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**

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