



SciTechsperience Internship Program Business Guidelines and Eligibility Requirements

The SciTechsperience Internship Program (SciTechsperience) assists eligible students and small for-profit companies in Minnesota to arrange an internship in the areas of science and technology, engineering, and math. The website <http://www.SciTechMN.org> provides eligible students and eligible companies an opportunity to enroll and to arrange qualified internships.

The SciTechsperience Internship Program is intended to help businesses with their product development efforts and employee recruitment strategies. Internships are designed to provide sufficient practical hands-on work experience in a high-tech category position to allow for career decision-making and to provide host employers with real-time state-of-the-art skills to accelerate their short-term business objectives.

Participants must comply with the following requirements:

1. **STEM Focus Areas.** Internships must relate to science and technology, engineering, and math (STEM), and may include the following industry areas: aerospace and defense; agriculture, food science, forestry; biotechnology and life sciences; fuels, energy, energy management; information technology/computer technology; and mining, materials, manufacturing, and processing.
2. **Internships.** Internships offer work in a professional environment associated with a defined STEM category for approximately 400 hours (For example, 10 weeks of full-time employment or twenty weeks of part-time employment) during any Program year. Internships are designed to provide sufficient practical hands-on work experience in a high-tech category position to allow for career decision-making and to provide host employers with real-time state-of-the-art skills to accelerate their short-term business objectives. A minimum hourly rate of at least \$12.50 per hour is required.
3. **Wage matches are available for internship positions that meet the following criteria:**
 - The intern has not already been hired for the company's position (**no "retroactive" matches allowed**)
 - The intern is currently registered for and approved by SciTechsperience for participation in the program
 - The company is registered for and approved by SciTechsperience, and has an active, approved STEM internship posted on SciTechMN.org prior to hiring an intern
 - The employer reports the hire of eligible interns to SciTechsperience staff prior to the start of the internship; this notification will serve to ensure that funds for a wage match are still available and may be set aside for the position.

Internships are designed to be staffed with one student per internship. A participating company may use more than one intern to fill the same position or part-time internship only if: (1) an intern leaves the program for any reason and is replaced by the company with another eligible student, or (2) an intern fails to meet the standards outlined in the job description or employment agreement and is replaced by another eligible student. The company must notify SciTechsperience of any proposed staffing changes.

4. **Students.** Eligible SciTechsperience students must be:
 - A Minnesota resident or a student attending in a Minnesota institution of higher education;
 - In good academic standing (2.5 GPA or above);

- An undergraduate currently registered as a second-year technical or community college student (24 credits completed) or as a junior or senior at a four-year institution (60 or more credits completed); or pursuing a master's degree;
- Currently registered in an approved STEM curriculum at the time of application, meaning a degree program in the physical, biological, and agricultural sciences, as well as engineering, computer science, and mathematics; and
- At least eighteen years of age when the internship begins.
- Can provide proof of registration with or exemption from federal Selective Service.

Students will be required to provide accurate contact information (e-mail address is acceptable) where they may be reached following the conclusion of their internships.

5. Companies. For-profit companies eligible to participate in the SciTechsperience Internship Program must:
 - Be registered to do business in Minnesota with the Minnesota Secretary of State's Business and Lien System;
 - Have a principal, physical place of business in Minnesota where the qualifying internship will be conducted;
 - Be small to mid-sized according to worldwide employee count: Have fewer than 250 employees worldwide;
 - Upon approval, sign a Grant Award Agreement;
 - Follow funding requirements;
 - Upon approval, submit a completed a reimbursement form and provide all information necessary to complete the reimbursement, including approved timecards and payroll summaries; and
 - Retain accurate intern employment records for a period of two (2) years after completion of each internship.
6. Funding. A company providing an eligible internship that has been approved may receive reimbursement of up to \$2,500 for each eligible internship. The maximum number of internships per company per program year (September 1 - August 31) is ten. A participating company must provide private funds to match the grant funds on a dollar-for-dollar basis, up to a maximum of \$2,500 per internship.
7. Survey. SciTechsperience student interns and companies must complete a survey at the conclusion of the internship, which includes but is not limited to:
 - Overall satisfaction with the SciTechsperience Internship Program, including the internship application process and experience;
 - Whether or not the student completed his/her internship and the student's employment standing at the time the internship ends.

PLEASE NOTE:

- SciTechsperience will offer at least 350 matching stipends in 2018-19. **Acceptance to the program does not guarantee matching stipends; these funds are awarded on a first come, first hired basis.**
- If you find an intern candidate through different means, you may direct the student to apply to the SciTechsperience program.
- **Both the company and the student must register with SciTechsperience, meet the program eligibility requirements, and the company must have a current internship posting on SciTechMN.org prior to any offer of employment** in order for the company to receive the matching stipend. **Retroactive matches are not allowed.**
- **Only internship positions may be posted on SciTechMN.org.** Using the candidate pool to recruit applications for fulltime positions that are not internships is not allowed.
- **Companies may rehire a previous SciTechsperience intern as long as:**

- there has been a break in service/non-consecutive employment with the company since the end of the previous internship of at least 8 weeks
- the student has reactivated her/his SciTechsperience profile by submitting a current transcript to demonstrate he/she still meets program eligibility requirements
- the student hasn't had an internship through SciTechsperience during the current program year (September 1, 2018 – August 31, 2019)
- Students must be enrolled in and at least half way through an undergraduate program (in the second year of a 2-year degree (24 credits completed) or 60 credits of a 4-year degree program completed), or a current master's degree student – at the time they apply to the program.

The Minnesota High Tech Association will provide a matching stipend for 50% of the intern's wages, capped at \$2,500 per year, for each eligible internship opportunity. **Internship grant funds must be matched by the business with a minimum \$1 for \$1 cash match.**

Guidelines:

The SciTechsperience Internship Program is available to Minnesota businesses that agree to use program-enrolled interns to accelerate their high-tech business interests. Enrolled businesses agree to abide by the policies and procedures established by the SciTechsperience Internship Program. In addition, businesses agree to ensure that employed interns meet program standards and that the work experience provided supports program objectives. Each business may post as many internship jobs as they wish in multiple categories. However, companies will only receive matching stipends for up to ten (10) interns. Job postings should be removed as they are filled. Businesses are responsible for letting MHTA know when positions are filled, whether they are filled with SciTechsperience candidates or by other means.

Once enrolled, the business may use the student profile information to identify and recruit students enrolled in the SciTechsperience Program for their internship positions.

Each business is responsible for the accuracy of their job postings, the interview process, and the selection, negotiation and hiring of interns, providing positive high-tech work experiences, maintaining and providing the records and documentation required for program reporting, and working with the student participant in good faith to resolve any work-related concerns. Additionally, please note the following:

- Depending on the terms of the internships, unemployment compensation requirements could apply. In Minnesota, unemployment compensation is governed by Minnesota Statute 268.035, subd. 20 (no.22). Businesses are responsible for determining if unemployment compensation will apply to their internship positions. Additional information about unemployment compensation is available at <http://www.uimn.org/uimn/>
- The business must represent that it is in compliance with, and that it will continue to comply with the federal laws and regulations that prohibit discrimination against all individuals in the U.S. based on race, color, religion, gender, national origin, age, disability, political affiliation or belief. To learn more, please visit <http://www.gpo.gov/fdsys/pkg/CFR-2002-title29-vol1/content-detail.html>.
- The business will report to the SciTechsperience Internship Program any termination action associated with the internship. The business agrees to abide by SciTechsperience Internship Program direction to close the internship, including providing information required for program evaluation.
- The business will be required to provide documentation to support requests for reimbursement of any grant funds awarded. Such documentation will include intern timesheets, payroll documentation and satisfaction of matching grant requirements. Businesses must retain accurate intern employment records for a period of three (3) years after completion of the internship grant.

All data provided through this site for compliance with Program requirements is collected solely for SciTechsperience Internship Program use only. No data regarding company ownership is shared with students, and will only be used in aggregate for fulfillment of grant reporting requirements to the SciTechsperience program's funders. Review the [SciTechsperience Data Privacy Notice](#).

Minnesota High Tech Association (MHTA) is responsible for the administration of the SciTechsperience Internship Program, and will:

1. Review applications by students and employers for program eligibility.
2. Provide on-line resource for eligible students and employers to become aware of internship program opportunities (SciTechMN.org).
3. Arrange Program funding and process grant application reimbursement requests from employers for 50% of the intern's wages (up to \$2500). MHTA is an equal opportunity service provider, and SciTechsperience is an equal opportunity program.

Reimbursement Qualifications:

- Businesses selected to receive internship grants will be reimbursed fifty percent (50%) of the wages paid to an eligible intern, up to an aggregate grant amount not to exceed \$2,500 per eligible internship, whether full-time or part-time.
- A business selected to receive a grant award may use more than one intern to fill the same position or part-time internship only under the following circumstances:
 - An intern quits the program and is replaced by the business with another eligible student;
 - An intern fails to meet the standards outlined in the job description and/or employment agreement and is replaced by the business with another eligible student.

MHTA reserves the right to disapprove of any SciTechsperience Internship Program enrollment that does not satisfy program requirements. MHTA shall also have the right to disapprove reimbursement requests submitted by participating businesses if the requests are incomplete or do not include appropriate supporting documentation. The decision of MHTA is final and is not subject to review or appeal.

If you have any questions, concerns or need to file a discrimination or any other kind of complaint about the SciTechsperience Internship Program, please contact:

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