

2021 Fall Internship Master Schedule

**Science Undergraduate Laboratory Internship (SULI) / Community College Internship (CCI)
Supplemental Undergraduate Research Program (SURP) / Virginia Pond Scholarship Program (VPSP) / Graduate
Research Internship Program (GRIP) / Nuclear Physics Traineeship Program (NPT)**

Note: All times are Eastern Time (ET)

Week 1 (August 30 – September 03)

Monday, Aug. 30	10:00 am – 10:05 am	Welcome – Noel Blackburn, <i>Manager, University Relations and DOE Programs</i> – BNL Video
	10:10 am – 10:30 am	Lab Overview – Robert Tribble, <i>Deputy Director for Science and Technology</i>
	10:30 am – 10:40 am	DOE Remarks – Gary Olson, <i>Deputy Site Manager Department of Energy</i>
	10:40 am – 10:50 am	Legal Affairs – Anne Troutman, <i>General Counsel</i> – Dorene Price, <i>Chief Intellectual Property Counsel</i>
	10:50 am – 11:00 am	Cyber Security – Nicholas Muse, <i>Cyber Security Engineer</i>
	11:00 am – 11:10 am	Remote Access – Andrew Ferguson, <i>Information Technology Division</i>
	11:15 am – 11:25 am	Remote Etiquette – Joseph Lee, <i>Inclusion & Diversity Business Partner/Supervisor</i>
	11:25 am – 11:30 am	Safety Concerns – Steve Coleman, <i>Associate Lab Director ES&H</i>
	11:30 am – 11:35 am	Human Resource – Robert Lincoln, <i>Associate Lab Director Human Resources</i>
	11:35 am – 11:50 am	Internship Review – Tina Walsh, <i>Sr. Administrative Assistant</i>
	11:50 am – 12:00 pm	Charge to Interns – Noel Blackburn, <i>Manager, University Relations and DOE Programs</i>
	12:30 pm – 1:30 pm	“Meet your Team” Luncheon – Virtual lunch with your OEP Team Leads
	2:00 pm – 3:00 pm	“Meet you Mentors” Meetings (<i>Video Meeting - TBD by Mentor</i>) NOTE: ALL INTERNS must review the New Appointment Checklist with their Mentors
	3:00 pm – 5:00 pm	All interns start their respective remote projects in collaboration with their mentors)
Tuesday, Aug. 31	8:30 am – 5:00 pm	Interns report to their respective mentors and remote projects
	11:00 am – 12:00 pm	All-Interns Meeting
Wednesday, Sept. 01	10:30 am – 11:30 am	Deliverables Meeting with Writing Coach
Thursday, Sept. 02	3:00 pm	Virtual Appointment Checklist Due Due on DOE-WDTS website: Pre-Survey (<i>SULI and CCI interns, only</i>) Due from OEP Resource Page: Onboarding Survey (<i>VPN required</i>)
Friday, Sept. 03		Interns Stipend Distribution

Week 2 (Sept. 06 – 10) Monday, September 6th – Holiday, Laboratory Closed

Tuesday, Sept. 07	12:15 pm – 1:15 pm	OEP Team Meetings
Wednesday, Sept. 08	12:15 pm – 1:15 pm	Brown Bag Seminar
Thursday, Sept. 09	12:00 pm – 1:00 pm	Quantum Thursdays: C ² QA Speakers Bureau
	3:00 pm	Due on SharePoint: Participant Weekly Report
Friday, Sept. 10		Interns Stipend Distribution

Week 3 (Sept 13 – 17)

Thursday, Sept. 16	3:00 pm 4:00 pm – 5:00 pm	Due on SharePoint: Participant Weekly Report Intern Community Event Interns Stipend Distribution
Friday, Sept. 17		

Week 4 (Sept. 20 – 24)

Monday, Sept. 20	12:15 pm – 1:15 pm	OEP Team Meetings
Wednesday, Sept. 22	11:00 am – 6:00 pm 12:15 pm – 1:15 pm	C ² QA Quantum Virtual Career Fair Brown Bag Seminar
Thursday, Sept. 23	12:00 pm – 1:00 pm 3:00 pm	Quantum Thursdays: C ² QA Speakers Bureau Due on SharePoint: Participant Weekly Report Interns Stipend Distribution
Friday, Sept. 24		

Week 5 (Sept. 27 – Oct. 01)

Thursday, Sept. 30	<i>Time to be Announced</i> 3:00 pm 4:00 pm – 5:00 pm	Workshop: Human Resource Department Due on SharePoint: Participant Weekly Report Intern Community Event Interns Stipend Distribution
Friday, Oct. 01		

Week 6 (Oct. 04 – Oct. 08)

Monday, Oct. 04	12:15 pm – 1:15 pm	OEP Team Meetings
Wednesday, Oct. 06	12:15 pm – 1:15 pm	Brown Bag Seminar
Thursday, Oct. 07	12:00 pm – 1:00 pm	Quantum Thursdays: C ² QA Speakers Bureau
Thursday, Oct. 07	3:00 pm	Due on SharePoint: Participant Weekly Report Interns Stipend Distribution
Friday, Oct. 08		

Week 7 (Oct. 11 – Oct. 15)

Wednesday, Oct. 13	12:15 pm – 1:15 pm	Brown Bag Seminar
Thursday, Oct. 14	12:00 pm – 1:00 pm 3:00 pm 4:00 pm – 5:00 pm	All-Interns Meeting with Program Manager Due on SharePoint: Participant Weekly Report Intern Community Event
Friday, Oct. 15	4:00 pm	Due on SharePoint: Draft of Mid-Internship Project Oral Presentations Interns Stipend Distribution

Week 8 (Oct. 18 – 22)

Monday, Oct. 18	12:15 pm – 1:30 pm	OEP Team Meetings: Final Mid-Internship Project Oral Presentations
Thursday, Oct. 21	12:00 pm – 1:00 pm 3:00 pm	Quantum Thursdays: C ² QA Speakers Bureau Due on SharePoint: Participant Weekly Report Interns Stipend Distribution
Friday, Oct. 22		

Week 9 (Oct. 25 – 29)

Wednesday, Oct. 27	10:30 am – 11:30 am 12:15 pm – 1:15 pm	Deliverables Meeting with Writing Coach Brown Bag Seminar
Thursday, Oct. 28	3:00 pm 4:00 pm – 5:00 pm	Due on SharePoint: Participant Weekly Report Intern Community Event
Friday, Oct. 29		Interns Stipend Distribution

Week 10 (Nov. 01 - 05)

Monday, Nov. 01	12:15 pm – 1:15 pm	OEP Team Meetings
Thursday, Nov. 04	12:00 pm – 1:00 pm 3:00 pm	Quantum Thursdays: C ² QA Speakers Bureau Due on SharePoint: Participant Weekly Report Interns Stipend Distribution
Friday, Nov. 05		

Week 11 (Nov. 08 – 12) Monday, November 11th – Holiday, Laboratory Closed

Tuesday, Nov. 09	3:00 pm	Due on SharePoint: Participant Weekly Report
Wednesday, Nov. 10	12:15 pm – 1:15 pm	Brown Bag Seminar
	4:00 pm – 5:00 pm	Intern Community Event
Thursday, Nov. 11	Holiday, Laboratory Closed	
Friday, Nov. 12		Interns Stipend Distribution

Week 12 (Nov. 15 – 19)

Monday, Nov. 15	12:15 pm – 1:15 pm	OEP Team Meetings
Thursday, Nov. 18	12:00 pm – 1:00 pm	Quantum Thursdays: C ² QA Speakers Bureau
	3:00 pm	Due on SharePoint: Participant Weekly Report
	<i>Time to be Announced</i>	Workshop: Pathways from Undergrad to Postdoc
Friday, Nov. 19		Interns Stipend Distribution

Week 13 (Nov. 22 - 26) Thursday & Friday, Nov. 25 – 26 Holiday, Laboratory Closed

Tuesday, Nov. 23	3:00 pm	Due on SharePoint: Participant Weekly Report
Wednesday, Nov. 24	12:15 pm – 1:15 pm	Brown Bag Seminar
		Interns Stipend Distribution
Thursday, Nov. 25	Holiday, Laboratory Closed	
Friday, Nov. 26	Holiday, Laboratory Closed	

Week 14 (Nov. 29 – Dec. 03)

Monday, Nov. 29	12:15 pm – 1:15 pm	OEP Team Meetings
Thursday, Dec. 02	3:00 pm	Due on SharePoint: Participant Weekly Report
	4:00 pm – 5:00 pm	Intern Community Event
Friday, Dec. 03	4:00 pm	Due on SharePoint: Draft of Final Project Oral Presentations
		Interns Stipend Distribution

Week 15 (Dec. 06 – 10)

Monday, Dec. 06	12:15 pm – 1:30 pm	OEP Team Meetings: Project Oral Presentations Practice
Wednesday, Dec. 08	12:15 pm – 1:15 pm	Brown Bag Seminar
Thursday, Dec. 09	3:00 pm	Due on SharePoint: Participant Weekly Report
Friday, Dec. 10	4:00 pm	Due on SharePoint: Final Project Oral Presentations and Abstracts
		Due from OEP Resource Page: All College Participants Exit Survey (<i>VPN required</i>)
		Interns Stipend Distribution

Week 16 (Dec. 13 – 17)

Monday, Dec. 13	12:15 pm – 1:15 pm	OEP Team Meetings
Wednesday, Dec. 14	12:50 pm – 4:00 pm	2021 Fall Internship Virtual Symposium and Poster Session
	1:00 pm – 3:00 pm	· Virtual Project Oral Presentations Session
	3:00 pm – 3:30 pm	· Peer Review Poster Session
	3:30 pm – 4:00 pm	· Closing Ceremony
	5:00 pm	Due on SharePoint and/ DOE-WDTS: Submit all remaining deliverables per checklist below*
Friday, Dec. 17	Last Day	Stipend distribution will be based upon successful submission of all deliverables to SharePoint and/or DOE-WDTS

*** Final Internship Deliverable Checklist: All deliverables must be submitted by Wednesday, December 14, 2021, no later than 5:00 pm ET**

DOE-WDTS Internship Programs

SULI Interns	Checklist	CCI Interns	Checklist
Posters Upload to SharePoint and WDTS	<input type="checkbox"/>	Posters Upload to SharePoint and WDTS	<input type="checkbox"/>
Research Project Paper Upload to SharePoint and WDTS	<input type="checkbox"/>	Project Paper Upload to SharePoint and WDTS	<input type="checkbox"/>
General Audience Abstracts Upload to SharePoint and WDTS	<input type="checkbox"/>	General Audience Abstracts Upload only to BNL SharePoint	<input type="checkbox"/>
Peer Review Upload to SharePoint and DOE-WDTS	<input type="checkbox"/>	Peer Review Upload only to BNL SharePoint	<input type="checkbox"/>
Virtual Project Oral Presentation Upload only to SharePoint	<input type="checkbox"/>	Virtual Project Oral Presentation Upload only to BNL SharePoint	<input type="checkbox"/>
DOE Post-Survey Completed on WDTS Website	<input type="checkbox"/>	DOE Post-Survey Completed on WDTS Website	<input type="checkbox"/>
All College Participants Exit Survey Completed on OEP Resource Page (VPN required)	<input type="checkbox"/>	All College Participants Exit Survey Completed on OEP Resource Page (VPN required)	<input type="checkbox"/>

BNL Internship Programs

SURP / GRIP / VPSP (Full-time Interns – 3 or more days)	Checklist	SURP (Part-time Interns / NPT – 2 or less days)	Checklist
Posters Upload only to SharePoint	<input type="checkbox"/>	Posters Upload only to SharePoint (Optional)	<input type="checkbox"/>
Research Project Paper Upload only to SharePoint	<input type="checkbox"/>	Research Project Paper Upload only to SharePoint	<input type="checkbox"/>
General Audience Abstracts Upload only to SharePoint	<input type="checkbox"/>	General Audience Abstracts Upload only to SharePoint	<input type="checkbox"/>
Peer Review Upload only to SharePoint	<input type="checkbox"/>	Peer Review Upload only to SharePoint (Optional)	<input type="checkbox"/>
Virtual Project Oral Presentation Upload only to SharePoint	<input type="checkbox"/>	Virtual Project Oral Presentation Upload only to SharePoint (Optional)	<input type="checkbox"/>
All College Participants Exit Survey Completed on OEP Resource Page (VPN required)	<input type="checkbox"/>	All College Participants Exit Survey Completed on OEP Resource Page (VPN required)	<input type="checkbox"/>