

April 22, 2015

THANK YOU for the time you have committed to supervising a SIST intern this summer. Your professional expertise and mentorship are essential and enriching elements of the SIST intern experience! This document outlines expectations for both SIST interns and supervisors. Please contact the SIST Committee with questions about the program.

Expectations of the Intern

- ◆ Report for work for the hours agreed upon with the supervisor. Interns work forty (40) hours per week. Monday, May 25th and Friday, July 3rd are paid lab holidays. May 18th is the first day of work; August 7th is the last.
- ◆ Perform duties as specified by the supervisor.
- ◆ Responsible and professional personal conduct.
- ◆ Track hours worked accurately using the Kronos time reporting system. Report time worked each Friday by 4:00pm.
- ◆ Contact the supervisor and EO Office to report any delay in getting to work or absence from work.
- ◆ Respond promptly to supervisor or SIST committee e-mail or voice mail messages. *The intern is responsible for providing Linda Diepholz (diepholz@fnal.gov) a workstation phone number before the end of the first work week.*
- ◆ Meet weekly or semi-monthly with SIST Committee mentor.
- ◆ Attend Undergraduate Summer Lecture Series starting at noon May 26th through July 28th.
- ◆ Attend laboratory tours organized for summer interns.
- ◆ Submit a written report and present an oral report (15 minutes) of summer research towards conclusion of program to SIST committee, supervisor and co-workers, and interested lab personnel.

**Information regarding lectures and tours is available on the Fermilab Summer Intern
Website: <http://ed.fnal.gov/interns>**

Expectations of the Supervisor

- ◆ Assume the role of supervisor with interest and enthusiasm. Remember, for some the internship may be a first experience in a professional/research work environment.
- ◆ Assign an alternate supervisor for times when the supervisor is not at the lab.
- ◆ Provide a safe, coherent and interesting job assignment for the intern.
- ◆ Maintain regular weekly communication with intern regarding technical aspects work assignment.
- ◆ Promptly report any problems or challenges with the intern.
- ◆ Provide detailed guidance and assistance to intern with final report and talk.
- ◆ Attend intern's final talk, specifically, and other interns' talks, as time allows, on Tuesday, August 4th.

Training: Interns complete standard Fermilab New Employee Orientation tasks (photo for ID, etc.) on Tuesday, May 19th. Safety Orientation is scheduled for the afternoon of Tuesday May 19th. **The supervisor is responsible for creating the intern's Individual Training Needs Assessment (ITNA).** The Division SSO can provide ITNA instruction and answer questions. Dave Esterquest (desterqu@fnal.gov), x4604, can also provide assistance.

Computing: Part of the FermiWorks system is to create accounts for new employees. During this process, the intern should have received Services, Kerberos, Windows, and Fermilab email accounts. When the intern is at his/her workstation, contact the Fermilab Service Desk x2345 to get her/his account passwords. The Service Desk can also assist the intern with his/her Windows Fermi Domain Account and any other computing problems encountered.

Mentoring: Each intern is assigned a "mentor" from the SIST Committee. Having a scientist or an engineer outside of the supervisory chain provides someone to whom the intern can turn with technically embarrassing questions or personal matters. The mentor is not an alternate supervisor; the mentor provides personal support and is the interface with the SIST program committee.

Final Report: Each intern is required to write a scholarly summary of work conducted over the summer. Writing this report will take some time away from regular work/research hours. Dedicating a few days towards the end of the program should be sufficient for report writing. Intern time outside the workplace is necessary and expected to polish the report. It is recommended that the supervisor ask for an outline of the report midway through the program and a rough draft at least one week before it is due. The amount of report assistance provided is at the supervisor's discretion. Note - a well-written report may be of use to the supervisor.

Undergraduate Lecture Series: Lecture schedule/details are available at (<http://ed.fnal.gov/interns/lectures/>). Except where noted, lectures are Tuesdays and/or Thursdays at noon in One West. Anyone may attend. Bring your lunch.

Timeliness is important in addressing concerns and challenges with interns. Should need to, please contact either:

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