2018 CCI/CCRP Syllabus

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

Sunday, June 3
Anytime Arrival of non-local interns
Anytime Dormitory Check-in
4:00 pm – 6:00 pm Welcome with OEP staff at Bldg. 400 (heroes, salads and drinks)

June 04 – 8 (Week 1)
Interns participate in Enrichment Components and/or work in their laboratories

Monday, June 04
8:00 am – 8:40 am All interns arrive and check-in at Berkner Hall (Bldg 488)
8:45 am - 12:15 Noon ORIENTATION:
• BNL overview
• BNL policies
• GROUP PHOTO
• Environmental safety and health training information
• BNL Pre-participation survey
• Delievable 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 Meet your Mentor Luncheon at Berkner Hall (Bldg 488)
1:30 pm – 4:30 pm Rad Worker 1 – Part II (Building 438 Auditorium) if required.
1:30 pm – 3:30 pm Photon Science 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.

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 required.
1:30 pm – 3:30 pm Photon Science 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 05
8:30 am – 5:00 pm Interns not in orientation sessions report to assigned departments
1:30 pm – 4:00 pm If Required: Benchtop dispersible training in the Bldg 902 Training Center
3:00 pm – 4:00 pm Physics interns report to Physics - Bldg 510 Small Seminar Rm. for a Dept. Orientation
3:00 pm – 4:30 pm SUMMER INTERNS IN THE FOLLOWING ORGANIZATIONS – Report to Bldg. 463
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)

NOTE: ALL INTERNS must review the New Appointment Check List with their Mentor/Supervisor.

Wednesday, June 06
8:30 am – 9:30 am CCI/CCRP interns meet with Program Manager (OEP – Bldg 438)
9:30 am – 11:00 am BNL Campus Orientation Tour for CCI/CCRP (OEP Bldg. 438)
11:00 am – 5:00 pm Students report to assigned departments

Thursday, June 07
8:30 am – 5:00 pm Interns report to assigned departments
3:00 pm – 5:00 pm CCI/CCRP ENRICHMENT STARTS (OEP - Bldg 438)
Topics: Workplace behavior Building positive relationships

Friday, June 8
8:30 am – 5:00 pm Interns report to assigned departments and continue summer projects
10:00 am – 11:30 am Interns stipend distribution (Last names A-K) & Weekly Reports due (Submit online at scienceinterns.com)
12:00 pm – 5:00 pm DOE Pre-Survey due, submit New Appointment Checklist
2:00 pm – 4:00 pm Interns stipend distribution (Last names L-Z) & Weekly Reports due (Submit online at scienceinterns.com)

June 11-15 (Week 2)
8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday
Monday, June 11
8:30 am 9:30 am Deliverables meeting 1 490 Large Conference Room
12:30 pm – 1:30 pm Deliverables meeting 2 490 Large Conference Room
4:00 pm – 5:00 pm Deliverables meeting 3 490 Large Conference Room

Wednesday, June 13
8:30 am -9:30 am Deliverables meeting 4 Bldg 438 Classroom
12:30 pm-1:30 pm 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:
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

**June 18-22 (Week 3)**

- **June 18, 2015**
  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **June 20, 2015**
  - 11:00am-1:00pm Safety Quiz Bowl Berkner auditorium

- **June 22, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

**Monday, June 23, 2015**
- 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)

**June 25-29 (Week 4)**

- **June 25, 2015**
  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **June 28, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner D)

- **June 29, 2015**
  - 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 2 – July 6 (Week 5)**

- **July 2, 2015**
  - 8:30 am – 5:00 pm Interns report to their assigned departments Monday, Tuesday, Thursday through Friday

- **July 3, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **July 4, 2015**
  - 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 5, 2015**
  - FIRST SET OF WRITING CONFERENCES START JULY 5 AND END ON JULY 13

  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **July 6, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **July 7, 2015**
  - 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 9 – July 13 (Week 6)**

- **July 9, 2015**
  - FIRST SET OF WRITING CONFERENCES CONTINUE (Bldg. 438)

- **July 10, 2015**
  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **July 11, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **July 12, 2015**
  - 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 16 to July 20 (Week 7)**

- **July 16, 2015**
  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **July 17, 2015**
  - Interns must attend Individual Abstract Meetings with Writing Coach as per scheduled appointment (Bldg 438)

- **July 18, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **July 19, 2015**
  - ABSTRACT: DEPARTMENTAL DRAFT DUE

- **July 20, 2015**
  - 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 23 – July 27 (Week 8)**

- **July 23, 2015**
  - 8:30 am – 5:00 pm Interns go to their assigned departments Monday through Friday

- **July 24, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **July 25, 2015**
  - 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 30 – August 3 (Week 9)**

- **July 30, 2015**
  - 8:30 am – 5:00 pm Interns work in their laboratories Monday through Friday

- **August 1, 2015**
  - Poster Printing Deadline and Third Draft of Abstract Due

- **August 2, 2015**
  - 4:00 pm – 5:00 pm Enrichment Component (Berkner C)

- **August 3, 2015**
  - 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)

**August 6 – 10 (Week 10)**

- **August 6, 2015**
  - Interns report to their assigned departments and continue on their presentations Monday, Tuesday and participate in the Closing Ceremonies.

- **August 7, 2015**
  - Last day to Pick up Posters

- **August 8, 2015**
  - Graduate School Panel Session
  - Poster Presentations - dry run
  - Graduate school Fair

- **August 9, 2015**
  - 8:00 am – 4:00pm Closing Ceremony
  - Selected Student Oral Presentations
  - Poster Presentations

**Friday, August 10 - Last Day**

- Student Deliverables due:
  - 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 and a signed checkout sheet