business skills needed for an extern to succeed at this work** | |
| No specific skills needed - we'll take anyone with the right attitude & train on what's needed! |  |
| Word Processing Software (MS Word or Google Docs) |  |
| Spreadsheet Software (MS Excel or Google Sheets) |  |
| Project Management |  |
| Email & Administrative software |  |
| Presentation Software (MS Powerpoint or Google Slides) |  |
| Public Speaking / Group Presentation |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |
| **Education / student skills needed to perform this work** | |
| None needed |  |
| Elementary ed instructional experience |  |
| Secondary ed instructional experience |  |
| Adult ed instructional experience |  |
| Curriculum design |  |
| Willing to be a camp counselor |  |

### Part 4: Logistics

|  |  |  |
| --- | --- | --- |
| Who will the extern report to? | Name |  |
|
| Email |  |
| Other teams / departments they will interact with | |  |
| Is work expected to be remote, hybrid, or in-office?  *If work is often remote but ANY time is needed in the office - even if it’s just once - please indicate “hybrid”*  *We strongly encourage considering fully remote options to help support rural communities!* | | 100% remote |
| If work is hybrid or in person, what ZIP? | |  |
| Does this externship require travel or relocation? | | Yes |
| Would your organization be open to hosting an extern who is available to work 100 hours instead of 200, if your project is suitable to a shorter duration? | | Yes |

### Part 5: Setting your extern up for success

Setting expectations about the role clearly and quickly onboarding your extern to the organization and their responsibilities is make-or-break for a good extern experience that delivers what you need.

**Suggested best practices:**

* Assign an owner to onboarding
* Document expectations in writing
* Create a folder with all background materials your extern will need to be successful
* Train your extern on any processes, software etc they will need to use

**Examples**

* Smith Company provided a document outlining the purpose of the project, what success would look like, who they would be working with, a week 1 schedule of training and meetings, and all the background documentation they needed to be successful in this role.

|  |  |  |
| --- | --- | --- |
| What onboarding needs to happen in the first two weeks of the project? | People to meet |  |
| Training to take |  |
| Documentation to read |  |
| Other |  |
| Who will be responsible for planning and overseeing onboarding? | |  |
| Speedy onramping is essential for a 200 hour project - externs want to be productive quickly! How many hours will onboarding take? | |  |