

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](#)^{*}
 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 [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)

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 [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!*

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)
- ☐ I've submitted my 1st invoice to the [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](#)*
 - ☐ **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)
- ☐ I've submitted my 2nd invoice to the [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](#).

STEMAC Contacts

(Main Contact)

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