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)

☐ Host[1] 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 paper work from Grants & Contracts Analyst* (STEM AC)

    1. **Contract** *(required prior to starting externship)*

        ☐ Received   ☐ Returned to Grants & Contracts Analyst*

    2. **W9*** *(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 Interim 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, 2021)

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[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.

☐ I've submitted and emailed my course assignment to the Interim Executive Director* (STEM AC) by midnight (12:00 am MST) on September 10, 2021

  ➢ *I understand that course assignments will not be accepted after the September 10, 2021 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 help build program capacity

☐ 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* (STEM AC)

☐ I've submitted my actual/confirmed Weekly Work Schedule* and answered questions in the Interim Report* for weeks 1 – 3 within the Community Grants Portal* by the end of the day each Friday

  ☐ **Week 1** – Submitted Work Schedule and answered Week 1 questions within the Interim Report*

  ☐ **Week 2** – Submitted Work Schedule and answered Week 2 questions within the Interim Report*

  ☐ **Week 3** – Submitted Work Schedule and answered Week 3 questions within the Interim Report*

☐ Taking photos, as allowable, of your work and host site *(please check with site host to see if this is allowable prior to taking any pictures)*

☐ Wrote out notes and thought about how I can "Connect My Experience To My Classroom" *(This is not required, but could help completing the interim and final reports and lesson plan)*

☐ I've completed my 1st 100 hours

  ☐ Submitted my weekly work schedules to the Community Grants Portal* *(as indicated above)*

  ☐ Completed my interim report within the Community Grants Portal* *(which includes at least one photo, if approved by host site)*

☐ I've submitted my 1st invoice to *Financial Officer** after I've uploaded both the weekly schedule and interim report

Forth Steps (check once complete)

☐ Continue working and enjoying my time

☐ I've submitted my actual/confirmed Weekly Work Schedule* and answered questions in the Final Report* for weeks 4 & 5 (possibly week 6) within the Community Grants Portal* by the end of the day each Friday

  ☐ **Week 4** – Submitted Work Schedule and answered Week 4 questions within the Final Report*

  ☐ **Week 5** – Submitted Work Schedule and answered Week 5 questions within the Final Report*

  ☐ **Week 6** – Submitted Work Schedule and answered Final questions within the Final Report* *(You may not need week 6. If you've completed 200 hours within 5 weeks, then you will complete week 5 questions and 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* *(MUST be submitted no later than September 6, 2021)*

☐ I've submitted my 2nd invoice to *Financial Officer** after I've completed my Final Report*

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

☐ I've contacted [Partnership Program Coordinator](#)* (STEM AC) immediately with any issues regarding my externship

☐ I've added a calendar appointment to my calendar to [apply](#)* for another Externship opportunity in the following year.

☐ I've met with the Partnership Program Coordinator during my onsite visit and indicated my likes, dislikes, suggested changes, etc. for the following year.

☐ I've reviewed the [Extern Program Fact Sheet](#).

☐ I've reviewed the [Extern Handbook](#).

STEM AC Contacts

(Main Contact)
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