# 10 Steps to SciTech: Student Guide

A user-friendly guide on how to navigate the SciTech Internship Program -from creating your student profile, to concluding a successful internship.

## 1. Enroll in SciTech & Activate Your Account

If you're new to SciTech, STEM majors from **participating colleges** can enroll for free and create a student account by submitting the Student Registration Form.

If you had an account prior to 2026, **are enrolled at a participating college**, and are trying to log in, email [piper@mntech.org](mailto:piper@mntech.org) to activate your updated SciTech student account. An activation email will be sent to you.

## 2. Eligibility Confirmation

SciTech staff will verify your program eligibility (at least 18 years old, of good academic standing [2.5+ GPA], at least half-way through an undergrad STEM degree [Junior, Senior, Masters, PHD], actively attending school at a participating college [Carleton College or St. Olaf] and eligible to work off campus in the U.S [I-20 Form]).

New applicants are reviewed and approved within 42 hours. A confirmation email with student guidelines and login instructions will be sent to you. _Read through them carefully._

## 3. Build Your Student Profile

Once approved, you can log in to SciTech and customize your profile. This is how you'll appear to hiring employers.

SciTech staff are working with employers to identify ideal candidates for available internships, so the more detailed your student profile, the more likely you are to be referred for a position.

Include relevant courses, class projects, STEM-based clubs or extracurriculars. Express your curiosity and passion for the industry you want to work in. Include previous jobs, internships, leadership roles and work experience (even customer service is an applicable skill). **Please note, referrals are <u>not</u> guaranteed.**

## 4. Browse Internships and Research Companies

You are responsible for browsing the job board and identifying internships you'd like to apply to.

When you find a role you're well-suited for, take some time to research the company and craft a custom cover letter (1 page)

- Read through their employer profile on SciTech
- Check out their website and read their About Us page to learn more about their company history
- Look for values in their Mission and Vision statements that you connect with. Expressing shared values in your cover letter/interview can be very helpful
- Read through their recent blog/ news posts, to identify what new initiatives they're working on. If any of their projects are of interest, bring them up in your cover letter/interview

**Pro Tip: If you really want to increase your chances, customize your resume to align with the job description you're applying for**

### 5. Apply for Internships

SciTech puts students in direct contact with hiring managers to simplify the application process. By clicking "Apply," you'll be prompted to email the company's hiring manager

- Keep your email short and professional
- Introduce yourself, mention that you found the opportunity through SciTech
- Express your interest in applying for the position and offer some dates/time when you're available for an interview
- Include your cover letter and resume (and a link to a work portfolio if you have one)

Once your email is sent, submit the application form attached to the job posting to track your candidate status on the website.

You should hear back within 5 business days. If you don't, you're encouraged to send a polite follow up email.

### 6. Matching Opportunities via Referral

Students identified as strong candidates for an available position will be introduced to a hiring manager via a referral email from SciTech staff.

Once an introduction has been made, it is up to you to review the employer's profile/job description and decide if you'd like to apply.

With a referral, applying is as simple as replying to the intro email, expressing an interest in the position and sharing your availability for scheduling interviews. **Please note, referrals are <u>not</u> guaranteed.**

## 7. Participate in Interviews

With your interviews scheduled, that's your time to shine!

Resources on interview readiness are available via the Student Resources section of the SciTech Blog. And if you require additional support, SciTech staff are available for resume review, by reaching out to [scitechmn@mntech.org](mailto:scitechmn@mntech.org).

## 7. Selection Outcomes

If selected, an employer will send you an official offer letter. Sign and return it and **<u>let SciTech staff know that you've accepted an internship position</u>** by sending us an email at [scitechmn@mntech.org](mailto:scitechmn@mntech.org).

<u>Selection for an internship through SciTech is not guaranteed.</u> If you don't secure an opportunity through the program, alternative internship/research opportunities and career development resources will be shared as the start of the summer nears.

## 7. Prepare for Your Internship

A week or two prior to starting your internship, make sure you have everything you need to succeed:

- ✓ Confirm office location/virtual work schedule
- ✓ Confirm mentor/supervisor's contact information
- ✓ Identify personal internship goals
    - o skills you'd like to develop,
    - o tools/software/machinery you'd like experience on
    - o people you'd like to meet (leadership, department heads)

## 8. Start Strong

To get the most of your internship, we recommend scheduling a kick-off meeting with your mentor/supervisor during the first couple of weeks, to share your internship goals and ensure you have a clear understanding of your work schedule, project outline and desired deliverables.

**Pro Tip: Consider keeping an internship journal to track your progress.**

**And most importantly: Ask questions!** Seriously, the number one thing we hear from interns is the value of talking to your team members, not being afraid to ask questions and absorbing as much as you can.

### 9. Share Feedback

A month into your internship, a 30-Day Internship Survey will be shared via email. It's important to fill this out. This is your chance to provide feedback on how things are going. Should you need it, you can ask for assistance from SciTech.

SciTech internships are designed to be hands-on learning experiences that are positively challenging, safe and encouraging. **If for any reason you feel that isn't the experience you're having, you are encouraged to reach out to SciTech staff for assistance, at any time.**

SciTech staff will be in touch with your employer to schedule a month-in site visit (no more than 45 minutes, in-person preferred with virtual options available) to see how the internship is going and take pictures to celebrate internship success and help promote the program.

### 10. Internship Concludes

Interns and employers are encouraged to schedule an end-of-internship student presentation. This is a chance, if you haven't already, to speak with the leadership at your company and give a brief presentation on your internship project, what you learned and what you accomplished.

Exit interviews may be scheduled with your employer and SciTech staff will be in touch with an end-of-internship survey. As a participant of the SciTech Program, you are required to submit feedback via the survey.

<center>You've got this!</center>