STEM Teaching Program Internship Application Instructions

The STEM Teaching Program strives to provide paid internships on- and off-campus in the local non-profit and public sectors to qualified students. The nature of the work to which interns are assigned should meaningfully contribute to their teaching and/or content knowledge; interns are to work with youth, adult learners, appropriate STEM research, or plan curriculum, and are not to be used simply as office assistants. Pay is on an hourly basis, starting at $12/hour, up to 15 hours per week. You may not exceed 100 hours within a quarter or 15 hours within one week. Normally, internships are available in Fall, Winter and Spring quarters to students enrolled in STEM Teaching Program courses. Summer quarter opportunities may also be available.

Internship Requirements:

- Interns must have a GPA of **2.75** or higher.
- Interns must be enrolled in a STEM Teaching Program course during the quarter of their internship.
    - *Exception: A student may have an internship without being enrolled in a STEM Teaching Program class for one quarter. During this quarter, the intern must attend scheduled meetings with their Internship Advisor and Supervisor.*
- Interns must have an approved STEM Teaching Program Internship Application on file with the STEM Teaching Program Internships Supervisor. This includes proof of liability insurance (all) and fingerprinting (if working with youth under 18 years of age) on file with the CWU Teacher Certification Office.
- Interns must meet CWU student employment requirements.
- Interns must complete the STP Internship Notebook with learning objectives, activities and evaluation expectations for the internship. Learning objectives and activities should be created in conjunction with your Internship Advisor, Internship Supervisor and Internship Site Supervisor

How to Apply:

1. Research the currently available internship descriptions (next page).
2. Apply through MyCWU where you attach this application.
3. The internship coordinator will attempt to match you with your first choice for internship site. **You may not get your first choice.** Internships are awarded to the strongest applicant, with priority given to students returning to a previously held internship and/or to those who have been in the program longer.
4. Attend Internship Orientation meeting to complete Learning Agreement for your internship site and employment forms and required trainings
5. The internship coordinator will email you an internship offer at your CWU email address. You will then contact your internship site through the approved method defined in your Learning Agreement, inform them that you have accepted the internship, and arrange a start date. **Do not start work until you have received an email 1) from CWU HR clearing you to work, and 2) from the internship coordinator assigning you to your internship and you have contacted your internship site.**
6. You will be appointed to the internship by the STEM Teaching Program office and contacted about completing your payroll information.

Teach STEM Internship Opportunities

Winter 2019-Fall 2019

Opportunities may be combined to allow accumulation of 100 hours per quarter. See descriptions below. All opportunities will include the Teach STEM Ambassador role.

Descriptions of Opportunities

1. STEM Outreach Coordinator: Coordinating STEM nights and campus visits for elementary and middle school students. This position will be teaching and developing hands on STEM themed lessons. You will also be to coordinating fellow college students and faculty to support STEM nights and campus visitations. Weekend and evening hours will be necessary a few times per quarter. *You will be working with a current intern to learn practices and procedures during Winter Quarter, taking over in Spring Quarter.

2. Planetarium Outreach: Work with the largest digitalized planetarium in the state utilizing Worldwide Telescope Software while connecting science standards to planetarium lessons. Another expectation will be to assist in outreach activities/events, and plan planetarium shows. The university has two portable planetariums that Dr. Palmquist brings to various locations throughout the state to STEM events where we will host 5-7 shows. The responsibility of the intern is to assist in setting up and taking down the planetarium, and to eventually help give shows. This is similar to giving shows in the Planetarium; you won't be asked to until you're comfortable! For this internship you need NO knowledge of Astronomy, so don't let that deter you from applying! *You will be working with a current intern to learn practices and procedures during Winter Quarter, taking over in Spring Quarter.

Teach STEM Ambassador: As an ambassador, you will have the opportunity to participate in the STEM Teaching Program in a number of ways. Responsibilities will vary from being a face of the program at events and during campus visits to social media postings to coordinating volunteers for STEM Nights or other activities. You are also highly encouraged to participate in the STEM Education Club, and help at a leadership level.

Questions may be directed to teachstem@cwu.edu.

2018-19 Teach STEM Internship Application

(*Page 1 of 2 – Print, sign, and date this form).*

Name / Student ID	Major
CWU Email Address	(Cell) Phone Number

Do you have an overall cumulative GPA of at least 2.75? _____

Do you qualify for Work Study? Yes No

Short Answer Questions:

1. **Why do you want to participate in an internship?**

2. **What are your personal learning goals by participating in an internship?**

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(*Page 2 of 2 – Print, sign, and date this form).*

What Teach STEM class(es) will you take during your internship? _____

Did you have an internship last quarter? _____
If yes, which opportunity?_____ Do you wish to continue?____

If you are a new intern applicant or a current intern who would like to change placements, List your top three internship choices: (TA – Genetics, Astronomy, 301/302; Robotics)

#1 Choice Opportunity: _____
Approximate number of hours you wish to work each week: _____

#2 Choice Opportunity: _____
Approximate number of hours you wish to work each week: _____

#3 Choice Opportunity: _____
Approximate number of hours you wish to work each week: _____

For each Teach STEM course below, please indicate the quarter (e.g., F, W, Sp, Su) and year (e.g., 2018) in which you completed the course and your grade, or indicate when you plan to take the course.

	Qtr-Year	Grade		Qtr-Year	Grade
STP 201			**STP 306**		
STP 202			**STP 307**		
STP 300			**STP 307B**		
STP 303			**STP 308**		
STP 304			**STP 309**		
STP 305			**EFC 480 (ST)**		

Read and Sign Below:

1. Before you start work, your Learning Agreement and employee paperwork must be accepted.
2. Do not start work until you have received an email from the internship coordinator confirming your paperwork acceptance and assigning you to your internship.
3. Time sheets must be maintained online regularly (every two weeks).
4. Work hours CANNOT EXCEED 8 HOURS PER DAY, 15 HOURS PER WEEK OR 100 HOURS PER QUARTER. If you are employed by CWU for another job, all work for CWU CANNOT EXCEED 19 HOURS PER WEEK. Work hours should average no more than 10 hours per week. You are expected to accumulate at least 50 hours per quarter.

I verify that I have read, understand, and will comply with the above statements and employee and Learning Agreement requirements, and with the STEM Teaching Program internship requirements.

Signature_____ Date _____

Office Use:
Date Received _____ Internship Placement _____
Notified Student _____ Notified Site Supervisor _____
Faculty Advisor _____ Notified Faculty Advisor _____

Questions may be directed to teachstem@cwu.edu.