



## Company Eligibility Requirements & Guidelines

The SciTech Internship Program (SciTech) assists eligible students and for-profit companies in Minnesota to arrange an internship in the areas of science and technology, engineering, and math. The website <https://scitechmn.org/> provides eligible students and eligible companies with an opportunity to enroll and to arrange qualified internships.

SciTech is intended to help businesses with their product development efforts and employee recruitment strategies. Internships must be designed to provide sufficient practical hands-on work experience in a high-tech category position to allow for career decision-making and to provide host employers with real-time state-of-the-art skills to accelerate their short-term business objectives.

### Participants must comply with the following requirements:

1. **STEM Focus Areas.** Internships must relate to science and technology, engineering, and math (STEM), and may include the following industry areas: aerospace and defense; agriculture, food science, forestry; biotechnology and life sciences; fuels, energy, energy management; information technology/computer technology; and mining, materials, manufacturing, and processing.
2. **Internships.** Internships offer work in a professional environment associated with a defined STEM category for approximately 400 hours (For example, 10 weeks of full-time employment or twenty weeks of part-time employment) during any Program year. Internships are designed to provide sufficient practical hands-on work experience in a high-tech category position to allow for career decision-making and to provide host employers with real-time state-of-the-art skills to accelerate their short-term business objectives. **A minimum hourly rate of at least \$12.50 per hour is required.**
3. **Wage matches.** A limited number of wage matches are available for internship positions on a first-come first-served basis. To qualify for available wage matches, the hire must meet the following criteria:
  - a. The intern has not already been hired for the company's position (no "retroactive" matches allowed)
  - b. The candidate is currently registered for and approved by SciTech for participation in the program
  - c. The company is registered for and approved by SciTech, and has an active, approved STEM internship posted on SciTechMN.org prior to hiring an intern

- d. The employer reports the hire of eligible interns to SciTech staff prior to the start of the internship; this notification will serve to ensure that funds for a wage match are still available and may be set aside for the position.

4. **Students.** Eligible SciTech students must be:

- a. a student actively enrolled at a participating college;
- b. In good academic standing (2.5 GPA or above);
- c. Halfway through an undergraduate degree (junior or senior); or pursuing a graduate degree;
- d. Currently registered in an approved STEM curriculum at the time of application, meaning a degree program in the physical, biological, and agricultural sciences, as well as engineering, computer science, and mathematics; and
- e. At least eighteen years of age when the internship begins.
- f. Able to work off campus in the U.S (1-20 Form required for international students)

Students will be required to provide accurate contact information (e-mail address is acceptable) where they may be reached following the conclusion of their internships.

5. **Companies.** For-profit companies eligible to participate in the SciTech Internship Program must:

- a. Be registered to do business in Minnesota with the Minnesota Secretary of State's Business and Lien System;
- b. Have an active business presence in Minnesota where the qualifying internship will be conducted;
- c. Retain accurate intern employment records for a period of six (6) years after completion of each internship.

6. **Employer Conduct.** Employers are expected to provide a welcoming and inclusive environment for their interns, and must follow all federal and state Equal Opportunity and anti-discrimination laws. Failure to do so shall result in the discontinuation of the privilege to use SciTech until such time that the employer can demonstrate corrective action has been taken and implemented.

7. **Funding.** A company providing an eligible internship that has been approved may reserve a wage match to receive reimbursement for half of their intern's wages, up to \$2,500 back for each eligible internship. A limited number of wage matches are

available on a first-come, first-served basis. A participating company must provide private funds to match the grant funds on a dollar-for-dollar basis, with a maximum of \$5,000 in gross wages paid to your student per internship.

8. **Survey.** SciTech student interns and companies must complete a survey at the conclusion of the internship, which includes but is not limited to:
  - a. Overall satisfaction with the SciTech Internship Program, including the internship application process and experience;
  - b. Whether or not the student completed his/her internship and the student's employment standing at the time the internship ends.

**PLEASE NOTE:**

- **Acceptance to the program does not guarantee matching stipends;** these funds are awarded on a first come, first hired basis.
- Only internship positions may be posted on SciTechMN.org.
- Companies may rehire a previous SciTech intern as long as
  - there has been a break in service/non-consecutive employment with the company since the end of the previous internship of at least 3 weeks
  - the student has reactivated their SciTech profile by submitting a current transcript to demonstrate they still meet program eligibility requirements

**Wage matches:**

Participating Colleges will provide a small number of matching stipends for 50% of an intern's wages, capped at \$2,500 per hire, for eligible internship opportunities. Internship grant funds must be matched by the business with a minimum \$1 for \$1 cash match.

Funds are distributed as a wage reimbursement at the conclusion of the internship. A completed Reimbursement Form, payroll summary and timesheet for the student must be submitted to qualify for a return.

**Guidelines:**

The SciTech Internship Program is available to Minnesota businesses that agree to use program-enrolled interns to accelerate their high-tech business interests. Enrolled businesses agree to abide by the policies and procedures established by the SciTech Internship Program. In addition, businesses agree to ensure that employed interns meet program standards and that the work experience provided supports program objectives.

Each business may post as many internship jobs as they wish in multiple categories. Job postings should be removed as they are filled. **Businesses are responsible for letting SciTech know when positions are filled**, whether they are filled with SciTech candidates or by other means.

Once enrolled, the business may use the student profile information to identify and recruit students enrolled in the SciTech Program for their internship positions. Each business is responsible for the accuracy of their job postings, the interview process, and the selection, negotiation and hiring of interns, providing positive high-tech work experiences, maintaining and providing the records and documentation required for program reporting, and working with the student participant in good faith to resolve any work-related concerns.

**Additionally, please note the following:**

- Depending on the terms of the internships, unemployment compensation requirements could apply. In Minnesota, unemployment compensation is governed by Minnesota Statute 268.035, subd. 20 (no.22). Businesses are responsible for determining if unemployment compensation will apply to their internship positions. Additional information about unemployment compensation is available at <http://www.uimn.org/uimn/>
- The business must represent that it is in compliance with, and that it will continue to comply with the federal laws and regulations that prohibit discrimination against all individuals in the U.S. based on race, color, religion, gender, national origin, age, disability, political affiliation or belief. To learn more, please visit <https://www.dol.gov/general/topic/discrimination/ethnicdisc>
- The business will report to the SciTech Internship Program any termination action associated with the internship. The business agrees to abide by SciTech Internship Program direction to close the internship, including providing information required for program evaluation.
- The business will be required to provide documentation to support requests for reimbursement of any grant funds awarded. Such documentation will include intern timesheets, payroll documentation and satisfaction of matching grant requirements.
- Businesses must retain accurate intern employment records for a period of six (6) years after completion of the internship grant.

All data provided through this site for compliance with Program requirements is collected solely for SciTech Internship Program use only. No data regarding company ownership is

shared with students, and will only be used in aggregate for fulfillment of reporting requirements to the SciTech program's funders. [Review the SciTech Data Privacy Notice.](#)

Minnesota Technology Association (MnTech) is responsible for the administration of the SciTech Internship Program, and will:

1. Review applications by students and employers for program eligibility.
2. Provide on-line resources for eligible students and employers to become aware of internship program opportunities (SciTechMN.org).
3. Arrange Program funding and assist employers with wage match reservations and reimbursements when funds are available.

MnTech reserves the right to disapprove of any SciTech Internship Program enrollment that does not satisfy program requirements. MnTech shall also have the right to disapprove reimbursement requests submitted by participating businesses if the requests are incomplete or do not include appropriate supporting documentation. The decision of MnTech is final and is not subject to review or appeal.

If you have any questions, concerns or need to file discrimination or any other kind of complaint about the SciTech Internship Program, please contact:

**Piper Cleaveland**

Program Director

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