

SIST Committee Member Guidelines

January 2009

The Summer Internships in Science and Technology (SIST) program focuses on giving opportunities in science and technology to undergraduate college students. As part of the SIST Committee, any FNAL employee can help to select and mentor the student participants. This document lists guidelines on the roles and time commitments for a SIST Committee Member.

Fall Season

1-2 meetings:

- Debrief on previous summer experiences
- Provide feedback and brainstorm on how to improve aspects of the program
- Plan on schedule for the upcoming application time and summer
- Recruit new committee members
- Examine application process, advertising of program

Winter Season

1 meeting:

- Monitor incoming applications

Spring Season (February – April)

2-3 meetings:

- Review and Rate completed applications
- Interview applicants
- Decide final group

Other work:

- Schedule Summer Lecture Series, recruit speakers, decide on topics
- Recruit supervisors for summer jobs

Summer Season (May – August)

Weekly meetings:

- Mentor small groups of students:
 - ✓ 30-minute group meeting including mentor and 2 to 3 students
 - ✓ Meet either before or after the Summer Lecture
 - ✓ Pass along information (upcoming tours, reminders of schedule)
 - ✓ Discuss progress on summer project
 - ✓ Work through any general problems
 - ✓ For each student, take 1 meeting to visit the student's workspace and present the project
 - ✓ Spend last meeting to practice final presentation

Other work:

- Attend welcome lunch (meet students and their supervisors)
- Set up tours
- Introduce speakers at a Summer Lecture
- Attend final lunch (with students and their supervisors)