

Summer Internship | MST

Objective:

The purpose of the summer internship is to provide a hands-on experience in the STEM industry of choice for each student between their junior and senior years. In addition to observing work firsthand within that industry, each student is expected to complete a project/research that will benefit the organization/research institution. The student will be required to do background research, write a complete research paper, and create and display a scientific poster to be presented at the MST Senior and May Symposiums.

Checklist:

Prior to the Internship:		
Date Due	Person	Task
Nov.	WSLC	Meet with parents and juniors to review expectations and requirements
Dec.	Student	Before 1st meeting with WSLC, complete career test at Sokanu.com
Dec.	Student	Create a resume, and write an introductory letter/email
Dec.	WSLC/Student	Meet 1-on-1 to discuss process: review Sokanu, finding mentor, writing cover letter.
Dec-May	WSLC/Student	Meet with students every month while finding an internship
Dec-May	WSLC	Complete background check for identified mentors (Form: CSD Volunteer Form)
Dec-May	WSLC	Complete site visits for each identified site (Form: WBL Internship Agreement)
Dec-May	WSLC/Student	Drive student to interview to discuss potential projects
Dec-May	Student/Parent/ Mentor	Gather paperwork from each student: (Forms: WSL Application and WSL Internship Agreement)
Dec-May	Student/Mentor	Determine communication strategy— cc WSLC on all emails
June	WSLC/Student	Review internship expectations: dress, professionalism, problem solving, etc.
June	WSLC	Submit paperwork to district: WSL Application/WSL Internship Agreement (keep copies in file cabinet)
During the Internship:		
June 30	Student/Mentor	Develop learning objectives (Form: Evaluation Form)
First class	WSLC	Discuss safety issues
Every 30 hrs.	WSLC	Site visits every 30 hours (or more if necessary)
Every 30 hrs.	Student/Mentor	Meet for evaluations every 30 hours (Form: Evaluation Form)
Weekly	Student	Collect hour logs weekly (Form: Hours log)
August	Student	Interview mentor
Weekly July/August	WSLC/Student	Weekly class to support learning: problem solving, public speaking, scientific poster development, and college selection, applications and financial aid
Ongoing	Student	Write literature review
After the Internship:		
August	Student/Mentor	Complete final evaluation (if not done already; Form: Evaluation Form)
August	Student	Hand-write “thank you” note to the mentor
August	WSLC/Student	Collect final paperwork: Hours logs and evaluations
August	Student	Update resume to include new experience/skills
Aug-Sept	Student	Finish research paper (results, data analysis, evaluation, conclusion)
September	Student	Create scientific poster

