

Intro to Deliverables

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Submitting deliverables

- Weekly report obligation
 - Use the form on scienceinterns.com
- Final internship obligations
 - ALL interns
 - All deliverables are submitted to OEP for our program archives via email attachments at scienceinterns.com
 - Reports as Word docs (or Word compatible files only)
 - Additionally, DOE interns (SULI, CCI, and VFP)
 - All deliverables are submitted to DOE via your program's site as PDF files only

Weekly reports

Each Friday of your internship, you are required to submit a brief report of your week's activities. You should file this weekly report online at scienceinterns.com prior to picking up your stipend.

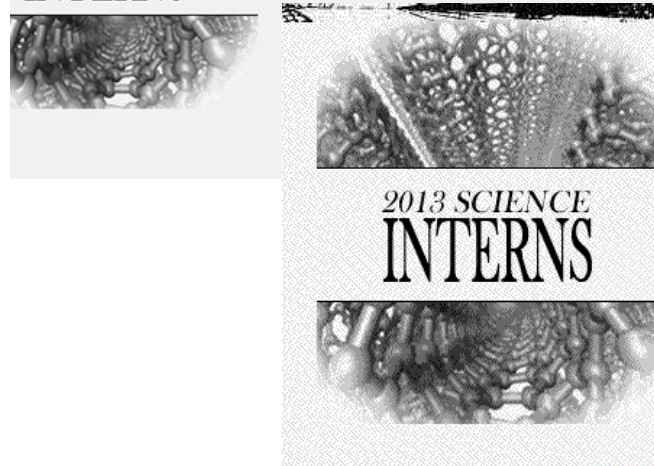
This requirement must be completed each week of your internship with the exception of the final week.

- File all weekly reports at scienceinterns.com.
- The policy student will check to make sure that you have completed a weekly report prior to distributing a stipend.
- Program managers will often read these reports to get a sense of your involvement.
- For some, as a record of your semester here, these reports may be helpful as notes for your final report.

Logging in



Go to home page of www.scienceinterns.com.
Select "Weekly REPORTS" menu option.



Log in

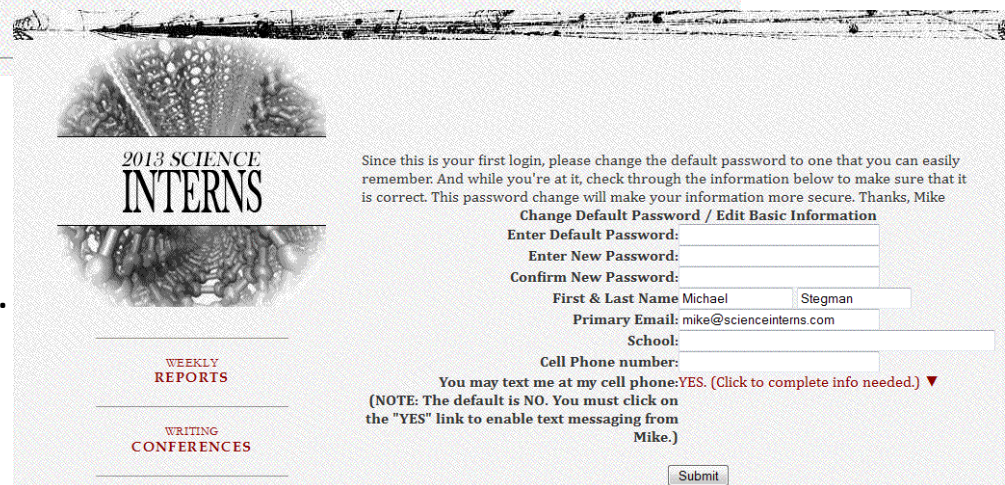
Enter your primary e-mail address:

Password:

[Forgot your password?](#)

Use your email address and password to log in.
First time? The default password: summer.

First time?
Change the default password.
Complete the required information.



Weekly Reports

COMPLETE A REPORT

VIEW REPORT(S)

EDIT A REPORT

SELECT/PRINT REPORT(S)

Weekly Report for Summer 2016 Interns Brookhaven National Laboratory Office of Educational Programs

You are required to fill out and submit this form every Friday.

Name: Michael Stegman

WEEK: Ending 06/10 ▾

Email: mike@scienceinterns.com

Semester: Summer

Year:

Program:

BNL Mentor/Collaborator:

Please include one question you asked your mentor. *(For suggestions, see below.)*

Weekly Question

Please write a brief summary of your work related activities during this last week:

Weekly Summary of Activities

Submit Weekly Report

A Weekly Question

During each week, you may have questions for your mentor about a specific element of your project or about its larger issues. To encourage you to lean in to your internship experience, each week we'd like you to **record at least one question** you **actually** asked your mentor. Some suggestions follow.

Develop a question that explores

- the beginnings of your project;
- the alternate inquiries that were also considered;
- the method for selecting the current method of inquiry;
- how to recognize solid results, outliers, random results, wrong results;
- eventual applications of this research;
- how to troubleshoot an inquiry when things go awry;
- etc.

Required program deliverables

1. **DOE Pre-Survey for SULI, CCI, and VFP interns – complete by Friday, 6/9**
2. **Abstract for General Audience – 300 word limit**
3. **Project Report Paper – Length between 1500 and 3000 words, excluding this report's abstract (approx. 5% of total), footnotes, appendices (< 3 pages), the bibliography, and similar items.**
4. **Poster, including an abstract – 150 word limit for abstract**
5. **Peer Review of Presentations**
6. **BNL Departure Survey (complete before leaving)**
7. **DOE Post-Survey for SULI, CCI, and VFP interns – due before leaving BNL**

FOR DOE interns: With the exception of the three surveys (two for DOE and one for BNL), ALL materials MUST be uploaded via WDTS site as PDF files ONLY, no exceptions.

FOR ALL interns: Attach and send all deliverables (excluding all surveys) to scienceinterns.com mailboxes in original (non-PDF) format; e. g., Word doc or PowerPoint.

Deadlines

All FRIDAYS

Weekly Report (except 8/11)

6/9

DOE Pre-survey (SULI, CCI, VFP interns only)

6/9

New Appointment Checklist

7/6

Abstract for a General Audience (Draft 1)

7/10 – 7/14

Writing Conferences

7/20

Abstract for a General Audience (Departmental Draft)

7/24 – 7/28

Writing Conferences

TBD

Report title submitted

8/1

Poster printing deadline

8/1

Abstract for a General Audience (Draft 3)

8/8 noon

Symposium PowerPoint Presentations submitted

8/9

All Deliverables, including BNL Exit Survey

8/9

DOE Post-survey (SULI, CCI, VFP interns only)

Presentations

POSTER PRESENTATIONS

- 8/9 Dry run AND PEER REVIEWS completed
- 8/10 Open presentations to BNL community, etc.

SYMPOSIUM PRESENTATIONS

- Forty reports will be selected by departmental committees
- TBD PowerPoint presentations for symposium due to Sal
- 8/10 Symposium presentations (tentative locations)
 - Berkner Hall
 - Chemistry, Building 555
 - Medical, Building 490
 - Physics, Building 510