



# Idaho Educator STEM Externship Handbook



Giving Idaho Educators the opportunity to expand their skills and better prepare life for students beyond high school.



2022

Funded with investments from Idaho business partners, along with STEM Action Center and Workforce Development Council, both under the office of Governor Brad Little.

Idaho is at an economic crossroads. There are currently thousands of unfilled jobs in the state and that number is projected to increase due to a lack of a qualified workforce. To address this critical need, the Idaho Workforce Development Council and Idaho STEM Action Center, both under the Executive Office of Governor Brad Little, have combined forces to develop the Idaho Teacher Externship program. The goal of this program is to provide classroom teachers and career counselors with the opportunity to engage in relevant, localized work during the summer with Idaho businesses, which in turn will allow them to better prepare their students - Idaho's future workforce.

Collaboratively, we just completed year three in summer 2021 and the feedback from both business hosts and externs was overwhelmingly positive. Despite the restrictions imposed by the COVID-19 pandemic, we were able to place 26 externs into a wide variety of businesses including manufacturing, high tech, health care, engineering, market research, and television production, to name a few. Businesses ranged from thousands of employees to fewer than a dozen. The teachers gained valuable, real-world experiences that will allow them to transform their classrooms and teaching practices. Businesses were able to leverage the teachers' unique skill sets to build capacity and approach problems with a fresh perspective.

In year two, we transitioned to a cost-share model whereby businesses with the means funded up to 100% of their extern's stipend. Thanks to the generous support of the host businesses, we will continue to utilize this model. This will allow us to expand the program across the state with a strategic emphasis on placing externs into rural businesses. By doing so, we plan to eventually bring the benefits of the externship program to all students in Idaho regardless of where they live.

Though we come from different perspectives on education and workforce, we both share the same goal: to connect classrooms to careers in meaningful ways that offer students increased opportunities to work, live, and stay in Idaho. Doing so will not only benefit our future workforce, but also will allow Idaho's economy to continue to prosper. As we look to year two of this exciting program, we remain committed to the vision of providing equity and opportunity for all Idahoans. Please join us in expanding this successful program!

  
Executive Director (2015-2020)  
Idaho STEM Action Center

  
Executive Director  
Idaho Workforce Development Council

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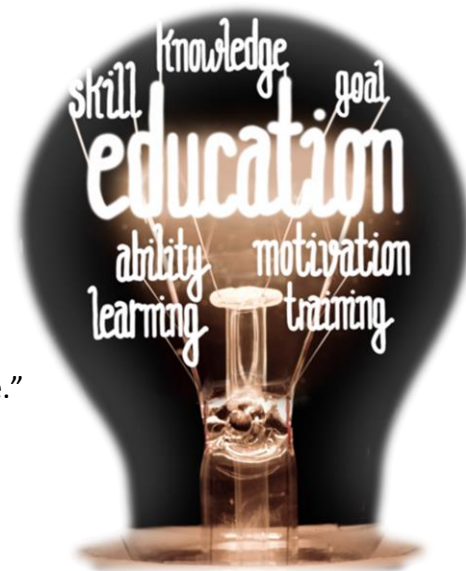
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## Section 1: Participant Testimonials

### *What are the reasons for hosting an Idaho Teacher Extern?*

#### **To Invest in Their Community**

- “Our team is a group of talented individuals that are passionate about the work they do and in helping our communities.”
- “We are actively hiring for a developer position and see the need to build awareness around developer type jobs firsthand. We have only received a few qualified, local applicants and it would be nice to see that change over time.”
- “There really needs to be more outreach on the part of academia and it is important to really have a heart for this.”



#### **To Develop a Relationship with a Teacher or School**

- “We had several conversations and traded ideas on how to use the concepts in the classroom... We have already talked about visiting her classroom this fall!”
- “It’s important to support STEM teachers in our area and provide additional knowledge about our industry.”

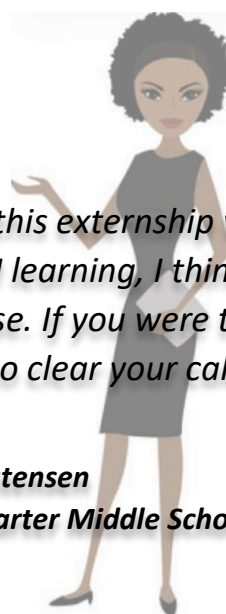
#### **To Provide Teachers with Real-World Experiences Based on Their Subjects**

- “It's the most tangible approach to communicate back to the student’s what life in an actual company looks like that I have ever seen.”
- “It is a great opportunity to see the many diverse jobs in healthcare and get to meet with managers or at least interact with them; all skills and information she can take back to the classroom and share with her students.”
- “The externship program fills an important link that can help students know what ‘tomorrow’ will look like.”

## What are Teacher Externs saying about Idaho Teacher Externships?

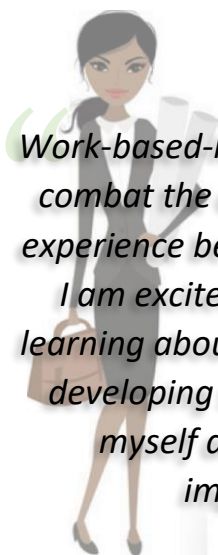
*“Had you asked me prior to this externship why it is important to promote STEM learning, I think I could have made a pretty good case. If you were to ask me now, well you might need to clear your calendar...”*

**Krista Christensen**  
Counselor, Blackfoot Charter Middle School



*Work-based-learning opportunities can combat the disconnect that students experience between school and career. I am excited to spend the summer learning about these opportunities and developing some practical steps for myself and other teachers to implement them!*

**Carissa Hale**  
Science Teacher, Vallivue High School




**Nicole Snoderly**  
History Teacher, South Middle School

*“For workforce development to be successful it is crucial for companies and schools to partner together! I am excited to start next school year with this on the forefront of my mind and really think about how I can incorporate higher levels of critical thinking and problem-solving into my own classroom!”*



## Section 2: Examples of Past Externship Projects

 **ALLATA** Participate on teams as a quality analyst, product tester, and a project coordinator

Provide training, develop transitions services and individual plans for employment

 **IDAHO VOCATIONAL REHABILITATION SERVICES**



Create training deliverables for client credit unions including development/editing of video

Manage school pilot program, partner interviews, program data presentation

ACHD

COMMUTERIDE



**University of Idaho**

Design, build, program and fly a drone in preparation for a student camp

Maintain equipment, assist with machine changeovers, program robots, and generate solutions to existing manufacturing problems

**SEL**

**SCHWEITZER ENGINEERING LABORATORIES**



Robotic programming classes, engineering-related support activities (mechanical, electrical and software)

Performing compensation analysis, working with Excel to calculate rates, building formulas, and analyzing data



Create a workforce development/college and career pathway project

Production, food safety & quality, continuous improvement, human resources, maintenance



Lumber and manufacturing, an overview of policy issues, particularly around environment, forest management, and education

VR/AR device prep, media campaign, video production, website creation



Video production, research and data analysis to inform decision making, program planning and outreach

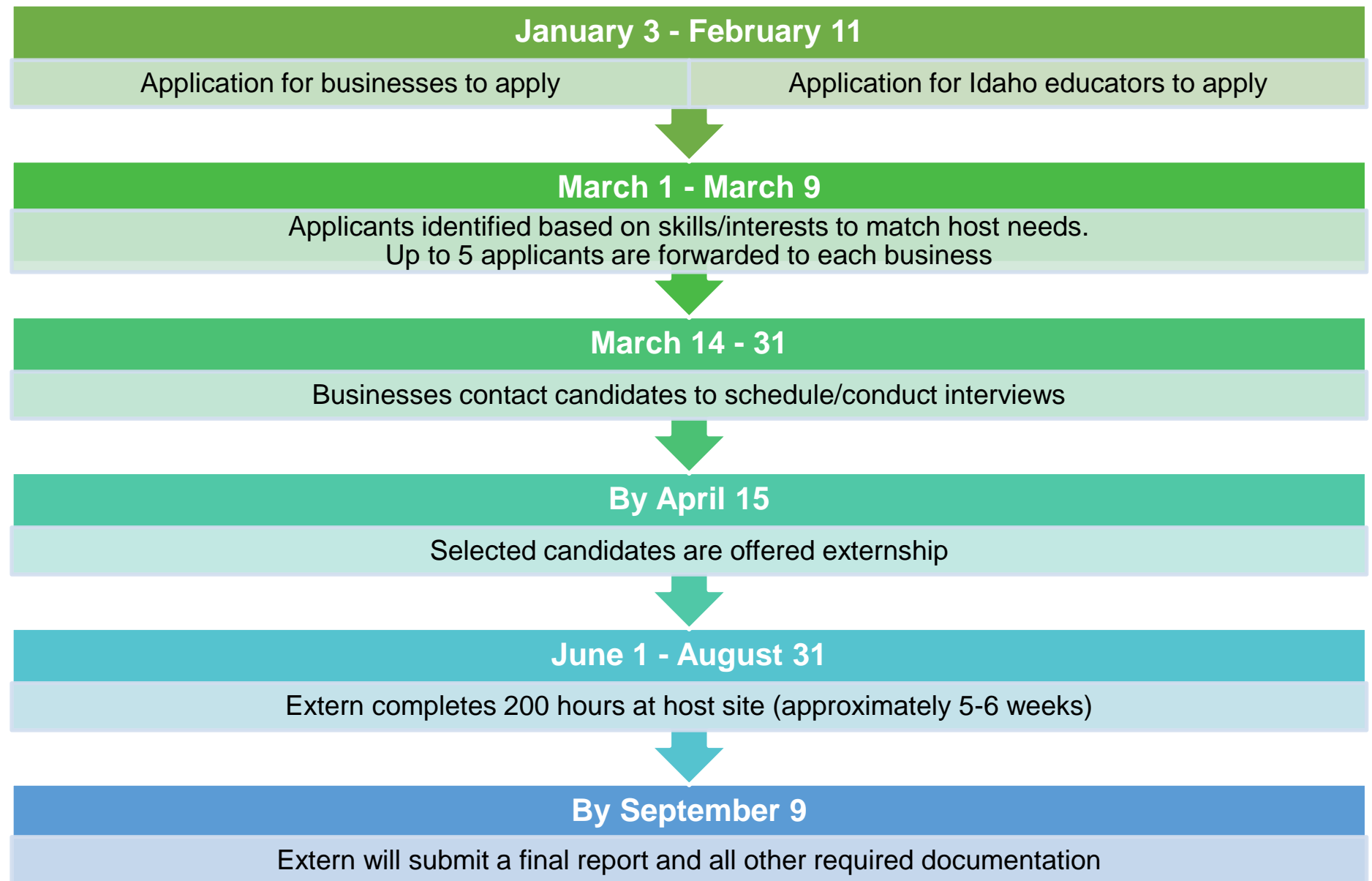
Client/industry research and public relations



Research appropriate programs for the LEADER database, provide communications support to promote the externship program



## Section 3: Externship Timeline (2022)



## Section 4: Program Overview

### Goal Statement

By providing classroom teachers and career counselors with the opportunity to work in business and industry, the Externship Program will allow them to better prepare their students for workforce needs in Idaho. The essential role educators play in helping students to develop the knowledge, skills and dispositions necessary to thrive in an ever-evolving economy cannot be overstated. Externships also create vital partnerships between businesses and local schools that can help students make relevant connections between their education and potential career pathways. Doing so will result in a more skilled and diverse STEM talent pipeline which is critical for the continued growth of Idaho's economy.

### Definition of Terms

#### Extern

Participating classroom teacher or career counselor that has been placed with an Externship host. Qualified applicants must be a certified K-12 public school teacher or a college and career advisor who is currently working in a public Idaho School and will be returning to a public Idaho school for the 2022-2023 school year.

#### Externship

A 200-hour, summer experiential learning opportunity that places classroom teachers and career counselors with host businesses. It is designed to be a mutually beneficial relationship whereby host sites provide challenging and meaningful workplace opportunities that will help externs to be able to better educate their students regarding workforce needs, while educators leverage their professional skills to help host sites build capacity.

#### Externship Host

An externship host is a public- or private-sector organization or business that provides meaningful work experiences to an educator over the course of a summer.

#### Externship Coordinator

A person from either Idaho STEM Action Center ([Partnership Program Coordinator](#)) or Workforce Development Council who works directly with the teacher extern and/or extern host throughout the Externship experience.

### Participants and Benefits

Any certified Idaho K-12 public school teacher or college and career advisor who is currently working in a public Idaho school and will be returning to a public Idaho school for the 2022-2023 school year is eligible to apply. Educators will be paid a flat rate of \$5,000.00 for two hundred (200) hours per the entirety of the externship. Externs also have the opportunity to earn

professional development credit or graduate credit (see [syllabus on page 19](#)) for completing the experience.

Extern hosts receive a unique opportunity to collaborate with Idaho educators who can offer uncommon expertise and return on investment. Additionally, extern hosts can share with educators the challenges of hiring and retaining employees, the application of new technologies, business practices in a local company, and real-world information about career possibilities and workplace expectations.

Consequently, externships can build a bridge that connects education to careers by enhancing the learning environment of the classroom, deepening educator's and student's insight into the needs, challenges, and realities of the workplace, and engaging the community in STEM and 21<sup>st</sup>-century skills that lead to in-demand careers in Idaho.

## Timeline

Businesses interested in hosting an extern for summer 2022 should apply on STEM AC's [Externship webpage](#) Community Grants Portal (between January 3, 2022 and February 11, 2022). The extern host should identify and define as clearly as possible either a specific project or the general type of work an extern is expected to complete at the host site. The host may either identify several possible projects that can be matched to a broader range of teachers and/or skill sets or identify a single project with a more particular type of teacher and skill set in mind.

To qualify, interested Idaho classroom teachers and career counselors must submit a completed application through STEM AC's [community grants portal](#) between January 3, 2022 and February 11, 2022. From March 1, 2022 until March 9, 2022, completed applications will be reviewed based on the candidates' interests, experiences, and skillsets and matched accordingly to meet the needs of the participating businesses. Applications may be forwarded to more than one business and host sites can receive up to five applications (for more information on the matchmaking process, see Applications and Extern Match below).

Businesses will reach out to desired candidates between March 14, 2022 and March 31, 2022 to schedule/conduct interviews. **Selected candidates will be offered an externship by the host site no later than April 15, 2022.** In the event there remains an unplaced applicant, every effort will be made to match them with any remaining businesses, providing funding is available.

STEM AC and WDC staff will host an orientation conference call for all externs in May to clearly outline expectations and help prepare participants for the externship experience. It is highly recommended that externs participate in the call, but for those who are unable, the session will also be recorded and posted to STEM AC [Externship webpage](#) along with all other necessary information.

## Applications and Extern Match

The extern interviews provide an opportunity to define the externship experience and clarify the expectations of both the host and the educator. Additionally, the start date, important

program dates, and projected end date should be discussed along with any vacations or commitments that require multiple days away from the externship on the part of the applicant. The Idaho Teacher Externships program offers considerable scheduling flexibility to the educators in terms of the 200-hour requirement, but this only works with clear communication between the program coordinators, extern host, and the extern.

Following acceptance of the externship, the extern will identify a point of contact with the host site and forward his/her contact information including name, email address, and phone number to the [Partnership Program Coordinator](#). The extern will work with the site host to develop a mutually agreeable work schedule for the summer externship experience. Also, at this time, the extern must submit the required paperwork (contract, W-9, and work schedule) to STEM AC [Grants and Contracts Analyst](#). **The externship cannot begin until all paperwork has been processed by STEM AC.**

### **Role of the Teacher Extern**

Externs are not considered employees, but rather independent contractors, and will not be working under the direction and/or control of STEM AC. Nevertheless, externs are expected to:

- Attend STEM AC extern orientation in May and submit all required paperwork.
- Complete 200 hours at the Externship host site between June 1st and August 31st, 2022, as agreed upon by the teacher and the employer (approximately 5-6 weeks).
- Meet the performance expectations required by the employer.
- In the Community Grants Portal, submit an interim report after 100 hours of work is completed, which must include at least one photo (approved by the host) of the extern at the worksite and a timesheet reflecting hours worked. A final report needs to be submitted no later than September 9, 2022.
- Use this opportunity to integrate relevant, real-world examples and content into their classrooms and learning environments.
- Share their experiences with colleagues to help build program capacity.
- Submit at least one blog post regarding the externship experience with an approved picture from the host site.
- Report any issues regarding the externship to the STEM AC Partnership Program Coordinator immediately.

### **Role of the Extern Host**

- Provide a challenging work opportunity that contributes to company operations while exposing the teacher to authentic workplace experiences that will enhance his/her instruction in the areas of content, employability skills, and technology utilization.
- Ensure that the educator sees the broader career opportunities within the organization/industry and understands the challenges of hiring and retaining employees.

- Provide the necessary training and ongoing mentoring needed for the extern to be successful.
- If possible, contribute to the stipend that will be paid to the extern (for more information, see [Extern Compensation and Host Contributions](#) below).
- Aid the extern by providing time for him/her to fill out weekly reflections as part of the program requirements.
- Report any issues regarding the extern to STEM AC Partnership Program Coordinator immediately.

### **Role of the Coordinators**

As previously mentioned, there are two coordinators facilitating the externship experience: one from WDC who works primarily with the businesses and one from STEM AC who works with the externs. While they share the same goal of creating the best externship experience possible, their roles are somewhat different based on the group with whom they work.

From STEM Action Center

- Ensure externs are provided with all required documentation.
- Conduct reference checks with the externs' building principals.
- Submit applicant resumes to WDC for consideration by prospective employers.
- Provide externs with training and ongoing support to meet all program requirements and ensure a positive experience.
- Provide documentation for externs who choose to earn professional development or graduate credit.
- Conduct at least one on-site visit with each extern over the course of the externship experience.
- Support educators to ensure the knowledge gained from the externship goes farther than just this single experience (i.e., sharing your involvement with other educators and/or school counselors).

From Workforce Development Council

- Provide support to employers from selection of the teachers to the completion of the externship experience.
- Organize a competitive selection process for teachers.
- Provide employers with assistance for planning the externship experience.
- Recognition that you are running a business. If there are issues with the program, let us know and we will fix them or you can end the externship, if necessary.
- To make sure the experience you provide goes farther than the one teacher you impact.

### **Extern Compensation & Host Contributions**

As independent contractors, externs will be paid \$5,000.00 by STEM AC for 200 hours of work at their host sites. It will be the shared responsibility of the extern and the site host to establish a work schedule for 200 hours agreeable to both parties. Funds will be disbursed in two payments. The extern's initial disbursement of \$2,500 will follow their successful completion of

100 hours and their submission of the interim report. The final payment will follow the extern's submission of the final report and approval by the STEM AC. Should the externs work with their site host, for any reason, fall short of 200 hours, final payment will be prorated at the rate of \$25.00 per hour.

Priority selection of externship host sites may be given to organizations sharing the cost of the externship. Cost-sharing will help expand the externship program across Idaho. Host site cost-sharing contributions should be made directly to the STEM AC or its Foundation, which will then be routed to the extern assigned to that particular host site. Consideration will be given to smaller businesses for which the \$2,500.00 commitment is a barrier to participation.

Workers' Compensation will be paid for by the STEM AC. All other benefits will be the sole responsibility of the contractor.

### **Idaho STEM Action Center Vendor Service Agreement**

An [Idaho STEM Action Center Vendor Service Agreement](#) (see page 18) must be signed by the extern before beginning the Externship experience. This document releases the extern host and the Idaho Teacher Externship Program from any and all liability. Hosts may also require the extern to sign an organization-specific release and waiver of liability form and/or nondisclosure agreement.

### **Externship Site Visit Interviews**

During the program site visit, the STEM AC coordinator will meet individually with both the extern and the site host to ask them a number of questions regarding program delivery. The purpose is to gather data to continually improve the externship experience and collect evidence of program impact.

### **Externship Termination**

It is important for both the teacher and host to know that if problems occur in the early stages of the experience, the coordinators are in place to assist both parties and do everything possible to allow the experience to continue. If it is determined that the externship cannot be continued, the teacher will be compensated pro-rata for the hours worked and accepted by the STEM AC.

**The following forms can be found below and on the STEM AC Externship webpage:**

- [Program Fact Sheet](#)
- [Externship PowerPoint Presentation \(2020\)](#)
- [Work Schedule Template](#)
- [Lesson Plan Template](#)
- [Extern Invoice Template](#)

## Section 5: Sample Forms

### Externship Resume Template

Please fill out the resume using the template provided by STEM AC. This will make up part of the information that is sent to the host businesses. ([Resume Guide 2018](#))

### Example: Resume

#### **SAMPLE FUNCTIONAL RÉSUMÉ**

#### **BUSTER KEATON**

Alameda, California  
818-555-6984  
keystone@yahoo.com

#### **HIGHLIGHTS OF QUALIFICATIONS**

- Extensive sales and marketing experience with people from all cultures and economic levels
- Consistently surpassed sales quotas in retail clothing and housewares departments
- Demonstrated strong interpersonal and presentation skills
- Proven ability to solve customer issues
- Self-motivated and confident in making independent decisions

#### **RELEVANT ACCOMPLISHMENTS**

##### **Sales and Marketing**

- Marketed Christmas ornaments and gift items imported from the Philippines by making presentations to over 20 retail storeowners and buyers
- Co-hosted monthly sales seminars for potential real estate partnership investors
- Answered up to 100 customer questions daily regarding project details
- Followed up by phone to verify client's commitment to invest in the partnership
- Raised funds for a nonprofit organization by cold calling local businesses
- Co-led voter drive and personally persuaded 2,000 citizens to sign petition in support of placing community improvement initiative on the ballot

##### **Customer Service**

- Gathered information about products, complaints, policies and accounts by phone and in person
- Examined customer claims. Made any corrections or changes to customers' accounts
- Determined charges for services requested. Followed up with customers to ensure satisfaction.
- Provided information on products. Kept records of all transactions
- Referred unresolved complaints to other departments or supervisors
- Applied diplomacy and assertiveness to delivery delays, resolved budget problems
- Interacted with those with cultural and communication barriers

#### **RELEVANT WORK EXPERIENCE**

<i>Sales Director</i>	PacBell	San Francisco, CA	2010 to 2018
<i>Customer Service Manager</i>	Grothe & Associates	San Francisco, CA	2006 to 2010
<i>Marketing Director</i>	Beneficial Finance	Bay Area, CA	2004 to 2006
<i>New Sales Developer</i>	Microsoft	Bay Area, CA	2002 to 2004

#### **EDUCATION**

*Bachelor of Arts in Accounting and Business*  
Norwest College  
Santa Rosa, California



## Cover Letter Examples

### OUTLINE FOR A COVER LETTER

#### NAME

City, State  
Phone  
Email Address

Date

Name of Contact (if known)  
Title  
Name of Company  
Mailing Address  
City, State Zip

Dear Mr. / Mrs. / Ms.:

#### PARAGRAPH 1 -- The Opening/ Your Introduction

1. Give your reason for writing the letter.
2. Tell the employer the position you are interested in.
3. Tell the employer where you found out about the job opening.
4. Tell the employer why you are interested in the company.

#### PARAGRAPH 2 -- The Body/ Your Hook

1. This is one or two paragraphs that tell the employer why you are qualified.
2. Identify specific qualifications from job posting to address (usually the first three qualifications).
3. Match what you have accomplished to three key qualifications/requirements listed in the job posting.

#### PARAGRAPH 3 -- The Closing

1. Tell the employer you are interested in interviewing for the available
2. Thank the employer for considering you for the position.

Sincerely,

*Signature*

Name

### SAMPLE COVER LETTER

(General)

#### ERIC CLAPTON

Middleville, Idaho 83700  
208-555-1640  
oldrockcer@gmail.com

March 15, 2018

Mr. Phillip ~~Morework~~  
Production Manager  
XYZ Corp.  
21 Industry Lane  
Anytown, Idaho 83700

Dear Mr. ~~Morework~~:

Thank you for the opportunity to submit my qualifications for **Sales and Marketing Manager** as listed with the Idaho Department of Labor. It was interesting to see you are looking for someone with a high-tech background, worked with a Fortune 100 company and who has had extensive experience in production management.

It would be exciting to work with XYZ Corp. because my current company has been using the quality products you produce for over five years. There is no doubt that my having become accustomed to a fast-paced environment, where deadlines are a priority and handling multiple projects simultaneously is the norm, my production management successes will be an asset to you.

My extensive experience includes:

- Hiring and managing up to 75 staff members.
- Making decisions quickly and effectively.
- Facilitating negotiations with all levels of management and employees.

Please consider my qualifications for this position. I would welcome the opportunity to discuss them with you in the near future. I can be reached at 208-555-1640.

Thank you very much for your time and consideration.

Sincerely,

*Eric Clapton*

Eric Clapton



## Example: Externship Vendor Service Agreement (Contract)

Contract is between the STEM AC and you, the extern (independent contractor). The contract includes, but is not limited to:

- Scope of Work (SOW)
- Terms of Payment
- Contractors Performance
- Reimbursement for Expenses
- Term of agreement & Termination
- Acknowledgement of House Bill 220
- Signatures of both Extern and either the STEM AC Executive Director or STEM AC Grants and Contracts Analyst
- Contract must be returned to the [Grants and Contract Analyst](#) before starting Externship

Contract ID: FYNAMR

**IDAHO STEM ACTION CENTER  
VENDOR SERVICE AGREEMENT  
(STATE FUNDS)**

This agreement ("Agreement") is made by and between Idaho STEM Action Center (STEM AC) and Contractor (Contractor Legal Name, an individual or corporation doing business in the State of Idaho ("Contractor").

Whereas, STEM AC desires to engage the Contractor to perform certain services, pursuant to the terms and conditions stated in this Agreement.

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants herein contained, the parties agree as follows:

**1. SCOPE OF WORK**  
STEM AC desires that the Contractor perform, and the Contractor agrees to perform, the following:

L  
I  
K  
J  
H  
G  
F  
E  
D  
C  
B  
A

**2. TERM**  
STEM AC agrees to during the course of Invoice

**3. INTEL**  
STEM AC present Agreement by Contra intellects; et seq., it a "work of the intellect"

**4. CONT**

Idaho STEM

Contract ID: FYNAMR

All work done by the Contractor shall be of the highest professional standard and shall be performed to STEM AC's reasonable satisfaction. The detailed manner and method of performing the work is under the control of Contractor, with STEM AC being interested only in the results obtained. STEM AC and Contractor agree that Contractor is an "Independent Contractor" as defined by law as to all work performed under this Agreement.

**5. CONTRACTOR'S STATUS**  
Contractor's status under this Agreement shall be that of an independent Contractor, and not that of an agent or employee. Contractor shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items. Contractor shall indemnify STEM AC and the State of Idaho and hold them harmless from ~~any and all~~ claims for taxes (including, but not limited to, social security taxes), penalties, attorney's fees and costs that may be made or assessed against STEM AC or the State of Idaho arising out of Contractor's failure to pay such taxes, fees or contributions. Contractor warrants and represents that Contractor has complied and will comply with all federal, state and local laws regarding business permits and licenses that may be required for Contractor to perform the work as set forth in this Agreement.

**19. ASSIGNMENT**  
The Contractor may not assign this Agreement without the prior written permission of STEM AC.

**20. WAIVER**

Idaho STEM

Contract ID: FYNAMR

pay, for any services rendered prior to the effective date of this Agreement. STEM AC may terminate this Agreement at any time with or without cause upon ten (10) days of notice to Contractor, specifying the date of termination. Upon termination pursuant to this section, all obligations of the parties shall cease, and the Contractor will be entitled to a pro rata payment for work accomplished and accepted by STEM AC.

**22. EFFECT OF TERMINATION**  
Upon termination by STEM AC, the Contractor shall: (a) promptly discontinue all work, unless the termination notice directs otherwise; (b) promptly return to STEM AC any property provided by STEM AC pursuant to this Agreement; and (c) deliver or otherwise make available to STEM AC all data, reports, estimates, summaries and such other information and materials as may have been prepared or accumulated by the Contractor in performing this Agreement, whether completed or in process. Upon termination by STEM AC, STEM AC may take over the work and may award another party a contract to complete the work contemplated by this Agreement. Notwithstanding a termination, the Contractor's obligations, if any, to provide follow-up services on work currently in progress shall remain in effect until such services are completed.

**23. NOTICES**  
Any notice given in connection with the Agreement shall be given in writing and shall be delivered either

reserves the right to terminate this Agreement, or any order placed under it, in whole or in part, if in STEM AC's sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds as may be required for STEM AC to continue payments or requires any return or "give-back" of funds required for STEM AC to continue payments, or if the Executive Branch of the State of Idaho mandates any cuts or holdback in STEM AC's spending. Any such termination shall take effect on ten (10) days' notice to Contractor by STEM AC and be otherwise effective as provided in this Agreement shall be paid from legislative appropriations.

**27. OFFICIALS, AGENTS, AND EMPLOYEES OF STEM AC NOT PERSONALLY LIABLE**  
The Parties agree that in no event shall any official, officer, employee or agent of STEM AC or State of Idaho be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this Agreement. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of STEM AC shall have any personal liability or responsibility under this Agreement, and the sole responsibility and liability for the performance of this Agreement and all of the provisions and covenants contained in this Agreement shall rest in and be vested with the State of Idaho.

**28. FORCE MAJEURE**

Idaho STEM

**SIGNATURE PAGE**

<b>IDAHO STEM ACTION CENTER 802 WEST BANNOCK STREET, SUITE 900 BOISE, IDAHO 83702</b>	
Contractor's Legal Business Name & Address	STEM AC
Printed Name of Authorized Representative	Shaghaila Iqbal, Grants & Contracts Analyst
Title of Authorized Representative	Date
Signature of Authorized Representative	
Date	

Idaho STEM Action Center Vendor Service Agreement 7 7/2020 Idaho STEM Action Center Vendor Service Agreement 8 7/2020 Idaho STEM Action Center Vendor Service Agreement 9 7/2020

Contract ID: FYNAMR

**Acknowledgment of House Bill 220**

The Idaho Legislature recently enacted the No Public Funds for Abortion Act (House Bill No. 220), effective May 20, 2021 ("NFAA"). See [House Bill 220](#). [Public Bill 220](#) ensure you and/or your company is compliant with the NFAA. STEM AC and State of Idaho is requesting that you acknowledge the following:

The State is subject to the No Public Funds for Abortion Act, Idaho Code title 18, chapter 87 (the "Act") and State employees who intentionally violate the provisions of the Act are subject to criminal prosecution. The State requests that vendors disclose, unless the vendor is within one of the exemptions provided in the Act, if it or an affiliate is or becomes, during the term of the Contract an abortion provider and if it will use State facilities or public funds to provide, perform, participate in, promote or induce, assist, counsel in favor, refer or train a person for an abortion related activity. Please refer to the Act for definitions of the terms used in this section.

\_\_\_\_\_ Please sign acknowledging your receipt of this request and provide your response, if any, at your earliest convenience.

Idaho STEM

## W9 Form

W9 is required for any person doing business with the State of Idaho.

- Contractor MUST fill in each highlighted section, sign, and date. Return to [Grants and Contracts Analyst](#) along with your contract.
- If you already have a W9 on file with the State of Idaho this is not needed.
  - Exception - W9 is required if any information has changed: name or address
- W9 required before any payment will be made

<p><b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>																
<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																		
<p><b>2</b> Business name/disregarded entity name, if different from above</p>																		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Print or type. See Specific Instructions on page 3.</p>	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                          <input type="checkbox"/> C Corporation                          <input type="checkbox"/> S Corporation                          <input type="checkbox"/> Partnership                          <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____                      Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____                 </p>																	
<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>		<p>Requester's name and address (optional)</p>																
<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p>																		
<p><b>6</b> City, state, and ZIP code</p>																		
<p><b>7</b> List account number(s) here (optional)</p>																		
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																		
<p><b>Social security number</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>										<p><b>Employer identification number</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>								
<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																		
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ _____</p> <p>Date ▶ _____</p>																	
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</p>																		
<p>Cat. No. 10231X</p>		<p>Form <b>W-9</b> (Rev. 10-2018)</p>																

**Example: STEM AC [Invoice Template](#)**

Invoices will need to be emailed to STEM AC's [Financial Officer](#); who oversees all invoice billings for STEM AC. Please contact her if you have questions regarding your invoice or payments.

You will submit 2 invoices: 1 midway (after 100 hours and interim report has been submitted) through the program and the 2nd upon completion of the program (after 200 hours and final report has been submitted).

Internship Invoice			
<b>Name:</b>		<b>Date:</b>	Input date here
<b>Address:</b>	Street Address		
	City/State/Zip		
<b>Phone:</b>			
<b>E-mail:</b>			
<b>Bill to</b>			
Idaho STEM Action Center			
802 West Bannock Street, Suite 900			
Boise, Idaho 83702			
<b>Description</b>			<b>Total</b>
Externship at [please specify company here]			\$ 2,500.00
<b>Total</b>			<b>\$ 2,500.00</b>
<b>Notes:</b>			

[Invoice template](#) can be found on the [Externship webpage](#) under Extern Resources.

### IMPORTANT

**\*Payment may take up to 30 days for complete processing once your invoice(s) and all required documents have been submitted. \***

### Example: Proposed & Daily Work Schedule

#### Proposed Schedule:

- Complete once, prior to starting externship, send to [Grants and Contracts Analyst](#)
- Used to give STEM AC/WDC a timeline to schedule site visits

[Work Schedule template](#) can be found on the [Externship webpage](#) under Extern Resources.

Extern Proposed Work Schedule								
Extern Name:					Date:			
Company Name:								
Dates: _____								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs Worked
7:00 AM								0
8:00 AM								0
9:00 AM								0
10:00 AM								0
11:00 AM								0
12:00 PM								0
1:00 PM								0
2:00 PM								0
3:00 PM								0
4:00 PM								0
5:00 PM								0
6:00 PM								0
7:00 PM								0
8:00 PM								0
9:00 PM								0
								<b>Total</b> 0

### Weekly Work

**Schedule:** This is required for the interim and final reporting.

- Complete once a week
- Upload to the [Community Grants Portal](#)

Extern Weekly Work Schedule								
Extern Name:					Date:			
Company Name:								
Week 1 (Dates: _____ )								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs Worked
7:00 AM								0
8:00 AM								0
9:00 AM								0
10:00 AM								0
11:00 AM								0
12:00 PM								0
1:00 PM								0
2:00 PM								0
3:00 PM								0
4:00 PM								0
5:00 PM								0
6:00 PM								0
7:00 PM								0
8:00 PM								0
9:00 PM								0
								<b>Total</b> 0

## Example: Externship Interim Weekly Reports

**Externship Interim Weekly Reports**

Applicant	GMS Test
Applicant ID	APP-010622
Company Name	GMS Test
Recipient Address	GMS Test

Status	<input type="checkbox"/> Other
Funded	Question: What are your personal/professional goals for your externship experience? How do you hope to work toward these goals?
	Not Answered

<b>Week 1</b>	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered
<b>Week 2</b>	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered

<b>Interim</b>	Question: How do you feel about your experience?
	Not Answered
	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

<b>Week 3</b>	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered
	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered
	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

<b>Week 4</b>	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered
	Question: Please describe your experience in the community? How might you build bridges between your site host organization and your school in the coming year?
	Not Answered
	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

5/17/19	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

5/17/19	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

5/17/19	Question: How do you feel about your experience?
	Not Answered
	Question: Please describe any barriers you have faced in your externship. How have you worked to overcome these barriers? What additional assistance do you need?
	Not Answered
	Question: What would help connect your experience with your site host to your educational practice in the classroom?
	Not Answered
	Question: What information would be useful to have on the externship web page before applying next year?
	Not Answered
	Question: Other feedback about this program:
	Not Answered

5/17/19 APP-010622 (GMS Test) Page 4 of 4

## Example: Externship Final Reports

**Externship Final Weekly Reports**

Applicant	GMS Test
Applicant ID	APP-010623
Company Name	GMS Test
Recipient Address	Question: How might your experience this week translate into your classroom instruction? <b>Not Answered</b>
Status	Question: Please upload the work schedule document reflecting actual hours worked this week. <b>No Attachments</b>
Funded	<input type="checkbox"/> Strongly disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Neutral <input type="checkbox"/> Agree <input type="checkbox"/> Strongly agree

**Week 4**

Question: How often do you use this...  
**Not Answered**

Question: Please...  
**Not Answered**

Question: How mi...  
**Not Answered**

Question: Please week...  
**No Attachments**

Question: What S might your underst students?  
**Not Answered**

Question: P week...  
**No Attachments**

**Week 5**

Question: Please...  
**Not Answered**

5/17/19

**Week 6**

Question: P...  
**Not Answered**

Question: H...  
**Not Answered**

Question: P...  
**Not Answered**

Question: The...  
**Not Answered**

Question: Plea you have not yet goals.  
**Not Answered**

Question: If yo...  
**Not Answered**

Question: Please share a story that demonstrates the benefit of this program.  
**Not Answered**

Question: What recommendations do you have to improve this program in the future?  
**Not Answered**

Question: Please describe any barriers to your program's success. How have you worked to overcome these barriers?  
**Not Answered**

Question: Other feedback about this program:  
**Not Answered**

Question: Please upload a lesson plan template using the template (required for PD credit)  
**No Attachments**

Question: Please upload a lesson plan template using the template (required for PD credit)  
**No Attachments**

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Increased knowledoe of how classroom content applies to everdvav life  
**Not Answered**

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Established partnerships with local work places  
**Not Answered**

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Externships stipend  
**Not Answered**

Question: On a scale from 1-10, how valuable was this possible outcome of the externship program: Externships graduate credit/licensure renewal credits  
**Not Answered**

Question: If there you have identified other possible outcomes of the externship program, please describe them and their value.  
**Not Answered**

**Final**

Question: A...  
 Yes, with  
 Yes, with  
 Undecide  
 No

Question: I fee...  
 Strongly dis  
 Disagree  
 Neutral  
 Agree  
 Strongly ag

Question: This...  
 Strongly dis



## Example: STEM AC and WDC Educator Externship Course Syllabus

Professional development credit through BSU.

### STEM AC and WDC Educator Externship

Course Syllabus – Summer & Fall 2022

Dr. Kaitlin Maguire, STEM Action Center

**Course Number:** TBA

**Course Hours:** 45

**Professional Development Credits:** Three (3)

**Link to Registration:** TBA

**Registration Deadline:** July 1, 2022

**Location and Course Dates:** To be determined by the extern and the cooperating business

**Course Cost:** \$180

**Instructor Email:** [kaitlin.maguire@stem.idaho.gov](mailto:kaitlin.maguire@stem.idaho.gov), 208-332-1726

**COURSE DESCRIPTION:** Externships are a transformative experience for educators and students that can change classroom dynamics and show students potential local career opportunities. This externship program places educators/career counselors with local businesses to gain valuable experiences that can be brought back to students. As opposed to a job shadow, educators will work as actual employees of one of the participating businesses/organizations from a variety of fields including aerospace, software development, banking, engineering, technology, healthcare, food processing, outdoor recreation, and virtual reality, among others.

#### **COURSE OBJECTIVES :**

1. Educators receive hands-on work experience in a STEM-related field, learn about career opportunities in Idaho, and learn the skills/knowledge needed to pursue those careers.
2. Provide students with relevant, Idaho career information including career possibilities and workplace expectations.
3. Create lasting partnerships between businesses and local schools to build a talent pipeline.

#### **COURSE ASSIGNMENTS :**

1. Work 200 hours between June 1, 2022 and August 31, 2022 for a local business that you are placed with. (200 hrs)
2. Keep a weekly log of your work experiences. (3 hrs)
3. Submit two lesson plans following the provided template. (10 hrs)
4. Submit an interim report by the end of the third week of employment. (1 hr)
5. Create and submit an externship portfolio that includes the weekly reflections, lesson plans, interim report, and final report by September 9, 2022. (2 hrs)

**COURSE ASSIGNMENT DUE DATE:** September 9, 2022 by midnight MST.

**TRANSCRIPT DATE:** Fall 2022

## Example: [Externship Lesson Plan Template](#)

### Externship Lesson Plan Template

#### BACKGROUND INFORMATION

- Name: [Click or tap here to enter text.](#)
- School and District: [Click or tap here to enter text.](#)
- iSTEM location: [Click or tap here to enter text.](#)
- iSTEM Strand Title: [Click or tap here to enter text.](#)
- Target Grade Band: [Click or tap here to enter text.](#)
- Applicable Idaho Content Science Standards: [Click or tap here to enter text.](#)

#### INSTRUCTIONAL SEQUENCE SUMMARY

##### 2-3 sentences describing the instructional sequence

[Click or tap here to enter text.](#)

#### STUDENT LEARNING TARGETS

- **Content:** What will students be learning? What will students be able to do after the lesson?  
[Click or tap here to enter text.](#)
  - Related Science and Engineering Practice: [Click or tap here to enter text.](#)
  - Related Cross Cutting Concepts: [Click or tap here to enter text.](#)
  - Supporting Content: [Click or tap here to enter text.](#)
- **Skills:** What skills are important to develop or necessary to accomplish the learning?  
[Click or tap here to enter text.](#)
- **Reflection/Assessment:** What are your expectations regarding student performance? How will students show or be assessed on their learning?  
[Click or tap here to enter text.](#)
- **Key Vocabulary:**  
[Click or tap here to enter text.](#)

#### LESSON PLAN/LEARNING EXPERIENCE

##### Engage/Activate Prior Knowledge:

- Describe strategies/phenomenon/experiences to engage learners and activate and connect to prior knowledge:  
[Click or tap here to enter text.](#)

##### Explore/Investigate:

- Describe strategies/opportunities/experiences for students to independently or collaboratively explore new material and apply new learning:  
[Click or tap here to enter text.](#)

##### Explain/Synthesize and Reflect

- Describe strategies to elicit student understanding for generating feedback, personal reflection and assessment of developing knowledge and skills; include instructional strategies to deliver content as necessary:  
[Click or tap here to enter text.](#)

##### Elaborate/Create and Design

- Describe strategies/opportunities/experiences for students to revise and edit work, develop a more sophisticated understanding or apply their new understanding to other situations:  
[Click or tap here to enter text.](#)

##### Evaluate/Communicate

- Describe strategies/opportunities/experiences for students to demonstrate their level of achieving the learning targets:  
[Click or tap here to enter text.](#)



## Section 7: Contact Information

### STEM Action Center Contact

#### Externship Program Coordinator (Main Contact)

John McFarlane

208-231-1466

[partnerships@stem.idaho.gov](mailto:partnerships@stem.idaho.gov)

#### Data and Research Analyst (Reporting)

Crispin Gravatt

208-332-1722

[crispin.gravatt@stem.idaho.gov](mailto:crispin.gravatt@stem.idaho.gov)

#### Grants and Contracts Analyst (Contract & W9)

Stephanie Lee

208-332-1724

[stephanie.lee@stem.idaho.gov](mailto:stephanie.lee@stem.idaho.gov)

#### Financial Officer (Invoice)

Sondra Chadd

208-332-1721

[sondra.chadd@stem.idaho.gov](mailto:sondra.chadd@stem.idaho.gov)

#### Executive Director

Dr. Kaitlin Maguire

208-332-1726

[kaitlin.maguire@stem.idaho.gov](mailto:kaitlin.maguire@stem.idaho.gov)

### Workforce Development Council Contact

#### Business Partnership Manager (Main Contact)

Matthew Thomsen

208-488-7562

[matthew.thomsen@wdc.idaho.gov](mailto:matthew.thomsen@wdc.idaho.gov)

#### Executive Director

Wendi Secrist

208-488-7561

[wendi.secrist@wdc.idaho.gov](mailto:wendi.secrist@wdc.idaho.gov)