

Brookhaven National Laboratory

Internship Program

New Appointment Checklist

Advisor Complete this section: Advisor Name _____

Intern Name _____

Research Project Expectations

Intern's anticipated project hours/days: _____

Who should the intern report to regularly? _____

If this person is not available, who? _____

Other than you, who will the intern collaborate with? _____

Who should the intern contact if they cannot come in? How? _____

What is the appropriate and required attire for this project? _____

Research Project Tasks

What project will the intern be collaborating on? _____

What can the intern expect to gain from this internship experience? _____

Will the intern attend staff/business meetings? How often? _____

Will the intern attend technical seminars? How often? _____

Infrastructure

Will the intern have a computer/desk area? _____

Will the intern need to use a BNL email account? _____

Will the intern use government vehicles? _____

Will the intern be issued building keys? _____

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Intern Complete this section:

Research Project Expectations

What do you expect to gain from this appointment?

General Discussion Topics

Topic	Initial Completed
Task- and location-specific hazards briefing	
Specific safety rules for assigned project	
Location of washrooms, restrooms, lunch room, supply room, etc.	
Emergency communications – emergency contacts, site closures, etc.	
Rules and restrictions on use of email, internet, long distance calls, etc.	
Review of any applicable Bldg. Local Emergency Plan(s) – alarms, responses, etc.	
Resources available for help, including ES&H, administrative, ITD help desk, etc.	

Advisors should be regularly available to the intern, or have provisions in place for the intern to receive guidance from another staff member.

Advisor Signature

Advisor Print Name

Interns are expected to maintain a professional attitude and abide by the rules, the guidance of your advisor, and the OEP Code of Conduct.

Intern Signature

Intern Print Name