

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 AdobeSign (STEM AC)
 1. **Sponsorship Agreement** (*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](#)*
- 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 [CS/STEM Program Manager](#)* that I am interested in the PD Credit
 - I've reviewed the STEM AC and WDC Educator Course Syllabus
 - I've registered for the PD credit by deadline (July 1, 2023)
 - I've submitted and emailed my course assignment to the [CS/STEM Program Manager](#)* (STEM AC) by midnight (12:00 am MST) on September 9, 2023
 - *I understand that course assignments will not be accepted after the September 9, 2023 deadline!*

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

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

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 using the [link](#) under "Extern Resources" on the Externship webpage
- 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
 - Week 2** – Submitted Work Schedule
 - Week 3** – Submitted Work Schedule
- 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)

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](#)*
 - Week 4** – Submitted Work Schedule
 - Week 5** – Submitted Work Schedule
 - Week 6** – Submitted Work Schedule (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 9, 2023)

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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