

Application Phase

October- May

Both Educator and Host Complete Applications

Educator provides information about what they teach and the type of experience they are looking for. They can view a map of current Workplace Hosts with descriptions. They can indicate their host preference or suggest a host in their area.

Workplace Host provides a description of the project they hope to have completed and suggest the areas of STEM they would like recruited for the position.

Workplace Host Review Phase

March - April

Educator Applications are sent to Workplace Host

All applications meeting the job description are sent to the host. Teacher is notified that their applications has been sent and to whom. Host will review and/or interview candidates to make a decision or let the program coordinator know to keep recruiting.

Educators are informed of any decisions and applications are sent to more hosts if needed.

Matchmaking Phase

March - May

Program Coordinator Matches Educator and Host

Iowa STEM Teacher Externship matches are made based on workplace needs and teacher qualifications, skills and interests. The application documents, geographical maps and additional communications with both host and educator are used to complete the process.

Additional targeted recruiting of both hosts and educators happens if necessary.

Decision and Placement Phase

April - May

Externs are Placed and Mentors are Engaged

Once a host has made a decision, emails are sent to connect the extern, host and mentor. Paperwork to finalize placement is completed by both host and extern. Onboarding meetings are held.

Any educator or host that did not get matched is informed that placements have ended.

