

2019 CCI Syllabus

DOE – Community College Internship (CCI)

Sunday, June 2	Anytime Anytime 4:00 pm – 6:00 pm	Arrival of non-local interns Dormitory Check-in Welcome with OEP staff at Bldg. 400 (heroes, salads and drinks) and Badging Interns participate in Enrichment Components and/or go to their laboratories
June 03 – 07 (Week 1)		
Monday, June 03	8:00 am – 8:40 am 8:45 am - 12:15 Noon BNL overview, BNL policies	All interns arrive and check-in at Berkner Hall (Bldg 488) ORIENTATION: * Additional student resources (e.g.: www, e.-mail, transportation: on-site shuttle, bicycles, week day LIRR connection, recreation)
	<ul style="list-style-type: none"> • GROUP PHOTO • Environmental safety and health training information • BNL Pre-participation survey • Deliverable guidelines, Discussion of student and mentor roles • Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police) 	
	12:30 pm -1:30 pm	Meet your Mentor Luncheon at Berkner Hall (Bldg 488)
	1:30 pm – 4:30 pm	Rad Worker 1 – Part II (Building 438 Auditorium) if <u>required</u>.
	1:30 pm – 3:30 pm	NSLS-II Summer Student Orientation – NSLS-II, Bldg. 743, Rm156
	1:30 pm – 5:00 pm	All other interns report to their respective departments
	5:00 pm - 8:00 pm	Transportation provided for shopping at local grocery center for interns who need supplies. Pickup at Building 438.
Tuesday, June 04	8:30 am – 5:00 pm 3:00 pm – 4:00 pm 1:00 pm – 5:00 pm 1:30 pm – 4:00 pm	Interns not in orientation sessions report to assigned departments Physics interns report to Physics - Bldg 510, Room 2-160. for a Department Orientation. Interns not in orientation should report to assigned departments. IF Required: Advanced Electrical training in the Bldg 902 Training Center. <u>ALL INTERNS must review the New Appointment Check List with their Mentor/Supervisor</u>
Wednesday, June 05	8:30 am – 9:45 am 9:45 am – 11:00 am 11:00 pm – 5:00 pm	CCI/CCRP interns meet with Program Manager (OEP – Bldg 438) BNL Campus Orientation Tour for CCI/CCRP (OEP Bldg. 438) Interns report to assigned departments
Thursday, June 06	8:30 am – 5:00 pm 1:00 pm – 3:00 pm 3:00 pm - 4:30 pm	Interns report to assigned departments DOE Pre-Survey due, submit New Appointment Checklist CCI ENRICHMENT STARTS (OEP - Bldg 438) Topics: Workplace behavior Building positive relationships <u>SUMMER INTERNS IN THE FOLLOWING ORGANIZATIONS – Report to Bldg. 463</u> John Dunn Seminar Room: Biology (BI), Environmental & Climate Sciences (EE), Nuclear Science & Technology (NE), Nonproliferation & National Security (NN), Sustainable Energy Technologies (ST), Computational Science Initiative (CC), Environment, Biology, Nuclear Science & Nonproliferation Directorate (DJ) and Energy Science Directorate (DC)
Friday, June 07	8:30 am – 5:00 pm 10:00 am – 11:30 am 12:00 pm – 5:00 pm	Interns report to assigned departments and continue summer projects Interns stipend distribution, Bldg. 438, (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com) 2:00 pm – 4:00 pm Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
June 10 - 14 (Week 2)		
Monday, June 10	8:30 am - 9:30 am 12:30 pm – 1:30 pm 4:00 pm – 5:00 pm	Interns go to their assigned departments Monday through Friday Interns must attend one (1) Written Deliverables Meeting as scheduled Deliverables meeting 1 490 Large Conference Room Deliverables meeting 2 490 Large Conference Room Deliverables meeting 3 490 Large Conference Room
Wednesday, June 12	8:30 am - 9:30 am 12:30 pm -1:30 pm	Deliverables meeting 4 Bldg 438 Classroom Deliverables meeting 5 Bldg 438 Classroom
Thursday, June 13	12:15 pm – 1:15 pm	Brown Bag Seminar #1 Building 555 Chemistry Auditorium
Friday, June 14	10:00 am – 11:30 am 2:00 pm – 4:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com) Interns stipend distribution (Last names L-Z) & Weekly report due (Submit online at scienceinterns.com)

June 17 - 21 (Week 3)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday	
Tuesday, June 18	10:00 am – 11:15 pm	Safety quiz Bowl Berkner Auditorium	
Thursday, June 20	12:15 pm – 1:15 pm	Brown Bag Seminar #2 Building 555 Chemistry Auditorium	
Friday, June 21	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)	
June 24 – June 28 (Week 4)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday	
Thursday, June 27	12:15 pm – 1:15 pm	Brown Bag Seminar #3 Building 555 Chemistry auditorium	
Friday, June 28	10:00 am – 11:30 am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
		<u>Thursday JUNE 27 FIRST ABSTRACT DRAFT DUE</u>	
July 1 – July 05 (Week 5)		<u>Thursday July 04 - Holiday, Laboratory Closed Only on July 4</u>	
July 1 - July 5		<u>FIRST SET OF WRITING CONFERENCES START JULY 1 AND END ON JULY 5</u>	
Monday July 1	8:30 am – 5:00 pm	Interns Report to their assigned Departments Monday, Tuesday, Wednesday, Friday	
Friday, July 05	10:00 am – 11:30 am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
July 8 – July 12 (Week 6)		<u>7/8 – 7/12 FIRST SET OF WRITING CONFERENCES CONTINUE (Bldg. 438) To Be Determined</u>	
Monday July 8	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday	
Thursday, July 11	12:15 pm – 1:15 pm	Brown Bag Seminar #5 Building 555 Chemistry Auditorium	
Friday, July 12	10:00 am – 11:30 am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
July 15 - 19 (Week 7)	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday	
		Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)	
Wednesday, July 17	1:00 pm – 4:30 pm	<i>Human Resource Workshop for all recently graduated and graduating seniors (Bldg 463)</i>	
Thursday, July 18		<u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u>	
Thursday, July 18	12:15 pm – 1:15 pm	Brown Bag Seminar #6 Building 555 Chemistry Auditorium	
Friday, July 19	10:00 am – 11:30am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
July 22 - July 26 (Week 8)		<u>7/22-7/26 SECOND SET OF WRITING CONFERENCES (Bldg. 438) To Be Determined</u>	
Monday, July 22	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday	
Thursday, July 25	12:15 pm – 1:15 pm	Brown Bag Seminar #7 Building 463 Biology Auditorium	
	3:30 pm – 4:30 pm	Physics Lecture for all interested Interns – Physics Building (Bldg. 510)	
Friday, July 26	10:00 am – 11:30 am	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
July 29 – August 02	8:30 am – 5:00 pm	Interns assigned in their laboratories Monday through Friday	
Tuesday, July 29		<u>POSTER PRINTING DEADLINE AND THIRD DRAFT OF ABSTRACT DUE</u>	
Thursday, August 01	12:15 pm – 1:15 pm	Brown Bag Seminar #8 Building 555 Biology Auditorium	
Friday, August 02	10:00 am – 11:30 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)	
	2:00 pm – 4:00 pm	Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)	
August 05 - 09 (Week 10)		Interns go to their assigned departments Monday through Friday and continue working on their presentations all week.	
Tuesday, August 06	8:00 pm – 3:00 pm	Last day to Pick Up Posters	
Wednesday, August 7	8:00 am – 8:30 am	Registration	<u>Student Deliverables Due:</u> * Signed Checkout Sheet * BNL Exit Survey * DOE Post Survey * Dormitory Check-out/Departure
	8:30 am – 10:30 am	Graduate School Panel Session	
	10:45 am – 12:30 pm	Graduate school Fair	
	12:30 pm – 1:30 pm	Poster Presentations - dry run	
Thursday, August 8	8:00 am – 4:00pm	Closing Ceremony Selected Student Oral Presentations Poster Presentations	
Friday, August 9		Last Day • Stipend distribution will be based upon successful submission of all deliverables to DOE and BNL	