# Educator Externship Businesses Guide

This guide will help businesses better understand: **1.)** steps to applying for the Educator Externship Program, **2.)** selection of an extern, **3.)** onboarding of an extern, and **4.)** what is expected of the employer during the 200 hours of the externship experience.

1. **Applying to host an educator extern:**

- Visit https://stem.idaho.gov/apply/stem-externships/ and complete the application by clicking on "**Apply Now**". You will be directed to the Idaho STEM Action Center login page. If you don't have an existing account, click on the "**New User**" link below the login button.

- Things to consider when applying:

  o What type of work or what project would the extern be engaged in? If you are unsure, that is ok. Please state that you are finalizing the details of the work and/or project and will have the final details ready before the extern's first day.

    ▪ **Note: We will need a project description no later than May 1st.**

  o Is your business willing to share in the cost? For working 200 hours over the summer, externs earn $5,000.00 which is partially funded through a grant. Host site contributions allow us to expand the program. Would your business be willing to share some, or all, of that cost? If so, please indicate how much in the application.

- After submitting an application, here is what you can expect:

  o Application will be reviewed by Educator Externship Program partners.

    ▪ We will contact you if there is any issue with the application.

  o The business's name will be added to the list of host sites.

2. **Selection of an extern:**

- Educator application will be reviewed and matched to employers between February 22, 2021 – February 26, 2021.

  o Completed applications will be reviewed based on the candidates' interests, experiences, and skill sets and matched accordingly to meet the needs of the participating businesses.

- Businesses will receive applications and have the opportunity to reach out to desired candidates between March 1, 2021 and March 31, 2021 to schedule/conduct interviews.

- **Selected candidates will be offered an externship by the host site no later than April 1, 2021.**

  o Applications may be forwarded to more than one business and host sites can receive up to five applications.

- In the event there remains unplaced applicants, every effort will be made to match them with any remaining businesses, providing funding is available.

3. **Onboarding of an extern:**

- Steps taken by employer after finalizing your offer to a candidate by the April 1, 2021 deadline:

  o Provide extern with a point of contact at your business. This person will aid and advise the extern during the onboarding process at your business.

  o Establish a mutually agreeable work schedule for the summer externship experience.

  o Finalize extern project. If your project is different from what was provided on your application or a project description was not provided, please email the project description to the Partnership Program Coordinator by **May 1, 2021**. The description is needed to set up the workers compensation (paid for by STEM AC) for the extern.

4. **What is expected of the employer during the 200 hours of the externship experience:**

- Provide a challenging work opportunity that contributes to company operations while exposing the teacher to authentic workplace experiences that will enhance his/her classroom 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.

- Aid the extern by providing time for him/her to fill out weekly reflections as part of the program requirements.

- Participate in a short Q&A with one of the two Partnership Program Coordinators sometime during the externship experience.

- Report any issues regarding the extern to Workforce Development Council's Business Partnership Manager immediately.

**Educator Externship FAQ**

- **Who do I contact for questions concerning the Educator Extern Program?**

  *Business Partnership Manager (Main Contact)*
  *Matthew Thomsen*
  *208-488-7562*
  *matthew.thomsen@wdc.idaho.gov*

- **Is the extern an employee of the business or an independent contractor?**

  *Independent contractor.  Externs are paid $5,000.00 by STEM AC for 200 hours of work at their host sites. This ensures the extern remains an independent contractor.*

- **What happens if the business wished to terminate the project before the 200 hours has been met?**

  *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 STEM AC.*

- **Is the business required to do any paperwork, other than an application, to start an extern?**

  *The employer must have a project description provided to the STEM AC no later than May 1, 2021.*

  *The extern must submit the required paperwork (contract, W-9, and work schedule) to STEM AC's Grants and Contracts Analyst. The externship cannot begin until all paperwork has been processed by the STEM AC.*

- **After a candidate has been selected by my business who will contact the candidate to let them know they were selected?**

  *If a business wishes to offer a candidate their extern position, it is up to the business to contact the candidate to make an offer. Some candidates may be interview by multiple host site so its important to set up interviews and make an offer in a timely manner. Once a candidate has been selected and an offer has been accepted please notify the [Partnership Program Coordinator](#).*

- **Who do I contact if my business would like to interview additional candidates?**

  *[Partnership Program Coordinator](#).*

Note: STEM AC, together with WDC, will host two orientation meetings (one in mid-January, the other in mid-February) for host sites to review this handbook and answer any questions that may arise.