

# 3M Science Training Encouragement Program (STEP)

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The Science Training Encouragement Program (STEP) is a partnership between 3M and the St. Paul Public Schools [SPPS] that places you at the center of discovery, challenge, and opportunity. Through STEP, you will participate in the process of scientific discovery and experience the invigorating environment of one of the world's leading corporations. As you discover the world around you, you'll discover more about yourself. 3M provides the opportunity – you provide the commitment, the curiosity, and the energy.

## Introduction

STEP supports 3M's recognition of the importance of diversity and equal opportunity in its workforce. The program provides opportunities in science for high school students from diverse backgrounds to:

- increase job skills through further training and practical experience
- gain insights into scientific careers
- enhance personal development

## Who is eligible for STEP?

To be eligible for STEP you need to be in your junior or senior year at one of the participating SPPS high schools. You need to be at least 16 years of age, a GPA greater than 2.0, and a good attendance record at school. This program is for you if you have a strong interest in science and technology, but there are no formal science class requirements.

This is a work-study program. You will be a part-time temporary employee of St Paul Public School District and will be paid for time spent in class as well as for the summer job. If you are selected to participate in this program, the St. Paul School District may require specific documentation including but not limited to, "**social security number, proof of your status as a US citizen or as an alien with permission to work in the US**". You will need to pass both a background check and a drug & alcohol screening before being accepted into the program. Prior to final selection of students for the program there is a registration process, in which a legal guardian is **required** to attend with you. If there are any questions, please ask your school representative.

## What is involved in the participation of STEP?

If you are accepted into the STEP Program, expectations are that:

- your school schedule must allow you to participate in twice-weekly classes at 3M from January through June
- you accept and complete a full-time summer job, 8 hr/day 5 days per week, in the 3M laboratories **mid-June through August**. Nine consecutive hours total are spent at 3M between the hours of 6am and 6pm, this is due to the lunch hour is not a paid break.
- you must maintain your academic standing at school throughout the duration of the STEP Program

## How are STEP students selected?

Currently there are seven schools participating in the program. Selection forms are accepted in the fall, through your school representative. The students, who apply, are rated by several 3M employees based upon the selection form, a transcript, and a resume. A letter of recommendation is optional. Students will be chosen as finalists in accordance with the guidelines of the program and who will best profit from the experience based upon their written selection form. When all selection forms are reviewed, the top 30-36 students are selected as finalists for the program. Finalists will be announced in mid-December. Final selection will take place after the registration process, background check, and other requirements are completed.

## **Classroom instruction – what is it like?**

The instruction sessions are held from 12:00pm to 2:00pm, at 3M on Mondays and Wednesdays, during the second semester of the school year. Classroom instruction is by 3M scientists, who volunteer their time to teach in Program. Transportation to and from school and the 3M campus will be provided. Busing home from the school is the student's responsibility

Students are divided into small groups for instruction. You will listen to lectures, do experiments, watch demonstrations, take part in discussions, and help each other learn. You will learn about 3M technologies, products, science behind them, and the engineering that makes them successful. You will undertake a group project simulating the development of a new product.

## **What is Mentoring?**

A 3M scientist will be assigned to you as a mentor or “coach”. It will be your responsibility to initiate interaction with them on a monthly basis, either by telephone, through e-mail, or in person. You can find out from them about their career path, and get advice on how to lay out one for you.

## **The summer job– what can I expect?**

Mid-semester, you will interview with supervisors who have jobs available. Each student will interview with several supervisors and every supervisor will interview several students. The intent is to match students with available jobs following the preferences of both the students and the supervisors.

In June, when you begin full-time employment, you will need to arrange your own transportation to and from work. You will be responsible to your supervisor for your daily activities. You will work an 8 hr/day 5 days per week, in the 3M laboratories **mid-June through August**. Nine consecutive hours total are spent at 3M between the hours of 6am and 6pm, this is due to the lunch hour is not a paid break. Your mentor will also be available to advise you.

In a company as diverse as 3M, no one job is quite the same as any other. For example, you might find yourself measuring the stickiness of adhesive tape, helping to analyze chemical compounds, or testing electronic devices. Whatever your job, you will find that it involves working with all sorts of people - from colleagues in your own laboratory, to others who work in different fields all over the company, or even with 3M customers. You will find some parts of your job fun and exciting and some parts tedious. Some aspects will be difficult, and some easy, but you will find that together they all make up a rewarding experience.

## **What happens after the STEP Program?**

After you finish STEP you may decide that science is not for you. That is fine. STEP will have helped you with a valuable decision, and you are under no obligation to 3M.

If you decide to continue studying science in some form of college program, you may become eligible for other 3M summer student programs. The contacts that you have made may help you in your future career.

Even if you don't choose to pursue a science career, proven work experience is a valued asset in the job market.

## **Something about 3M.**

*3M is a global innovation company that never stops inventing. Over the years, our innovations have improved daily life for hundreds of millions of people all over the world. We have made driving at night easier, made buildings safer, and made consumer electronics lighter, less energy-intensive and less harmful to the environment. We even helped put a man on the moon. Every day at 3M, one idea always leads to the next, igniting momentum to make progress possible around the world. 3M has operations in more than 65 countries, products sold in nearly 200 countries, 84,000 employees globally and Global sales reaching \$30 billion at the end of 2011. For additional information visit the 3M website 3M.com*

Questions or comments please contact your school representative: