CENTSS Internship

INTERNSHIP APPLICATION PACKET

Center for Engagement and Training in Science and Society (CENTSS) and

School for the Future of Innovation in Society (SFIS)

Ira Bennett
Co-Director of CENTSS
Interdisciplinary B256
Phone: (480) 727-8830
Ira.Bennett@asu.edu

Jeannie Colton
Program Coordinator
Interdisciplinary B256
Phone: (480) 727-9381
Jeannie.Colton@asu.edu

Revised April 2016
SECTION 1 -- INTERNSHIP OVERVIEW

The Center for Engagement and Training in Science and Society (CENTSS) is a multi-disciplinary research center that aims to change how we as a society think about, learn about, and talk about science and technology. It develops novel approaches to interaction and engagement by integrating multiple disciplines, education levels, experiences, areas of expertise, and modes of communication. The CENTSS internship course is an opportunity to gain hands-on training and experience with informal science education and engaging the public about science and your area of study. This will involve working for a minimum of 45 contact hours and up to 135 hours at Arizona Science Center (ASC), located in Downtown Phoenix or the I.D.E.A. Museum, located in Downtown Mesa. The internship will cover the period of the Fall, Spring, or Summer Semester. The internship will begin with up to 6 hours of training (spanning 2-3 sessions), held on Tempe campus, to prepare the student for working in a hand-on museum environment. Attendance during the training period is mandatory and is included in the contact hours. Historically, students have spent more than 135 contact hours at their internship site, which greatly enhances the experience. The student will work with educational staff in the galleries, labs, and other programming that allows the student to demonstrate mastery of program skills.

The objectives of the internship are to provide the student with the opportunity to:

- Enhance their learning in a professional environment
- Gain professional experience by contributing to projects at the internship site
- Build communication, interpersonal, teamwork and other leadership skills
- Gain experience in the ability to communicate and engage with the public about science
- Network with people to learn about career opportunities
- To help students develop a resume that reflects key skills and accomplishments
PROJECT DESCRIPTIONS (SELECT ONE)

☐ Location: Arizona Science Center

*Educational Events (EdEvents) Interns* work with the Learning Department team at Arizona Science Center to develop and strengthen small and large-scale (75+ people) informal educational programming for students, parents, teachers, and the community.

EdEvents Interns will assist with content development, guest engagement, and facilitation related but not limited to the following programs: AzSEF (state science fair), Sci-Tech Festival events, Sustainability week, camps, galleries, and exhibitions. EdEvents Interns may also assist in the marketing & communication of planned events, coordination of volunteers, design of event schedules, and execution of events logistics as appropriate. Each intern will work with the site supervisor to customize his/her specific projects and goals.

☐ Location: CREATE at Arizona Science Center

*CREATE Interns* represent the “public face of CREATE at Arizona Science Center.” Interns work with the science center team in the CREATE space greeting visitors and engaging them in programming activities. They are required to be receptive, outgoing, and engaged with the public while they are in uniform.

CREATE Interns assist guests to become familiar with the activities and encourage visitors to experiment, and provide answers to questions. CREATE Interns will work as greeters and in the CREATE Challenges areas, setup tabletop activities, assist in the kitting process, and maintain areas. They will also have time during their shifts to participate in self-directed training opportunities and assist with tasks in the Resource Centers that include a Wood Shop, Artistry Hub and Electronics Zone.

CREATE at Arizona Science Center is a place where science, design, and engineering collide! Inspired by the productivity of an inventor’s workshop, the creativity of an art studio, the experimentation of a lab, and the connectivity of a commons, CREATE is a 6,500 square-foot community hub for turning dreams into reality.

At CREATE, people of all ages can share ideas, collaborate on projects and learn about science, technology, engineering, math and art through making. By using state-of-the-art, computer-controlled equipment and traditional crafting tools, visitors will have the chance to cut, saw, code, hammer, sew, paint, solder, and much more!

☐ Location: I.D.E.A. Museum

*Guided Tour facilitator/program facilitator* – Facilitate 90-minute guided tour program to grades K and up. This is a great opportunity not only for future educators to gain experience with group management in a non-traditional setting, but also for students whose study area coincides with one of the exhibition topics. Other possible opportunities will be to assist with workshops include Girl Scout badge workshops (for Daisies, Brownies and Junior Girl Scouts) as well as assorted art workshops throughout the year.
INTERNSHIP PARTICIPANTS

- **STUDENT**
  Gets approval for the internship from their Degree Program Chair, and plans the project(s) of the internship with the assistance of their Internship Site Supervisor.

- **SITE SUPERVISOR**
  Plans projects and learning outcomes with the student, serves as site contact, manages the day-to-day activities of the student intern, verifies the student intern’s work hours, and evaluates the student intern’s performance during the internship experience.

- **DEGREE PROGRAM CHAIR**
  Approves the internship and the project criteria, monitors student progress and awards the student’s grade for the internship class, in the event the student is earning course credit for internship.

- **CENTSS DIRECTOR**
  Monitors internship program success and reviews student progress.

- **CENTSS Program Coordinator**
  Coordinates placement of intern, facilitates training, monitors student progress, and manages administrative duties relating to internship program.
INTERNSHIP GUIDELINES

- **ACADEMIC STANDING**
  Students must be in good academic standing with a degree coursework GPA.

- **APPLICATION**
  The *Internship Application* must be completed and submitted prior to beginning internship.

- **APPROVAL**
  All internships must be approved by student’s Degree Program Chair *before* the student starts at the site, *only if student will be receiving course credit for their degree*.

- **PROJECTS**
  Students will work with their site supervisor to develop a project or projects that will use the knowledge and skills acquired through the student’s own course of study.

- **CREDIT HOURS**
  To earn the 3 academic credits, the student must spend a minimum of 135 contact hours with an approved site working on tasks directly associated with the internship project. Though CETNSS does not require course credit, the applicant may apply for credit through his/her own degree program.

- **ATTENDANCE**
  Regular attendance at the work site is required. All interns must schedule regular meetings with their Site Supervisors so progress can be monitored. Hours dedicated to the internship project are tracked on a *Work Hours Log* that will be provided prior to beginning of internship.

- **COLLECTING YOUR WORK**
  Keep everything you produce as part of your internship project – including notes, plans, drafts, proofs, as well as any input from your Site Supervisor or co-workers. All this is evidence of your efforts and that you have spent your time working on your project as your contract requires.

- **FINAL WRITTEN REPORT OF INTERNSHIP**
  A final *Written Report of Internship* is due at the end of the internship period. The document should follow the basic format as that for an analytical paper. This form will be provided at the beginning of the internship.

- **GRADES**
  Attendance, successfully meeting deadlines, project success, and submission of documents and reports in a timely manner will all contribute to your grade. Grading options are Y (passing) or E (failing).

- **COMPENSATION**
  This internship is an *unpaid* position.
INTERNSHIP APPLICATION FOR CENTSS

This application must be completed (fill in all form fields), printed, signed by the student and submitted to the CENTSS Program Coordinator in Interdisciplinary B256.

I. STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>LOCAL ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
</tr>
<tr>
<td>COURSEWORK GPA</td>
<td>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. INTERNSHIP INFORMATION

<table>
<thead>
<tr>
<th>PLANNED INTERNSHIP SESSION (SELECT ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ FALL</td>
</tr>
</tbody>
</table>

III. QUESTIONNAIRE

<table>
<thead>
<tr>
<th>WHAT ARE YOU STUDYING AND WHY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT EXTRACURRICULARS ARE YOU INVOLVED IN?</td>
</tr>
</tbody>
</table>
WHY ARE YOU INTERESTED IN THIS INTERNSHIP?

WHY WOULD YOU BE A GOOD FIT FOR THIS INTERNSHIP?

Use this space below to include anything else you would like us to know about yourself.

I have read the Internship Handbook and I understand the requirements for my internship participation. I certify that all the information provided here is accurate to the best of my knowledge. I further agree to abide by the policies of internship programs of the Center for Engagement and Training in Science and Society (CETNSS) and the School for the Future of Innovation in Society. I will provide a copy of this handbook to my Internship Site Supervisor once my internship is approved.

Student Intern Signature ___________________________ Date ______________

Degree Program Chair Signature ___________________________ Date ______________
INTERNERSHIP LIABILITY RELEASE FORM

Submit to the CENTSS Program Coordinator before internship begins.

Date (00/00/0000):  
Student Name (Last, First, MI):
I am signing this Release so that I can participate in the Internship activities set forth as associated with my enrollment in my current area of study as part of my degree requirements.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me while I am participating in these Activities or in connection with transportation to and from the destinations or any associated food or lodging. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation if the harm or damage is not due to the negligence or fault of ASU.

☐ I DO carry health insurance coverage for myself through:
   Health Insurance Provider:  
   Insurance ID Number:  
   Insurance Group Number:  
   Health Insurance Provider Phone Number:

☐ I DO NOT have health insurance coverage for myself.

If I require emergency medical treatment, please contact:
   Name of Emergency Contact Person:  
   Is this Emergency Contact Person a family member, or friend?  
   If this Emergency Contact Person is a family member, please enter the relationship:  
   Emergency Contact Home Phone:  
   Emergency Contact Work Phone:  
   Emergency Contact Cell Phone:  
   Name of Doctor:  
   Doctor Phone:

If neither the Emergency Contact Person nor my Doctor is available at these phone numbers, I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment.

In this agreement, "ASU" means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Student ___________________________________________ Date __________________
