2024 Spring Internship Programs Schedule

2024 Science Undergraduate Laboratory Internship (SULI) / Community College Internship (CCI)
Supplemental Undergraduate Research Program (SURP) / Graduate Research Internship Program (GRIP)
Nuclear Physics Traineeship Program (NPT)

Note: All times are Eastern Time (ET). ***Times, locations, and schedule are subject to change.***
You are required to attend events in blue. You are highly encouraged to attend events in green. Interns are expected to report to their mentors from 8:30 am – 5:00 pm every weekday outside of scheduled events or laboratory holidays.
Each "highly encouraged" and "required" event attended will generate 1 ticket to an end-of-program raffle.

Week 1 (January 8 – 12)

Monday, Jan. 8	8:00 am – 9:45 am	Onsite/Commuter Interns: Report to Bldg. 400 for check-in and badging followed by Bldg. 488 for breakfast and sign-in
	9:45 am	Virtual Interns: Join the virtual link for Orientation. https://bnl.zoomgov.com/j/1610582437?pwd=TEJFQjdNdWlzcXd0YVJHVXpOVW9OUT09
10:00 am – 11:00 am	**Internship Orientation Begins: 2024 Spring Internship Programs**	
	10:00 am – 10:10 am	**Welcome: Bldg. 488, Berkner Room B**
		– Aleida Pérez, Manager, University Relations and DOE programs
		– Welcome to Brookhaven Lab (Video)
	10:10 am – 10:15 am	**Office of Educational Programs Remarks**
		– David Manning, Director, Stakeholders Relations Office
	10:15 am – 10:20 am	**Department of Energy Remarks**
		– Gary Olson, Deputy Site Manager, Brookhaven Site Office
	10:20 am – 10:25 am	**Director's Office Remarks**
		– Ann Emrick, Deputy Director for Operations, Director's Office
	10:25 am – 10:30 am	**Safety Remarks**
		– Staff from the Environment, Safety & Health Directorate
	10:30 am – 10:35 am	**Onboarding Overview**
		– Tina Walsh, Administrative Assistant
	10:35 am – 10:45 pm	**2024 Spring Intern Charge**
		– Aleida Pérez, Manager, University Relations and DOE programs
	10:45 am – 10:55 am	**Group Photo,** onsite interns, Berkner Lobby
	11:00 am – 12:00 pm	**Break for Lunch**
		Onsite/Commuter Interns: Meet your mentor and pick up lunch in hallway outside of Berkner B. Lunch space available in Berkner rooms A and C. **Report to Bldg. 400 for Badging if needed.**
	12:00 pm – 4:45 pm	**All Interns report to your Mentors – (Virtual and Onsite)**
	3:00 pm	**BNL email account activated, and VPN set up completed.**
		NOTE: ALL INTERNS must review the Mentor-Mentee Agreement/Expectations with their Mentors and complete via Docu Sign.
	5:00 pm	**Shopping busses departing Bldg. 438**
Tuesday, Jan. 9	8:30 am – 5:00 pm	Interns report to their respective mentors and projects
Wednesday, Jan. 10	8:30 am – 5:00 pm	Interns report to their respective mentors and projects
	10:00 am – 11:00 am	**Mandatory: All-Interns Meeting Bldg. 438 Auditorium** *<- Mandatory*
		Virtual Interns: Zoom link will be sent
		Diversity, Equity, and Inclusion Remarks
		– Margaret Douglas-Miles, Senior Human Resources Manager, HR
		Internship Overview and Guidelines
		– Office of Educational Programs Staff
Thursday, Jan. 11	8:30 am – 5:00 pm	Interns report to their respective mentors and projects
	3:00 pm	**Due on DOE-WDTS website:** DOE Pre-Survey
		Due via DocuSign: Mentor – Mentee Agreement/Expectations
Friday, Jan. 12	8:30 am – 5:00 pm	Interns report to their respective mentors and projects
		Intern stipend distribution until 5:00 p.m., Bldg. 438

Week 2 (January 15 – 19)

Monday, Jan. 15	**All day**	**Holiday, Laboratory Closed**	
Tuesday, Jan. 16	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Jan. 17	8:30 am – 5:00 am	Interns report to their respective mentors and projects	
Thursday, Jan. 18	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**BNL site tour: Meet at Bldg. 438 for bus**	**<- Mandatory**
		Virtual Interns: Pre-recorded tour video will be provided	
	3:00 pm	**Due on SharePoint:** Create three folders – Weekly Report, Draft Deliverables and Final Deliverables	
		Due on SharePoint: Participant Weekly Report in Weekly Report folder	
Friday, Jan. 19	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 3 (January 22 – 26)

Monday, Jan. 22	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Jan. 23	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Jan. 24	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Onsite Interns: Lunch with Sharon, OEP Bldg. 438**	**<- Mandatory**
Thursday, Jan. 25	8:30 pm – 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
Friday, Jan. 26	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 4 (January 29 – February2)

Monday, Jan. 29	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00pm	**Meet your writing coach & deliverables meeting, Bldg. 438**	**<- Mandatory**
		Auditorium: Virtual Interns: Zoom link will be sent	
Tuesday, Jan. 30	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Jan. 31	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series: Bldg. 488 (Berkner)**	**<- Mandatory**
		Room B. Virtual Interns: Zoom link will be sent	
Thursday, Feb. 1	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Virtual Interns: Lunch with Sharon, Zoom link will be sent**	**<- Mandatory**
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
	5:00 pm – 7:00 pm	**Onsite Interns: OEP Social Event, Bldg. 438**	
Friday, Feb. 2	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 5 (February 5 – 9)

Monday, Feb. 5	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	10:00 am – 12:00 pm	**HR Workshop: Bldg. 488 (Berkner) Room B.**	**<- Mandatory**
		Virtual Interns: Zoom link will be sent	
Tuesday, Feb. 6	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Feb. 7	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Thursday, Feb. 8	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Facility Tour CFN, meet at OEP, Bldg. 438**	**<- Mandatory**
		Virtual Interns: Pre-recorded tour video will be provided	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
Friday, Feb. 9	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 6 (February 12 – 16)

Monday, Feb. 12	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Feb. 13	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Feb. 14	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series Bldg. 488 (Berkner) Room B. Virtual Interns: Zoom link will be sent**	**<- Mandatory**
Thursday, Feb. 15	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
		Due on SharePoint: First Draft of Internship Abstract	
Friday, Feb. 16	8:30 am – 5:00 pm	Interns report to their respective mentors and projects Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 7 (February 19 – 23)

Monday, Feb. 19	**All Day**	**Holiday, Laboratory Closed**	
Tuesday, Feb. 20	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Feb. 21	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Onsite interns: Lunch with Sharon, OEP Bldg 438**	**<- Mandatory**
Thursday, Feb. 22	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
	5:00 pm – 7:00 pm	**Onsite Interns: OEP Social Event, Bldg. 438**	
Friday, Feb. 23	8:30 am - 5:00 pm	Interns report to their respective mentors and projects Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 8 (February 26 – March1)

Monday, Feb. 26	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	11:00 am – 2:00 pm	**Pre-scheduled sessions with writing coach**	
Tuesday, Feb. 27	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	11:00 am – 2:00 pm	**Pre-scheduled sessions with writing coach**	
Wednesday, Feb. 28	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series Bldg. 488 (Berkner) Room B. Virtual Interns: Zoom link will be sent**	**<- Mandatory**
Thursday, Feb. 29	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Virtual Interns: Lunch with Sharon, Zoom link will be sent**	**<- Mandatory**
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
Friday, Mar. 1	8:30 am - 5:00 pm	Interns report to their respective mentors and projects Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 9 (March 4 – 8)

Monday, Mar. 4	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	11:00 am – 2:00 pm	**Pre-scheduled sessions with writing coach**	
Tuesday, Mar. 5	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	11:00 am – 2:00 pm	**Pre-scheduled sessions with writing coach**	
Wednesday, Mar. 6	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
Thursday, Mar. 7	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
Friday, Mar. 8	8:30 am - 5:00 pm	Interns report to their respective mentors and projects Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 10 (March 11 – 15)

Monday, Mar. 11	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Mar. 12	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Mar. 13	8:30 am – 12:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series Bldg. 488 (Berkner) Room B. Virtual Interns: Zoom link will be sent**	**<- Mandatory**
	1:00 pm – 5:00 pm	Interns report to their respective mentors and projects	
Thursday, Mar. 14	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
	5:00 pm – 7:00 pm	**Onsite Interns: OEP Social Event, Bldg. 438**	
Friday, Mar. 15	8:30 am – 5:00 pm	Interns report to their respective mentors and projects Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 11 (March 18 – 22)

Day	Time	Activity	
Monday, Mar. 18	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Mar. 19	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Mar. 20	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Onsite interns: Lunch with Sharon, OEP Bldg. 438**	**<- Mandatory**
Thursday, Mar. 21	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Facility Tour NSLSII, meet at OEP, Bldg. 438**	**<- Mandatory**
		Virtual Interns: Pre-recorded tour video will be provided	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	
Friday, Mar. 22	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	

Week 12 (March 25 – 29)

Day	Time	Activity	
Monday, Mar. 25	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Mar. 26	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Mar. 27	8:30 am – 12:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series Bldg. 438**	**<- Mandatory**
		Virtual Interns: Zoom link will be sent	
	1:00 pm – 5:00 pm	Interns report to their respective mentors and projects	
Thursday, Mar. 28	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Virtual Interns: Lunch with Sharon, Zoom link will be sent**	**<- Mandatory**
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
Friday, Mar. 29	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 13 (April 1 – 5)

Day	Time	Activity
Monday, Apr. 1	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Tuesday, Apr. 2	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Wednesday, Apr. 3	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Thursday, Apr. 4	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
	3:00 pm	**Due on SharePoint:** Participant Weekly Report
Friday, Apr. 5	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
		Intern stipend distribution until 5:00 p.m., Bldg. 438

Week 14 (April 8 – 12)

Day	Time	Activity	
Monday, Apr. 8	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Apr. 9	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Apr. 10	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	12:00 pm – 1:00 pm	**Roundtable Conversation Series Bldg. 488 (Berkner)**	**<- Mandatory**
		Room B. Virtual Interns: Zoom link will be sent	
Thursday, Apr. 11	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
	3:00 pm	**Due on SharePoint:** Participant Weekly Report	
	5:00 pm – 7:00 pm	**Onsite Interns: OEP Social Event, Bldg. 438**	
Friday, Apr. 12	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
		Intern stipend distribution until 5:00 p.m., Bldg. 438	

Week 15 (April 15 – 19)

Day	Time	Activity
Monday, Apr. 15	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Tuesday, Apr. 16	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Wednesday, Apr. 17	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
Thursday, Apr. 18	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
	3:00 pm	**Due on SharePoint**: Participant Weekly Report
		Due from OEP Resource Page: College Participants Exit Survey
Friday, Apr. 19	8:30 am - 5:00 pm	Interns report to their respective mentors and projects
	3:00 pm	**Due on SharePoint: Project Poster**
		Intern stipend distribution until 5:00 p.m., Bldg. 438

Week 16 (April 22 – 26)

Monday, Apr. 22	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
Tuesday, Apr. 23	8:30 am – 5:00 pm	Interns report to their respective mentors and projects	
Wednesday, Apr. 24	8:30 am - 5:00 pm	Interns report to their respective mentors and projects	
Thursday, Apr. 25	**9:30 am**	**Intern Poster Peer Review**	**<- Mandatory**
	All day	**2024 Spring Internship Symposium, Poster Session, and Closing Ceremony**	**<- Mandatory**
	4:00 pm	**Due on SharePoint and/or DOE-WDTS**: Submit all remaining deliverables per the checklist below*	
Friday, Apr. 26	**Last Day**	**Onsite and Commuter Interns:** Physically check out with OEP in Bldg. 438	**<- Mandatory**

Stipend distribution will be dependent upon the successful submission of all deliverables to SharePoint and/or DOE-WDTS.
Final Internship Deliverables*: **All deliverables must be submitted to SharePoint and/or DOE-WDTS by Thursday, April 25, 2024, no later than 4:00 pm ET.**

*Final Internship Deliverable Checklist

SULI Intern

Upload to WDTS
- ☐ Poster
- ☐ Poster Peer Review
- ☐ Research Project Paper
- ☐ General Audience Abstract

Upload to OEP SharePoint
- ☐ Poster
- ☐ Poster Peer Review
- ☐ Research Project Paper
- ☐ General Audience Abstract
- ☐ Oral Project Presentation (*Virtual Interns Only*)

- ☐ DOE Post-Survey on WDTS Dashboard
- ☐ OEP Exit Survey

CCI Intern

Upload to WDTS
- ☐ Poster
- ☐ Research Project Paper

Upload to OEP SharePoint
- ☐ Poster
- ☐ Poster Peer Review
- ☐ Research Project Paper
- ☐ General Audience Abstract
- ☐ Oral Project Presentation (*Virtual Interns Only*)

- ☐ DOE Post-Survey on WDTS Dashboard
- ☐ OEP Exit Survey

GRIP / SURP (3 days or more/week)

Upload to OEP SharePoint
- ☐ Poster
- ☐ Poster Peer Review
- ☐ Research Project Paper
- ☐ General Audience Abstract
- ☐ Oral Project Presentation (*Virtual Interns Only*)

- ☐ OEP Exit Survey

GRIP / SURP/NPT (2 days or less/week)

Upload to OEP SharePoint
- ☐ Research Project Paper
- ☐ General Audience Abstract

- ☐ OEP Exit Survey