



The Web Dev Pipeline Company Eligibility Guidelines

Required by the SciTech Internship Program

- Must meet all general employer eligibility requirements for SciTech
 - Less than 250 employees world-wide
 - For-profit company registered to do business in Minnesota
 - Offering a paid STEM internship that provides hands-on industry experience
- Should be a startup or small company in need of an app or website for their business
 - Or have a pre-existing app or website in need of development
- Employer must have an approved SciTech Account, post their position and hire their intern through the SciTech Internship Program
- Employer must commit to supporting an average of 140 hours of work during the internship
 - With an average format of 10-12 hours per week for 10-12 weeks
 - Hours include time for surveys, feedback and reflection
- Employer must commit to providing a set wage of \$21/per hour
 - For a total of \$2,940 paid toward the intern, covered by the employer and supported by a small business grant provided by the SciTech Internship Program
 - At the conclusion of the internship, the employer can submit for reimbursement through SciTech, receiving 50% back on the gross wages paid to the intern, resulting in a return to the employer of \$1,470
- Employer must commit to 30-45 minutes per week of communication, advising, and or mentorship to their intern
 - This can take the form of a weekly check-in, to
 - see how the intern is doing,
 - answer questions and provide feedback on the project's progress, purpose or design
 - share more about your industry or business
 - talk about your entrepreneurial experience
 - provide advice and encouragement

- Employer agrees to participate in pilot program surveys to provide feedback for program support/ improvement

Required by Macalester's Internship Program

- Encourage and support the learning aspect of the student's internship
- Provide adequate supervision for the student and to assign duties that are progressive, challenging and related to the student's area of interest.
- Make available training, equipment, supplies and space (if in-person) necessary for the student to perform their duties.
- Provide a safe working environment for the intern to complete necessary work functions.
- Agree not to displace regular workers with students functioning in an internship role.
- Notify Macalester and SciTech internship teams of any changes in the student's work status, schedule, or performance. The team should be contacted for advice/assistance in addressing problems exhibited by the student.
- Complete and review with the student two written evaluations of the intern's performance (forms to be emailed to you by Macalester's internship team, one at mid-term and the other by the end of the student's internship).
- Communicate relevant policies/standards of the internship site to Macalester's internship team, as needed.