

## 2019 VFP/NSF/Dept. of Ed. Syllabus

### DOE – Visiting Faculty Program (VFP), National Science Foundation (NSF) and Dept. of Ed. (DoEd) Faculty-Student Programs

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
<b>June 03 – 07 (Week 1)</b>	Interns participate in Enrichment Components and/or go to their laboratories	
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) <b>ORIENTATION:</b> * Additional student resources (e.g.: www, e.-mail, transportation: on-site shuttle, bicycles, week day LIRR connection, recreation)
	<ul style="list-style-type: none"> <li>• GROUP PHOTO</li> <li>• Environmental safety and health training information</li> <li>• BNL Pre-participation survey</li> <li>• Deliverable guidelines, Discussion of student and mentor roles</li> <li>• Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police)</li> </ul>	
	<b>12:30 pm -1:30 pm</b>	<b>Meet your Mentor Luncheon at Berkner Hall (Bldg 488)</b>
	1:30 pm – 4:30 pm	<b>Rad Worker 1</b> – 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 <b>Physics interns report to Physics - Bldg 510</b> , Room 2-160. for a Department Orientation. Interns not in orientation should report to assigned departments. <b>IF Required: Advanced Electrical training in the Bldg 902 Training Center.</b>
	<b>NOTE:</b>	<b><u>ALL INTERNS must review the New Appointment Check List with their Mentor/Supervisor</u></b>
Wednesday, June 05	8:30 am – 9:30 am 10:00 am – 11:30 am 11:30 pm – 5:00 pm	BNL Campus Orientation Tour for VFP/NSF (OEP Bldg. 438) Meeting with Program Manager Bldg. 438 Students report to assigned departments
Thursday, June 06	8:30 am – 5:00 pm  <b>1:00 pm – 3:00 pm</b>  3:00 pm - 4:30 pm	Interns report to assigned departments <b>DOE Pre-Survey due</b> , submit <b>New Appointment Checklist</b> <b>CCI ENRICHMENT STARTS (OEP - Bldg 438)</b> <b>Topics: Workplace behavior Building positive relationships</b>  <b><u>SUMMER INTERNS IN THE FOLLOWING ORGANIZATIONS</u> – Report to Bldg. 463</b> <b>John Dunn Seminar Room:</b> 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)
<b>June 10 - 14 (Week 2)</b>	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday <b>Interns must attend one (1) Written Deliverables Meeting as scheduled</b>
Monday, June 10	8:30 am - 9:30 am 12:30 pm – 1:30 pm 4:00 pm – 5:00 pm	Deliverables meeting 1 490 Large Conference Room Deliverables meeting 2 490 Large Conference Room Deliverables meeting 3 490 Large Conference Room
Wednesday, June 12	11:30 am – 2:00 pm 8:30 am - 9:30 am 12:30 pm -1:30 pm	Faculty Colloquium (RSB 1&2) 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)**  
 Tuesday, June 18 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday  
 Wednesday, June 19 10:00 am – 11:15 pm Safety quiz Bowl Berkner Auditorium  
 Thursday, June 20 11:30 am – 2:00 pm Faculty Colloquium Berkner Hall – Room B  
 Friday, June 21 12:15 pm – 1:15 pm Brown Bag Seminar #2 Building 555 Chemistry Auditorium  
 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)**  
 Wednesday, June 26 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday  
 Thursday, June 27 11:30 am – 2:00 pm Faculty Colloquium (RSB 1&2)  
 Friday, June 28 12:15 pm – 1:15 pm Brown Bag Seminar #3 Building 555 Chemistry auditorium  
 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)

**Thursday JUNE 27 FIRST ABSTRACT DRAFT DUE**

**July 1 – July 05 (Week 5)** **Thursday July 04 - Holiday, Laboratory Closed Only on July 4**

**July 1 - July 5** **FIRST SET OF WRITING CONFERENCES START JULY 1 AND END ON JULY 5**  
 Monday July 1 8:30 am – 5:00 pm Interns Report to their assigned Departments Monday, Tuesday, Wednesday, Friday  
 Wednesday, July 3 11:30 am – 2:00 pm Faculty Colloquium (RSB 1&2)  
 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)** **7/8 – 7/12 FIRST SET OF WRITING CONFERENCES CONTINUE (Bldg. 438) To Be Determined**  
 Monday July 8 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday  
 Wednesday, July 10 11:30 am – 2:00 pm Faculty Colloquium (RSB 1&2)  
 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** ***Human Resource Workshop for all recently graduated and graduating seniors (Bldg 463)***  
 11:30 am – 2:00 pm Faculty Colloquium (RSB 1&2)  
**ABSTRACT: DEPARTMENTAL DRAFT DUE**  
 Thursday, July 18 12:15 pm – 1:15 pm Brown Bag Seminar #6 Building 555 Chemistry Auditorium  
 Thursday, July 18 10:00 am – 11:30am Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online)  
 Friday, July 19 2:00 pm – 4:00 pm Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online)

**July 22 - July 26 (Week 8)** **7/22-7/26 SECOND SET OF WRITING CONFERENCES (Bldg. 438) To Be Determined**  
 Monday, July 22 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday  
 Wednesday, July 24 11:30 am – 2:00 pm Faculty Colloquium (RSB 1&2)  
 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 POSTER PRINTING DEADLINE AND THIRD DRAFT OF ABSTRACT DUE**  
 Wednesday, July 31 11:30 am – 2:00 pm Faculty Colloquium (OEP Auditorium – Bldg 438)  
 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  
 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

**Student Deliverables Due:**  
 \* **Signed Checkout Sheet**  
 \* **BNL Exit Survey**  
 \* **DOE Post Survey**  
 \* **Dormitory Check-out/Departure**

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**