

Intro to Deliverables

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Required program deliverables

- 1. DOE Pre-Survey for SULI, VFP, and CCI interns – complete by Friday, 6/7**
- 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, VFP, and CCI interns – due before leaving BNL**

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 sent to scienceinterns.com mailboxes.
 - Additionally, DOE interns (SULI, CCI, and VFP)
 - All deliverables are also submitted to DOE via your program's WDTS 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.

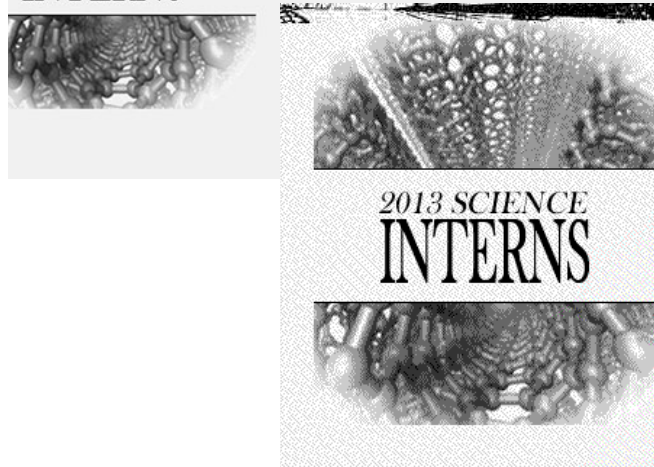
This requirement must be completed each week of your internship with the exception of the final week.

- File all weekly reports at scienceinterns.com.
- We will check to make sure that you have completed a weekly report prior to distributing a stipend.
- Program managers will 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.



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

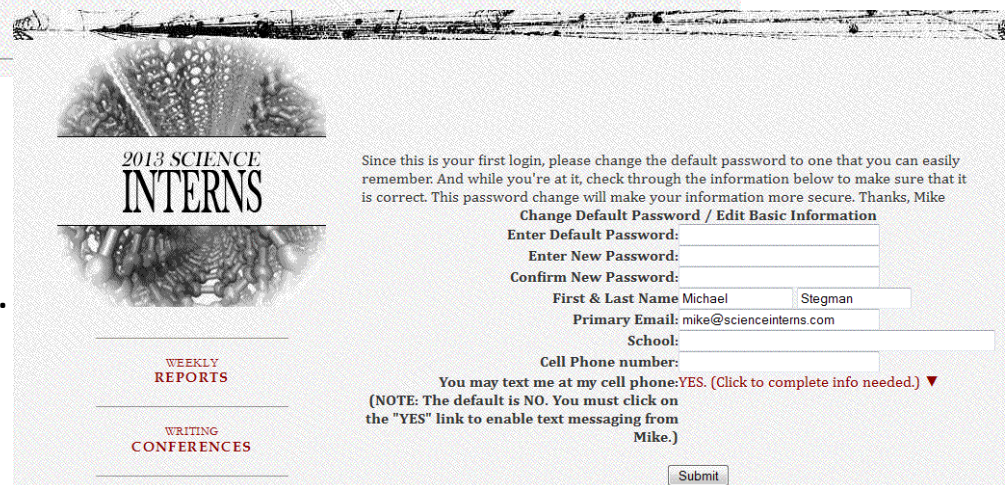
Log in

Enter your primary e-mail address:

Password:

[Forgot your password?](#)

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



Since this is your first login, please change the default password to one that you can easily remember. And while you're at it, check through the information below to make sure that it is correct. This password change will make your information more secure. Thanks, Mike

[Change Default Password / Edit Basic Information](#)

Enter Default Password:

Enter New Password:

Confirm New Password:

First & Last Name

Primary Email:

School:

Cell Phone number:

You may text me at my cell phone: **YES.** (Click to complete info needed.) ▼
(NOTE: The default is NO. You must click on the "YES" link to enable text messaging from Mike.)

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.