TIMESTEP Summer Tech Internship Program
Information for Participating Employers

The TIMESTEP Summer Tech Internship Program is designed to enhance the undergraduate education of UA STEM majors and strengthen their professional networks. TIMESTEP internships are designed with a strong focus on building and using technical skills, or on education outreach with a technical component. We require that each student intern is supervised by someone with a degree or specific training relevant to the area in which the student will be working.

Hosting a TIMESTEP intern benefits employers in a number of ways:

- Access to a talented and diverse pool of students with strong backgrounds in the physical sciences, math, and computing. To date, 31% of TIMESTEP interns have been female, 25% have been from Underrepresented Minority Groups (Black/African American, Hispanic, Native American, Native Hawaiian/Pacific Islander), and 66% have been BIPOC (Black, Indigenous, and people of color).
- Increase economic competitiveness of your company through a low-cost internship that can enable product exploration and development into new areas.
- A low-risk opportunity to scout talent for full-time positions in your organization.
- The opportunity to build or strengthen ties to UA faculty working in space and technology sectors.

We solicit applications from a wide variety of companies/organizations that provide internships focused on (but not limited to) the following areas:

- Data analysis and statistics
- Software and/or hardware development
- Mechanical design and optimization of instrumentation or robotics

In addition to building technical skills, we would like interns to gain the following:

- Learn industry best practices
- Build professional skills used in the workplace
- Work with partners and/or teams on projects
- Become familiar with the structure and culture of the company
- Be exposed to professionals with varying backgrounds and expertise through whom interns can learn about job options in industry
- Opportunities to share their learning and accomplishments (ex. presentation at a team meeting)

The information below will help you better understand the partnership between TIMESTEP and the employer providing the internship, as well as the roles and expectations of each.

1. **Student Intern Selection**

   University of Arizona students who are completing their third year of studies in their major or second year students with advanced skills are eligible to apply for a TIMESTEP Summer Tech Internship. Any undergraduate student can apply, and we advertise to students widely with an emphasis on majors in astronomy, physics, and mathematics. Applicants have an opportunity to designate their top three choices of the available companies, based on their qualifications and interests.

   After a thorough review process, the TIMESTEP team narrows down the pool of candidates to advance to the next step in which they are matched with an employer. We base our matches on the information provided in the company and student applications. A more robust description of the project(s) available and the skills required/desired help us make better matches.

   Once a student is matched with an employer, they submit their resume and cover letter to the designated company representative(s) and set up an interview. Following the interview, we check in with both the company and student to be sure both parties would like to move forward. If so, an Internship Agreement is completed.

2. **International Students and ITAR regulations**

   The TIMESTEP internship program is open to international students, as well as U.S. citizens and permanent residents (Green Card holders). We understand that some of our partnering companies are in the defense industry or require strict security clearance that prohibits hiring students who are not U.S. citizens or permanent residents. For companies that do not have such restrictions, if you are matched with an intern who is an international student, we facilitate the CPT authorization paperwork via U of A's International Student Services. Since TIMESTEP pays the student directly, there is no additional paperwork or cost for employers who have an international student intern. You will be asked to indicate on the TIMESTEP Internship application if your company has any citizenship restrictions.

   Under ITAR regulations, U.S. persons working for U.S. companies can access export-controlled items without authorization from the U.S. government. U.S. Persons include • U.S. citizens • U.S. nationals • Lawful permanent residents • Workers granted refugee status • Workers granted asylum. The TIMESTEP program will ensure that students matched with your company fulfill the necessary requirements.

3. **Internship Agreement**

   This document will be sent to you after the candidate has their interview with you and both parties indicate they'd like to move forward with the internship. It outlines the parameters of the internship and provides the Student Intern and the Internship Supervisor the opportunity to develop agreed upon goals to accomplish over the internship period.

The Internship Agreement provides a framework to help all parties work together as the Student Intern progresses through his/her internship. With respect to administrative issues and related paperwork, such as liability waivers and codes of conduct, **we encourage the internship host to treat the Student Intern as they would other interns or volunteers in the organization** and, as appropriate, include provisions regarding these matters in the agreement with the Student Intern.

4. **Intern Pay and Optional Additional Hours**

TIMESTEP interns are paid via a stipend at the University of Arizona, which is divided into two payments over the summer. The wage is equivalent to $19.25 per hour (without taxes) and we support interns to work 20 hours per week over the course of 13 weeks. If you would like to hire the Student Intern for additional hours and they are available to do so, you would hire them as a paid intern or employee for any hours past 20 hours/week and pay them directly for the additional hours.

5. **Sponsorship of TIMESTEP**

We ask for returning and large companies to contribute some funding as a sponsorship of the TIMESTEP Summer Tech Internship program, if possible. Please consider supporting TIMESTEP to cover or offset the cost of the student stipend and support staff. You will be able to designate your sponsorship amount on the employer application and we will contact you directly with further details once we have matched a student with your company.

Your financial support of TIMESTEP ensures our ability to attract and provide support to a diverse group of talented students for our summer internships, as well as grow our internship program. We consider the size and stage of development of the company in asking for this support. We do receive some supplemental funds to support a limited number of positions at startups and small companies.

6. **Background checks and Intellectual Property**

We recognize that some companies/organizations require their employees to go through a background check for security reasons or require an NDA to work on certain projects. For your TIMESTEP intern, use the same hiring or onboarding process that you use for any other intern. If you require that they be a paid employee, you can hire them directly for a nominal amount of time (see section 4 for details on wages).

At the end of the internship, the student will be required to give a presentation on their internship to reflect on their contributions to the company, their experience in industry, and how they have benefited personally and professionally. Please work with the student to outline what they can and cannot share about their experience, per the NDA.

7. **Intern Support**

TIMESTEP interns are supported by TIMESTEP staff throughout the internship. The primary support person for each Student Intern is a Graduate Student Mentor (a UA graduate student in a related field of study) who acts as the main contact for the Student Intern and the liaison between TIMESTEP and the company. The TIMESTEP leadership team includes TIMESTEP's Program Manager, along with Dr. Gurtina Besla and Dr. Ewan Douglas, University of Arizona astronomy faculty members who have created and developed the program.

Weekly check-ins with each Student Intern monitor progress and detect any challenges for which the student may need additional support. Feedback from company supervisors also helps us address any areas needing improvement and emphasize the Student Intern's strengths.

8. **Surveys**

We require supervisors to complete two online surveys to track student progress:

- A midsummer survey helps us provide feedback to the Student Intern and follow up with any concerns.
- A survey at the end of the program provides us with comprehensive data on the outcomes of the internship, contributions of the Student Intern, and ways in which TIMESTEP and the University of Arizona can better prepare students for positions in industry. This information enables us to ensure continued program development and funding.

9. **Completion of the Internship**

TIMESTEP is responsible for paying the student for 260 hours (13 weeks at 20 hours per week), unless otherwise negotiated with the employer. Should a circumstance on the part of the student arise that would prevent the student intern from completing the internship, the unworked hours will be credited toward the employer hosting a student intern the following summer. The consistent support we provide students keeps the interns engaged, helps them troubleshoot any difficulties, and allows us to intervene early if there are any concerns.

The employer is under no obligation to offer employment to the student prior to or after the program. Likewise, the student is under no obligation to the employer after completion of the internship. 41% of interns (2018-2023) found employment in Tucson/Phoenix after graduation, 5 in their TIMESTEP companies.

10. **End of Program Products**

At the end of the internship, all Student Interns will complete a written report and reflection, along with a presentation of their work. We anticipate that the presentations will be part of a

public event and will send you an invitation once arrangements have been made. We encourage you to provide an opportunity for your Student Intern to present their work in meetings or other forums available through your company.

11. Contact Us

You can reach out to our general email at timestep@arizona.edu or contact our program manager directly: Rebecca Lipson, rlipson@arizona.edu

TIMESTEP Summer Tech Internship- Roles and Responsibilities

This agreement confirms the roles and responsibilities of the company, the student intern and the TIMESTEP program in the internship.

Responsibilities of the employer

Employer: It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

- Orienting the student intern to the company's structure, operations, and culture- appropriate dress, office hours, reporting illness/absences, team building opportunities, etc.
- Orienting the student intern to the policies and procedures of the personnel department.
- Introducing the student intern to the appropriate professional and clerical staff.
- Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
- Providing the student intern with adequate resources necessary to accomplish job objectives.
- Providing regularly scheduled supervisory conferences with the student intern.
- Completing mid- and final-internship surveys regarding the student intern's performance.
- Consulting the TIMESTEP program in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
- Providing opportunities to learn industry best practices, to practice professional skills used in the workplace, to work with partners and/or teams on projects, and to share their learning and accomplishments (ex. presentation at a team meeting)
- Exposing the students to professionals with varying backgrounds and expertise through whom interns can learn about job options in industry

Responsibilities of the student intern

Student Intern: As the student intern enters the company, they are expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

- Adhering to company work hours, policies, procedures and rules governing professional staff behavior. Report any absences/illness with as much advance notice as possible.
- Completing the agreed upon parameters of the internship, as outlined in the Internship Agreement- number of hours per week, skills to develop, goals to accomplish.
- Adhering to company policies governing the observation of confidentiality and the handling of confidential information (which may include an NDA).
- Assuming personal and professional responsibilities for his or her actions and activities.

- Maintaining professional relationships with company employees, customers, and so forth.
- Relating and applying knowledge acquired in the academic setting to the company setting.
- Developing a self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
- Being consistent and punctual in the submission of all work assignments and reports to the supervisor.
- Communicating with the supervisor and/or TIMESTEP staff should any difficulties arise that interfere with the student intern's learning and performance.

Responsibilities of the TIMESTEP program

TIMESTEP program: The TIMESTEP program assumes overall responsibility for consultation with the company and interns on objectives, agreements, and other job-related tasks. TIMESTEP staff (graduate student mentor, program manager, faculty advisors) are available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of TIMESTEP involves:

- Providing group and individual orientation and introduction of the student intern to the nature and purpose of the internship.
- Requiring weekly mentoring meetings between each student intern and their assigned graduate mentor regarding the student intern’s performance and any obstacles to success.
- Orienting and introducing the company supervisor to the purpose and objectives of the internship.
- Consulting with the company supervisor regarding the student intern's performance.
- Assess student progress via weekly check-ins and surveys.
- Pay each Student Intern two stipend payments totaling $5000, directly to the student via their Bursar’s account as long as sufficient progress is being made toward their internship goals.