

2014 CCI/CCRP Syllabus

DOE – Community College Internship (CCI) BNL – Community College Research Program (CCRP)

Sunday, June 01	Anytime Anytime 5:00 pm – 7:00 pm	Arrival of non-local interns Dormitory Check-in Welcome with OEP staff at Bldg. 400 (heroes, salads and drinks)
June 02 –06 (Week 1)		
Interns participate in Enrichment Components and/or work in their laboratories		
Monday, June 02	8:00 am – 9:15 am 9:15 am - 12:15 Noon	All interns arrive and check-in at Berkner Hall (Bldg 488) ORIENTATION: <ul style="list-style-type: none"> • BNL overview • BNL policies • <u>GROUP PHOTO</u> • 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) • Additional student resources (e.g. www, e-mail; transportation: on-site shuttle, bicycles, weekday Long Island RR connection, recreation)
	12:30 pm -1:30 pm 2:00 pm – 5:00 pm 2:30 pm – 4:30 pm 1:30 pm – 3:00 pm 1:30 pm – 5:00 pm 5:00 pm - 8:00 pm	Meet your Mentor Luncheon at Berkner Hall (Bldg 488) Rad Worker 1 – Part II (Building 438 Auditorium) if required . Photon Science Summer Student Orientation – NSLS Seminar Room Building 725 Environmental Sciences, Biosciences and Computational Sciences orientation for interns not taking Rad Worker 1 Pt II in Bldg 463 Seminar Rm 157 All other interns report to their respective departments Transportation provided for shopping at local grocery center for interns who need supplies. Pickup at Building 438.
Tuesday, June 03	8:30 am – 5:00 pm 1:30 pm – 3:00 pm 1:30 pm – 4:00 pm 1:00 pm – 5:00 pm	Interns report to assigned departments Environmental Sciences, Biosciences and Computational Sciences orientation Bldg 463 Rm 160 Physics interns report to Physics - Bldg 510, Orange Rm. for a Dept. Orientation Benchtop dispersible training in the Bldg 902 Training Center Interns should report to assigned departments.
Wednesday, June 04	8:30 am – 9:30 am 9:30 am – 11:00 am 11:00 am – 11:30 am 11:00 pm – 5:00 pm 3:00 pm – 4:30 pm	CCI/CCRP interns meet with Program Manager (OEP – Bldg 438) BNL Campus Orientation Tour for CCI/CCRP (Berkner Hall – Bldg. 488) CCI/CCRP interns tour the Research Library (Bldg 477) Students report to assigned departments GARS (Department Codes NN and ST) interns report to BLDG 817, 33 No. Renaissance Road, large conference Room 4. Bring Completed NEO forms.
Thursday, June 05	8:30 am – 5:00 pm 3:00 pm – 5:00 pm	Interns report to assigned departments CCI/CCRP ENRICHMENT STARTS (OEP - Bldg 438) Topics: Workplace behavior Building positive relationships
Friday, June 06	8:30 am – 5:00 pm 10:00 am – 12:00 pm 12:00 pm – 5:00 pm 2:00 pm – 4:00 pm	Interns report to assigned departments and continue summer projects Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com) DOE Pre-Survey due, submit New Appointment Checklist Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
June 9-13 (Week 2)		
Interns work in their laboratories Monday through Friday Interns must attend one (1) Written Deliverables Meeting as scheduled		
Monday, June 09	8:30am 9:30am 12:30pm – 1:30 pm 4:00pm – 5:00pm	Deliverables meeting 1 Bldg 438 Auditorium Deliverables meeting 2 Bldg 438 Auditorium Deliverables meeting 3 Bldg 438 Auditorium
Wednesday, June 11	8:30am -9:30am	Deliverables meeting 4 Bldg 438 Auditorium
Thursday, June 12	3:00 pm – 5:00 pm	Enrichment Component (Bldg. 438) continues each Thursday covering various topics: <ul style="list-style-type: none"> • Scientific research workshop
Friday, June 13	10:00 am – 12:00 pm	Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at

	2:00 pm – 4:00 pm	scienceinterns.com) Interns stipend distribution (Last names L-Z) & Weekly report due (Submit online at scienceinterns.com)
June 16-20 (Week 3)	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, June 19	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 20	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 23-27 (Week 4)	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, June 26	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 27	10:00 am – 12:00 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)
June 30 – July 04 (Week 5)	<u>Friday, July 04 - Holiday, Laboratory Closed</u>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Thursday
Thursday, July 3 4:00 pm	<u>ABSTRACT: FIRST DRAFT DUE</u>	
Thursday, July 03	10:00 am – 12:00 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)
		<u>No Enrichment Program this holiday week</u>
July 07 –July 11 (Week 6)	<u>7/7 – 7/11 ABSTRACT CONFERENCES</u>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
		Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)
Thursday, July 10	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 11	10:00 am – 12:00 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)
July 14 -18 (Week 7)	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Thursday, July 17	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 18	<u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u>	
	10:00 am – 12:00 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)
July 21 –July 25 (Week 8)	<u>7/21-7/25 ABSTRACT SECOND CONFERENCES</u>	
	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
		Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)
Thursday, July 24	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 25	10:00 am – 12:00 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)
July 28 – Aug 01 (Week 9)	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Wednesday, July 30	12:15 pm – 1:15 pm	Brown Bag Seminar #8 Building 463 Biology Auditorium
Thursday, July 31	8:30 am – 5:00 pm	Poster Printing Deadline
		Concluding Draft for Abstract for a General Audience
	3:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, Aug 01	10:00 am – 12:00 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 04 -08 (Week 10)	Interns work in their laboratories and on their presentations Monday, Tuesday and participate in the Closing Ceremonies.	
		<u>No Brown Bag Seminar</u>
Tuesday, August 05	8:30 pm – 3:00 pm	Last day to Pick up Posters
Wednesday, August 06	8:30 am – 10:30 am	Graduate School Panel Session
	11:00 am – 1:30 pm	Poster Presentations - dry run
	2:00 pm – 4:00 pm	Graduate school Fair
Thursday, August 07	8:30 am – 9:15 am	Registration Berkner Hall
	9:30 am -11:45 am	Student Oral Presentation
	11:45 am – 12:30 pm	Lunch
	12:30 pm – 1:50 pm	Poster Presentations
	2:00 pm – 4:00 pm	Closing Ceremony
Friday, August 8 - Last Day		<ul style="list-style-type: none"> • BNL Exit Survey • DOE Post Survey • Dormitory check-out/departure • Stipend distribution will be based upon successful submission of all deliverables to DOE and BNL