Foothill STEM SLI Micro-Internship Program

Program Overview

The Foothill Science Learning Institute STEM Micro-Internship program is a paid opportunity for Foothill College students to work closely with a mentor from a local higher education institution in a short-term, discrete research project for the winter quarter. The goals of the micro-internship are as follows: Foothill College students will

- Gain insight into what lab and institutional research entails.
- Work closely with a mentor to explore academic and professional goals.
- Gain research skills such as reading scientific articles, analyzing data, benchwork, and researching databases.

Mentors are recruited from local universities such as Stanford and San Jose State and are graduate students, post doctorate fellows, and staff who have all made a commitment to mentor a student for a quarter (11 weeks), supporting them in a short-term research project that relates to their work.

The program involves three main components to achieve the above three goals:

1. **Mentor match** – students are matched with a mentor – a graduate student, postdoc, staff member, or professor – and gain insight into research, lab meetings, and academic and career pathways.
2. *Hands-on experience* – students attend lab meetings and have a project to work on that contributes to the research of the lab where the mentor works. This component will consist of independent work such as reading articles, doing data analysis, or researching a topic. This can be virtual, in-person, or hybrid.
3. **Learning community** –students will be part of a small cohort, participating in shared learning through biweekly seminars.

Program Details

Start and end dates	Start week of 1/3/22 (when Foothill classes begin) End 3/18/22 (before finals) in a final presentation day Total – 11 weeks	If the mentor's institution starts later than Jan 3rd, we ask that the mentor be prepared to start again the week of Jan 3rd or Jan 10th (at the latest) – we can discuss accommodations
Time commitment	3 – 4 hours per week for mentors 6 – 7 hours per week for students	Hours include a weekly check in meeting between mentor and mentee, lab meeting attendance, and independent work for the mentor and mentee. Students will also be attending a biweekly cohort seminar for professional development – mentors are exempt from this activity.
Modality considerations	Possibilities of fully remote, hybrid, or in-person	This will be made clear to students. Take into consideration that not all students have their own cars or financial means to pay for gas and/or parking. Hybrid options would be recommended with in-person options to allow for some kind of exposure to a lab or workspace. Please reach out to the SLI director if you would like to discuss the options
Monetary	Students will receive a $1000	If a lab or department has funds to help cost-share

compensation	stipend Mentors will receive an optional $250 honorarium	or supplement the monetary compensation for the students or mentors, please reach out and let us know!

The Ideal Mentor

- You have a discrete project that can be worked on, and possibly completed, in 11 weeks. This could include doing data analysis, doing a literature search, testing hypotheses, supporting in an annotated bibliography.
- You have a desire to mentor a community college student who may be interested in your field or looking for research experience. If you have a community college background, that would be a plus!
- You have a commitment to diversity, equity, and inclusion and take a student-centered approach to education.
- You have time to commit 3 – 4 hours a week for 11 weeks in
  - both planning and then meeting with your mentee to outline the project they will be working on
  - supporting them on working on the project
  - putting together a final presentation for the end.
  - supporting students in professional development – examples include connecting them with other grad students or faculty to talk to, sharing your own career path, attending events together

Mentor Commitment

- Commit 3 – 4 hours a week for 11 weeks, setting students up for success and also supporting their overall professional development and growth.
- Support students in putting together a final presentation (most likely on Zoom) of their internship experience.
- Respond to emails from Foothill SLI program staff checking in throughout the quarter. These will involve weekly updates (as applicable) as well as requests for status reports every other week.
- Attend a program orientation the first week of winter quarter.
- Attend a final presentation, tentatively scheduled for Friday, 3/18/21 in the afternoon.
- Complete evaluation forms per requirements of an internship class that students take alongside the internship placement.
- Students will be asked to submit an application to Foothill College's Research and Service Leadership Symposium which is held in May 2022. The application deadline is usually in March. We ask the mentors to support students in the application and if a student's application is accepted, you have the option to continue to support the student in preparing for the presentation in May – THIS WOULD BE OPTIONAL and outside the scope of this program.

Foothill Student Commitment

- Commit 6 – 7 hours a week for 11 weeks, engaging in the research project outlined by the mentor, attending lab meetings, and engaging in other activities laid out by the mentor.
- Attend a program orientation the first week of winter quarter.
- Sign up for an ITRN course to obtain credits for the internship. The course tuition is covered by SLI. The course involves assignments that relate to the internship, including evaluation forms, weekly reflections, and a final report.

- Attend a biweekly cohort seminar for all interns on professional development topics. These will be on Zoom.
- Plan for and deliver a final presentation at the end of the 11 week internship.
- Students will be asked to submit an application to Foothill College's Research and Service Leadership Symposium which is held in May 2022. The application deadline is usually in March.
- A more detailed list of expectations is outlined in a separate document for students.

Process

1. Mentors will submit applications describing their proposed project along with desired student qualifications by Sunday, 10/24/21. The applications will be reviewed by the Foothill SLI staff and then added to the student recruitment materials and application process.
2. Foothill students will apply and select their top choices of work they would like to be involved with by Sunday, 11/21/21.
3. Mentors will be given the option to review student applications to pick whom they would like to work with OR give the decision-making authority to the Foothill SLI staff.
4. Once the students are selected and accept the offer, a program orientation will happen the first week of the program, early in the week of January 3rd.
5. The program will start the week of January 3rd with the matches meeting right away.

About Foothill College and the Science Learning Institute (SLI)

Foothill College is one of the 116 California community colleges, located in Los Altos Hills. Foothill has an incredibly diverse population of its estimated 16,000 students, drawing from the nearby communities of Los Altos, Palo Alto, Cupertino, and Sunnyvale, as well as from all over the South Bay and even to the east and north as well. Foothill College is committed to equity from the top down and aims for the goal where academic success is not predictable by race.

The Science Learning Institute (SLI) is a resource for students on campus with the mission of advancing equity in STEM. Through a STEM learning community, internship programs, and resource gathering and dissemination, SLI looks to support students especially those from underrepresented groups, to pursue majors and careers in STEM.

If you are interested in the Foothill SLI STEM Micro-Internship program and have any questions, please reach out to SLI Director Sophia Kim at kimsophia@fhda.edu. Find out more at SLI's internship webpage: https://foothill.edu/sli/internships/schoolyear.html