

2017 CCI/CCRP Syllabus

DOE – Community College Internship (CCI) BNL – Community College Research Program (CCRP)

Sunday, June 4	Anytime Anytime 4:00 pm – 6:00 pm	Arrival of non-local interns Dormitory Check-in Welcome with OEP staff at Bldg. 400 (heroes, salads and drinks)
June 05 –9 (Week 1)		
Interns participate in Enrichment Components and/or work in their laboratories		
Monday, June 05	8:00 am – 8:40am 8:45 am - 12:15 Noon	All interns arrive and check-in at Berkner Hall (Bldg 488) ORIENTATION: <ul style="list-style-type: none"> • BNL overview • BNL policies • <u>GROUP PHOTO</u> • Environmental safety and health training information • BNL Pre-participation survey • Deliverable guidelines • Discussion of student and mentor roles • Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police) • Additional student resources (e.g. www, e-mail; transportation: on-site shuttle, bicycles, weekday Long Island RR connection, recreation)
	12:30 pm -1:30 pm 1:30 pm – 4:30 pm 1:30 pm – 3:30 pm 1:30 pm – 5:00 pm 5:00 pm - 8:00 pm	Meet your Mentor Luncheon at Berkner Hall (Bldg 488) Rad Worker 1 – Part II (Building 438 Auditorium) if <u>required</u> . Photon Science Summer Student Orientation – NSLS II, Bldg. 743, RM156 All other interns report to their respective departments Transportation provided for shopping at local grocery center for interns who need supplies. Pickup at Building 438.
Tuesday, June 06	8:30 am – 5:00 pm 3:30 pm – 4:30 pm 3:00pm- 4:30pm	Interns not in orientation sessions report to assigned departments Physics interns report to Physics - Bldg 510, Orange Rm. for a Dept. Orientation <u>SUMMER INTERNS IN THE FOLLOWING ORGANIZATIONS</u> – Report to Bldg. 463 John Dunn Seminar Room: Biology (BI), Environmental & Climate Sciences (EE), Nuclear Science & Technology (NE), Nonproliferation & National Security (NN), Sustainable Energy Technologies (ST), Computational Science Initiative (CC), Environment, Biology, Nuclear Science & Nonproliferation Directorate (DJ) and Energy Science Directorate (DC)
	NOTE:	ALL INTERNS must review the New Appointment Check List with their Mentor/Supervisor.
Wednesday, June 07	8:30 am – 9:30 am 9:30 am – 11:00 am 11:00 pm – 5:00 pm	CCI/CCRP interns meet with Program Manager (OEP – Bldg 438) BNL Campus Orientation Tour for CCI/CCRP (OEP Bldg. 438) Students report to assigned departments
Thursday, June 08	8:30 am – 5:00 pm 3:00 pm – 5:00 pm	Interns report to assigned departments CCI/CCRP ENRICHMENT STARTS (OEP - Bldg 438) Topics: Workplace behavior Building positive relationships
Friday, June 9	8:30 am – 5:00 pm 10:00 am – 11:30am 12:00 pm – 5:00 pm 1:30 pm – 4:00 pm 2:00 pm – 4:00 pm	Interns report to assigned departments and continue summer projects Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com) DOE Pre-Survey due , submit New Appointment Checklist If Required: Benchtop dispersible training in the Bldg 902 Training Center. Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
June 12-16 (Week 2)		
Monday, June 12	8:30am 9:30am 12:30pm – 1:30 pm 4:00pm – 5:00pm	Interns go to their assigned departments Monday through Friday Interns must attend one (1) Written Deliverables Meeting as scheduled Deliverables meeting 1 Berkner Hall – Room B Deliverables meeting 2 Berkner Hall – Room B Deliverables meeting 3 Berkner Hall – Room B
Wednesday, June 14	8:30am -9:30am 12:30pm-1:30pm	Deliverables meeting 4 Bldg 438 Classroom Deliverables meeting 5 Bldg 438 Classroom
Thursday, June 15	4:00 pm – 5:00 pm	Enrichment Component (Bldg 438 Auditorium) continues each Thursday covering various topics: <ul style="list-style-type: none"> • Scientific research workshop

Friday, June 16	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly report due (Submit online at scienceinterns.com) BNL Safety Day and OEP Safety Quiz Bowl
June 19-23 (Week 3)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday June 22	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 23	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
June 21-25 (Week 4)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, June 29	4:00 pm – 5:00 pm	Enrichment Component (Berkner D)
Friday, June 30	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
July 3 – July 07(Week 5)	<u>Tuesday, July 04 - Holiday, Laboratory Closed</u>	
	8:30 am – 5:00 pm	Interns report to their assigned departments Monday, Wednesday through Friday
Thursday, July 06	4:00 pm	<u>ABSTRACT: FIRST DRAFT DUE</u>
	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 07	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online) <u>No Enrichment Program this holiday week</u>
July 10 –July 14 (Week 6)	<u>7/10 – 7/14 ABSTRACT CONFERENCES (Bldg. 438)</u>	
	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, July 13	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 14	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
July 17 -21 (Week 7)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)
Thursday, July 20	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Thursday, July 20	<u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u>	
Friday, July 21	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
July 24 –July 28 (Week 8)	<u>7/24-7/28 ABSTRACT SECOND CONFERENCES (Bldg. 438)</u>	
	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, July 27	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 28	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
July 31 – August 04 (Week 9)	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Tuesday, August 1	<u>POSTER PRINTING DEADLINE AND THIRD DRAFT OF ABSTRACT DUE</u>	
Thursday, August 3	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, August 4	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)
August 08 -12 (Week 10)	Interns report to their assigned departments and continue on their presentations Monday, Tuesday and participate in the Closing Ceremonies.	
Tuesday, August 08	8:30 pm – 3:00 pm	Last day to Pick up Posters
Wednesday, August 9	8:30 am – 10:30 am	Graduate School Panel Session
	11:00 am – 1:30 pm	Poster Presentations - dry run
	2:00 pm – 4:00 pm	Graduate school Fair
Thursday, August 10	8:00 am -4:00pm	Closing Ceremony Selected Student Oral Presentations Poster Presentations
Friday, August 11 - Last Day	Student Deliverables due: <ul style="list-style-type: none"> • BNL Exit Survey • DOE Post Survey • Dormitory check-out/departure • Stipend distribution will be based upon successful submission of all deliverables to DOE and BNL and a signed checkout sheet 	