

NSF STEM Talent Expansion Program (STEP) Partnership of San Diego (SPSD) Summer Team Internship

Employer Handbook



Thank you for participating in the 2012 NSF/MESA Summer Team Internship Program!

Introduction The STEM Talent Expansion Program (STEP) Partnership of San Diego (SPSD) was awarded a \$1.9 million grant from the National Science Foundation (NSF) in 2007. This grant will provide stipends of \$1,250 to 36 student interns for 100 internship hours each, this summer.

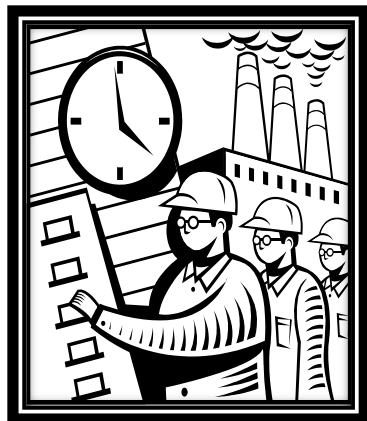
MESA Model Mathematics, Engineering & Science Achievement (MESA) is a statewide collaboration between regional MESA programs. It creates a supported pipeline from pre-college, through community college, university and ultimately the technical workforce. It is one of the country's most successful models of its kind. MESA provides support for thousands of educationally disadvantaged students so they can excel in math and science and graduate with baccalaureate degrees in science, engineering, computer science, and other math-based fields. MESA students can add to the diversity of your workforce, are leaders in their communities, and are available to immediately contribute to your company. Interning in industry will give them opportunities to develop new skills, gain experience working in science and engineering firms, collaborate in a team, and build relationships with potential employers.

Together, MESA and SPSD create a partnership of educational, industry, and government organizations forming a pipeline from community college to university to Science, Technology, Engineering, and Mathematics (STEM) industry. The goals of SPSD are to: increase the number of students who pursue STEM academic and career pathways, increase retention in STEM disciplines, and promote opportunities in STEM post-graduate studies.

Outcomes Team internships are being facilitated to provide students with opportunities to increase their knowledge and to develop skills for academic and workplace success, and ultimately to become part of the economic development of the region.

For more information: <http://alliance.sdccmesa.com/about/introduction>





1. Providing assignment for minimum of 100 hour internship (any additional hours can be negotiated at your expense)

The MESA program campus that the intern originates from (San Diego State University, San Diego City College, or Southwestern College) will cover their 100 hour internship pay (\$12.50/hour for a total of \$1,250) and liability coverage.

Per discussion with the Program Coordinator, Eric Pamintuan, some companies/faculty may have chosen to decline utilizing our 100 hour stipend and instead compensated the interns on their own terms from their own funding source(s). Some companies/faculty may have also chosen a combination of utilizing our 100 hour stipend and providing additional compensation to the intern.

Interns will complete either:

- Your company/project time card signed by their internship supervisor/mentor

OR

- NSF/MESA time card signed by their internship supervisor/mentor

<http://alliance.sdccmesa.com/wp-content/uploads/2009/01/NSF-MESA-Student-Time-Card.xls>

Time cards can be done on a weekly, bi-weekly, or monthly basis – depending on the needs of the company and the financial needs of the intern. It will be the intern’s responsibility for completing one of the aforementioned time cards and submitting a copy to the Program Coordinator, Eric Pamintuan. Due dates vary depending on the financial needs of the intern.

The 100 hours can be distributed in a manner agreeable to the company/faculty and the intern. The 100 hours should be completed by the end of August 2012.

Sample of NSF/MESA time card

For companies/faculty that require more than 100 internship hours from the intern, we ask that they compensate their interns for hours completed beyond 100 hours. These companies/faculty will have students for 100 internship hours, but will compensate each student hourly for hours beyond the 100 hours that our stipend covers (at a minimum rate of \$12.50/hour).



2. Assignment and supervision of internship

Projects and internship responsibilities are determined by the company/faculty. They should be meaningful, challenging, and allow interns to participate in opportunities to gain valuable skills and knowledge related to science and engineering.

The ‘team’ component of the internship program is facilitated by the Program Coordinator, Eric Pamintuan. Your company/project was not required to have more than 1 intern.

Interns participating in the Summer Team Internship Program will be placed into teams with fellow intern participants by the Program Coordinator, Eric Pamintuan. If your company/project only selected 1 intern, your intern will be paired up with another intern participating in the program likely interning at a different company/project.

Teammates are responsible for providing academic and social support to each other as well as collaborating on a team research poster. The team will be communication for a minimum of 30 minutes a week of non-paid team collaboration before or after work, or during lunch (this can be a meeting in person, via phone, or via e-mail). Teams can consist from 2 and up to 6 interns.

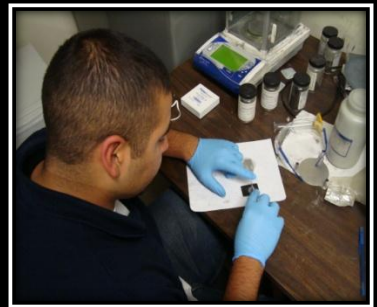
The above ‘team’ component is not a responsibility on your company/project’s behalf. It is facilitated and supervised by the Program Coordinator, Eric Pamintuan.



Johnnie DeJesus at NAVAIR Fleet Readiness Center Southwest examining a chrome plating machine to make sure it is environmentally friendly and safe.



Thanh-Thuy Cao at SPAWAR Systems Center Pacific working on a mechanical hat for Girl’s Hat Day.



Ismael Reveles at Dr. Khaled Morsi’s lab measuring and preparing samples by filling the specimen with 1340 stainless steel power.



3. Reviewing interns' research poster

Each intern is paired with 1 or more other interns, either from your same company or from another company with a similar project, to make up an intern team. Each intern team is responsible for creating a collaborative research poster the details their summer internship experience.

Each supervisor/mentor will be asked to review the research poster to ensure accuracy of the internship experience and for it to be a positive reflection of the company/project. This also entails compliance with any NDA's and/or other security procedures. The research poster will be distributed online for public viewing.

- Tuesday July 17, 2012:** Intern team will forward research poster electronically (typically in Microsoft PowerPoint format) to supervisors/mentors for review.
- Thursday July 26, 2012:** Supervisors/mentors will reply back to intern team with potential suggestions/edits to be made to poster.
- Wednesday August 1, 2012:** Intern team responsible for forwarding final version of poster electronically to Program Coordinator Eric Pamintuan for printing.
- Friday August 10, 2012:** All intern participants of the NSF/MESA Summer Team Internship Program will present their posters.

For reference of prior year NSF/MESA Summer Team Internship poster presentations, see:

<http://alliance.sdccmesa.com/students/summer-team-internship/poster-presentations>

4. Invited to attend a presentation of all summer team internship participants

Details of the 2012 NSF/MESA Summer Team Internship Symposium will be sent via e-mail by the Program Coordinator and the student intern teams. The symposium will feature a welcoming address by MESA staff, industry, and faculty guest speakers, recognition of the student interns and their respective supervisors/mentors, and of course, open networking for viewing of the student interns' summer internship posters.

Save the date:

- Summer Team Internship Symposium
- Friday August 10, 2012
- 1:30 – 3:30 pm
- San Diego State University
- Parma Payne Goodall Alumni Center

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