# Internship Placement Application - SLI STEM Summer Internships 2025

Welcome to Foothill College's Science Learning Institute (SLI) STEM Internships Summer 2025! Thank you for your interest in hosting Foothill College students as interns in the summer 2025!

Before proceeding with this application, please make sure to review the SLI STEM Internship Host Overview. Then fill out the application below to provide more information about yourself and your proposed research/ internship project.

If you would like to review the application before fill it out, check out this PDF for the full application.

If you are a Human Resources representative filling this out for your company, please complete the application, and where indicated, please share any links and information with those who have been identified to be the actual mentor-supervisor for the intern.

If you have any questions, please reach out to SLI Director, Sophia Kim at kimsophia@fhda.edu.

**Deadline to apply:** Thursday, February 20, 2025

* Indicates required question

1.  Email *

    _____

**Information about Applicant**
Please fill this part out whether you are the mentor applicant or a human resources representative filling this out for your company.

2.  First Name *

    _____

3.  Last Name *

    _____

4.  Direct Phone Number (cell preferred, especially for mentors) *

    _____

5.  What pronouns do you use? *

    _____

6.  Institution/ Company *

    _____

7.  Department/ Group at your institution or company (if applicable) *

    _____

8.  Department/ group/ lab/ company website address *

    _____

9.  Short description and/ or mission statement of your department/ group/ lab/ company *

    _____

    _____

    _____

    _____

    _____

10. Name of lab you are part of (if applicable - especially at a research institution)

    _____

11. Your title at your institution *

    _____

12. Have you/ your company hosted an intern for the SLI STEM Internship program before?                    *

    *If you have mentored previously, please fill out the full application (this helps us have complete information about you - we apologize for the inconvenience!), but you can refer to past Project Catalogs to see if you can copy and paste information you previously entered: Summer 2024 Catalog and Summer 2023 Catalog*

    *Mark only one oval.*

    ( ) Yes
    ( ) No

13. Are you / your institution affiliated with any of the following entities? *

    *Check all that apply.*

    [ ] UCSF Rosenman Institute
    [ ] Stanford Shared Nanofacilities/ nano@Stanford
    [ ] None of the above

**Internship Placement Information**
Please fill out this section to provide information about the proposed project you would host at your company or institution.

14. Please share a title for your proposed project/ internship role. Please create a title with as little jargon as possible to make * it easily understandable to a 1st or 2nd year college student. This will be shared in a project catalog for students in their application process.

_____

_____

_____

_____

_____

15. Please share a concise but specific description of your proposed project that a student would work on if matched with * you.  This will be shared in a project catalog for students in their application process. Please see our Summer 2024 Project Mentor Catalog from last summer as an example.

_____

_____

_____

_____

_____

16. Please check off which discipline(s) this internship would fit under. Check multiple if they apply. *

*Check all that apply.*

☐ Astronomy
☐ Biology
☐ Chemistry
☐ Computer Science
☐ Data Science
☐ Engineering
☐ Mathematics
☐ Medicine
☐ Physics
☐ Psychology
☐ Public Health
☐ STEM Education/ Empowerment
☐ Other: _____

17. Please check what duration this internship would be. Please select one.  *

*Mark only one oval.*

◯ 15 hours per week for 9 weeks (7/8/24 - 9/6/24) - $3000 per student intern
◯ 20 hours per week for 9 weeks (7/8/24 - 9/6/24) - $4000 per student intern

18. Please indicate what type of internship this would be (please keep in mind that if your institution has parking fees, this might be challenging for students who have limited financial means). We ask that you set up modality based on your preference instead of leaving it up to the student's preference. *

    *This year (for the first time), we will be discouraging any fully remote internships as they prove to be more challenging for our students.*

    *Mark only one oval.*

    ◯ Fully in-person

    ◯ Hybrid - remote/ online with some in-person opportunities

    ◯ Other: _____

19. Please check off what type of work this will entail and add any other areas in the "other" category. This will be helpful for students to understand the expectations. *

    *Check all that apply.*

    ☐ Mostly on the computer, computational research

    ☐ Mostly literature search, background research

    ☐ Mostly hands-on, in-lab experience

    ☐ Other: _____

20. What are necessary skills, knowledge, or coursework you would expect for your prospective intern? This will be shared with students. *

    _____

    _____

    _____

    _____

    _____

21. How many interns are you interested in hosting? We recommend no more than 2 unless your lab can accommodate more. * If you are not able to cost-share for your intern's stipend, we will only be able to provide you with one intern.

    *Mark only one oval.*

    ◯ One intern

    ◯ Two interns

    ◯ Other: _____

22. Foothill College's Science Learning Institute, which hosts this internship program, seeks partnerships with labs and                    *
companies which can cost-share the cost of the student intern. We prioritize placing students where cost-share is
possible. Please share your lab/ company's interest and ability to cost-share the intern stipends and we will follow up with
you.

Even if you cannot provide any funds to support the intern, we encourage you to apply to host an intern.

*Mark only one oval.*

◯ Our lab/ company can support the full cost of an intern ($3000 for 15 hrs/ week// $4000 for 20 hrs/ week)

◯ Our lab/ company can support half the cost of an intern ($1500 for 15 hrs/ week // $2000 for 20 hrs/ week)

◯ I will look into this more, so please follow up with me!

◯ Our lab/ company would like for SLI to cover the full intern stipend.

◯ Other: _____

23. Will you be the person who will be mentoring the intern(s) from Foothill? *

*Mark only one oval.*

◯ Yes      *Skip to question 24*

◯ No       *Skip to question 36*

**Mentor Information**

If you are at this section, you would be the direct mentor for the intern. If not, click "back" at the bottom and select the appropriate
response for the last question. Please provide additional information about yourself, some of which will be included in the Project
Catalog.

24. Please share a short bio of yourself including any salient identities, hobbies, interests, background information that you                    *
think students might find useful as they select projects of interest in their application process. **This will be shared with
students**. If you are a community college graduate, low-income, first generation or from any other underrepresented
identities, that would be great to include in your bio.

_____

_____

_____

_____

_____

25. Why are you interested in supporting a Foothill College student as a mentor? This information will not be shared with                    *
students.

_____

_____

_____

_____

_____

26. Have you had prior experience mentoring/ supervising undergraduate students/ young adults? *

    *Mark only one oval.*

    ◯ Yes, a lot

    ◯ Yes, a little

    ◯ No, but I'm definitely interested

    ◯ Other: _____

27. Are you a community college graduate? Did you attend community college in your educational path?

    *Mark only one oval.*

    ◯ Yes, I graduated from a community college and transferred to a 4 year institution.

    ◯ Yes, I took some classes at a community college and went to a 4 year institution.

    ◯ No, I have not taken classes at a community college.

    ◯ Other: _____

28. Do you consider yourself a first generation college student (your parents did not attend or finish college)? *

    *Mark only one oval.*

    ◯ Yes

    ◯ No

    ◯ Other: _____

29. How do you identify racially/ ethnically? *

    _____

30. How do you categorize yourself socioeconomically/ income status/ financially? (low-income, moderate income, middle income, high income, or any other category)                                                      *

    _____

31. What are other identities that are important to you in how you identify yourself?

    _____
    _____
    _____
    _____
    _____

32. Please indicate your preference for the optional $250 honorarium for mentors. We are offering this for folks who are          *
graduate students or postdoc researchers.

*Mark only one oval.*

◯ I would like to receive the $250 honorarium and understand there is required paperwork for the process.

◯ I am OK not to receive the honorarium.

◯ I am not a graduate student or postdoc researcher.

◯ Other: _____

33.    Please read the following and indicate if this works/ doesn't work for you: *

*Mark only one oval per row.*

|  | Yes | No |
|---|---|---|
| **I will be able to attend a mentor training in early June.** | ⬭ | ⬭ |
| **I will be able to start work with my intern the week of 7/7/25.** | ⬭ | ⬭ |
| **I will be able to work with my intern until the end of the program (week of 9/1/25).** | ⬭ | ⬭ |
| **I will be able to commit time supporting my intern.** | ⬭ | ⬭ |
| **I will be able to have a weekly check in with my intern to review work as well as chat about professional development and growth opportunities.** | ⬭ | ⬭ |
| **I will be able to support my intern in their final presentation for this program.** | ⬭ | ⬭ |
| **I will make every effort to attend the final presentation at the end of the summer.** | ⬭ | ⬭ |

34.   If you indicated no for any of the items above, please explain here (especially if regarding scheduling).

_____

_____

_____

_____

_____

35.   Are you affiliated with a Stanford research lab? If yes, there is additional information we need from you to prepare          *
      appropriate paperwork for students who will be interning with you.

      *Mark only one oval.*

      ◯ Yes      *Skip to question 40*

      ◯ No       *Skip to question 47*

   *Skip to question 47*

   **Designated Mentor**

   If you are at this section, you are not to be the designated mentor. Please fill out the information below as applicable.

   If you have not yet identified a mentor for the intern, we will reach back out to you later in the spring to confirm this information.

36.   Please share the status of a designated mentor for the intern(s) working on this project/ set of responsibilities. *

      *Mark only one oval.*

      ◯ We have a designated mentor already set up.

      ◯ We will determine the mentor when the time gets closer - by May 1st.

      ◯ Other: _____

37.   If you have a designated mentor, please share their **first and last name.**

      _____

38.   If you have a designated mentor, please share their **email address.**

      _____

39.   Are you affiliated with Stanford? If yes, there is additional information we need from you to prepare appropriate paperwork   *
      for students who will be interning with you.

      *Mark only one oval.*

      ◯ Yes      *Skip to question 40*

      ◯ No       *Skip to question 47*

   *Skip to question 47*

**For Stanford Affiliates**

Foothill SLI has experience with paperwork required for interns from outside institutions interning at Stanford labs. We can help with the process of having our students fill out the necessary paperwork if you request it below.

40.  Please indicate your / your lab's past experience working with interns, especially those from outside institutions (especially *
     taking into account paperwork for interns related to health and safety training, setting up a SUNet ID, etc.).

     *Mark only one oval.*

     ◯ Our lab has experience hosting interns from outside institutions, and we are used to all the paperwork entailed. Thus, we can
        arrange for the student paperwork on our own.      *Skip to question 47*

     ◯ Our lab has experience hosting interns from outside institutions, and we are used to all the paperwork entailed, but we would
        like Foothill SLI to coordinate the paperwork process.

     ◯ Our lab has not had experience hosting interns from outside institutions and we have not had to do any paperwork. We would
        like Foothill SLI to coordinate the paperwork process.

**Information for Stanford Intern Paperwork**

SLI will coordinate paperwork required by Stanford for interns from outside institutions (in this case, Foothill College). Please fill out the information below and we will work with your intern(s) to complete this paperwork.

41.  Name of your lab and department *

     _____

42.  Name of your PI (if you are the PI, please note that here) *

     _____

43.  Will you have the intern do any work in-person in your lab? *

     *Mark only one oval.*

     ◯ Yes - in-person on a regular basis

     ◯ Yes - just a few visits as a guest - this will be a hybrid internship

     ◯ No

     ◯ Other: _____

44.  Will your intern need to do the Health and Safety training? (assuming this would be yes for any in-person lab work) *

     *Mark only one oval.*

     ◯ Yes

     ◯ No

     ◯ Other: _____

45. Will you be requesting a SUNet ID for your intern? This would primarily be to do the health and safety training through Axess and to access the online library (obtaining journals articles, for example). **SLI does not set up this ID** - this is something you will need to initiate on your end. See here for more instructions and please consult with Stanford departments. *

*Mark only one oval.*

◯ Yes

◯ No

◯ Other: _____

46. Will your intern be present in potentially hazardous areas? (if so, we will have them sign that particular consent form) *

*Mark only one oval.*

◯ Yes

◯ No

◯ Other: _____

**Selection Process**

47. Please indicate what kind of selection process you would prefer: *

*Mark only one oval.*

◯ I would prefer to review a small (3 - 5) set of student applications and pick my 1 or 2 top choices to make offers to (no interviews). I understand that this will be more time intensive for me.

◯ I would prefer to review a small (3 - 5) set of student applications, arrange short interviews with top candidates, and then pick my 1 or 2 top choices to make offers to. I understand that this will be more time intensive for me.

◯ I would prefer for the Foothill SLI team to select the student(s) that I will work with based on my requirements and their interests.

◯ Other: _____

48. Please share any additional notes regarding your preferred selection process.

_____

_____

_____

_____

_____

**Wrapping Up**

49. Please review each statement and check to acknowledge each item. Please take time to review the Host Overview if you haven't already. *

*Check all that apply.*

☐ I have read the overview about hosting interns that was provided with the outreach and recruitment materials

☐ I understand that SLI staff will reach out to me after I submit this application to confirm and review expectations.

☐ I understand that filling out this application is not a guarantee that I will be selected to be matched with an intern(s).

50.  How did you hear about this opportunity? *

*Check all that apply.*

☐ Listserve through my institution
☐ Handshake
☐ Personal referral
☐ SLI website

☐ Other: _____

51.  Please share any other information or questions with us regarding paperwork here. If you have questions, please contact Sophia Kim at kimsophia@fhda.edu.

_____
_____
_____
_____
_____