

## 2018 CCI/CCRP Syllabus

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

Sunday, June 3	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)
<b>June 04 –8 (Week 1)</b>		
Interns participate in Enrichment Components and/or work in their laboratories		
Monday, June 04	8:00 am – 8:40am 8:45 am - 12:15 Noon	All interns arrive and check-in at Berkner Hall (Bldg 488) <b>ORIENTATION:</b> <ul style="list-style-type: none"> <li>• BNL overview</li> <li>• BNL policies</li> <li>• <b>GROUP PHOTO</b></li> <li>• Environmental safety and health training information</li> <li>• BNL Pre-participation survey</li> <li>• Deliverable guidelines</li> <li>• Discussion of student and mentor roles</li> <li>• Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police)</li> <li>• Additional student resources (e.g. www, e-mail; transportation: on-site shuttle, bicycles, weekday Long Island RR connection, recreation)</li> </ul>
	<b>12:30 pm -1:30 pm</b> 1:30 pm – 4:30 pm 1:30 pm – 3:30 pm 1:30 pm – 5:00 pm 5:00 pm - 8:00 pm	<b>Meet your Mentor Luncheon at Berkner Hall (Bldg 488)</b> <b>Rad Worker 1 – Part II</b> (Building 438 Auditorium) if <b>required</b> . Photon Science Summer Student Orientation – NSLS II, Bldg. 743, RM156 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 05	8:30 am – 5:00 pm 1:30 pm – 4:00 pm 3:00 pm – 4:00 pm 3:00pm- 4:30pm	Interns not in orientation sessions report to assigned departments <b>If Required: Benchtop dispersible training in the Bldg 902 Training Center</b> Physics interns report to Physics - Bldg 510 Small Seminar Rm. for a Dept. Orientation <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)
	<b>NOTE:</b>	<b>ALL INTERNS</b> must review the New Appointment Check List with their Mentor/Supervisor.
Wednesday, June 06	8:30 am – 9:30 am 9:30 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) Students report to assigned departments
Thursday, June 07	8:30 am – 5:00 pm <b>3:00 pm – 5:00 pm</b>	Interns report to assigned departments <b>CCI/CCRP ENRICHMENT STARTS (OEP - Bldg 438)</b> <b>Topics: Workplace behavior Building positive relationships</b>
Friday, June 8	8:30 am – 5:00 pm 10:00 am – 11:30am  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) <b>DOE Pre-Survey due, submit New Appointment Checklist</b>  Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)
<b>June 11-15 (Week 2)</b>		
Interns go to their assigned departments Monday through Friday Interns must attend one (1) Written Deliverables Meeting as scheduled		
Monday, June 11	8:30am 9:30am 12:30pm – 1:30 pm 4:00pm – 5:00pm	Deliverables meeting 1 490 Large Conference Room Deliverables meeting 2 490 Large Conference Room Deliverables meeting 3 490 Large Conference Room
Wednesday, June 13	8:30am -9:30am 12:30pm-1:30pm	Deliverables meeting 4 Bldg 438 Classroom Deliverables meeting 5 Bldg 438 Classroom
Thursday, June 14	4:00 pm – 5:00 pm	Enrichment Component (Bldg 438 Auditorium) continues each Thursday covering various topics:

		<ul style="list-style-type: none"> <li>Scientific research workshop</li> </ul>
Friday, June 15	10:00 am – 11:30am	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 report due (Submit online at scienceinterns.com) BNL Safety Day and OEP Safety Quiz Bowl
<b>June 18-22 (Week 3)</b>	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Wednesday June 20	11:00am-1:00pm	<b>Safety Quiz Bowl Berkner auditorium</b>
Thursday June 22	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, June 23	10:00 am – 11:30am	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)
<b>June 25-29 (Week 4)</b>	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, June 28	4:00 pm – 5:00 pm	Enrichment Component (Berkner D)
Friday, June 29	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)
		<b><u>FRIDAY FIRST ABSTRACT DRAFT DUE JUNE 29</u></b>
<b>July 2 – July 06(Week 5)</b>	<b><u>Wednesday, July 04 - Holiday, Laboratory Closed</u></b>	
	8:30 am – 5:00 pm	Interns report to their assigned departments Monday, Tuesday, Thursday through Friday
<b>Thursday, July 05</b>		<b><u>FIRST SET OF WRITING CONFERENCES START JULY 5 AND END ON JULY 13</u></b>
	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 07	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)
		<b><u>No Enrichment Program this holiday week</u></b>
<b>July 09 –July 13 (Week 6)</b>		<b><u>7/9 – 7/13 FIRST SET OF WRITING CONFERENCES CONTINUE (Bldg. 438)</u></b>
	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, July 12	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 12	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)
<b>July 16 -20 (Week 7)</b>	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)
Thursday, July 19	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Thursday, July 19		<b><u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u></b>
Friday, July 20	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)
<b>July 23 –July 27 (Week 8)</b>		<b><u>7/23-7/27 ABSTRACT SECOND CONFERENCES (Bldg. 438)</u></b>
	8:30 am – 5:00 pm	Interns go to their assigned departments Monday through Friday
Thursday, July 26	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, July 27	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)
<b>July 30 – August 03 (Week 9)</b>	8:30 am – 5:00 pm	Interns work in their laboratories Monday through Friday
Tuesday, July 31		<b><u>POSTER PRINTING DEADLINE AND THIRD DRAFT OF ABSTRACT DUE</u></b>
Thursday, August 2	4:00 pm – 5:00 pm	Enrichment Component (Berkner C)
Friday, August 3	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)
<b>August 06 -10 (Week 10)</b>		Interns report to their assigned departments and continue on their presentations Monday, Tuesday and participate in the Closing Ceremonies.
Tuesday, August 07	8:30 pm – 3:00 pm	<b>Last day to Pick up Posters</b>
Wednesday, August 8	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 9	8:00 am -4:00pm	<b>Closing Ceremony</b> Selected Student Oral Presentations Poster Presentations
<b>Friday, August 10 - Last Day</b>		Student Deliverables due: <ul style="list-style-type: none"> <li>BNL Exit Survey</li> <li>DOE Post Survey</li> <li>Dormitory check-out/departure</li> <li>Stipend distribution will be based upon successful submission of all deliverables to DOE and BNL and a signed checkout sheet</li> </ul>