Intro to Deliverables

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Required program deliverables

1. Weekly Report, due on Thursdays by 3pm
2. DOE Pre-Survey for SULI, CCI, and VFP interns – due end of week 1
3. Abstract for a General Audience – 300 word limit
4. Project Report Paper – Length between 1500 and 3000 words, excluding this report’s abstract (approx. 5% of total), footnotes, appendices (< 3 pages), the bibliography, and similar items.
5. Poster, including an abstract – 150 word limit for abstract
6. Project Presentation (A PowerPoint of your project)
7. Peer Review of Posters
8. BNL Departure Survey (complete before “leaving”)
9. DOE Post-Survey for SULI and CCI interns – due before leaving BNL
Submitting deliverables

Weekly report obligation
• Use the Participant Weekly Report Template on https://www.bnl.gov/education/resources.php

Abstract for a General Audience, drafts
• Upload the draft to your ShorePoint folder on the due date

Final internship obligations
• ALL interns
  • All deliverables are submitted to OEP for our program archives by uploading them to your SharePoint folder.
  • Additionally, DOE interns (SULI and CCI)
    • All deliverables required for each program are also submitted to DOE via your program’s WDTS site as PDF files only.

See master schedule’s final page for a list of all deliverables for each program.
Document naming convention

Lastname_FirstInitial_Deliverable_week# or draft# or final

Examples:

- stegman_m_weekly_1
- stegman_m_abstract_2
- stegman_m_report_final
- stegman_m_poster_final
- stegman_m_review_final
- stegman_m_abstract_final
Finding & Using SharePoint

- Log in to SharePoint using your account info
- Drop your weekly report or other deliverable into your SharePoint folder
Folder structure in SharePoint

• Drop ALL weekly reports in your main SharePoint folder.

• Drop all drafts of your Abstract for a General Audience in the main folder.

• Create 1 sub-folder; title it: FINAL DELIVERABLES
  • Drop all FINAL copies of deliverables in FINAL DELIVERABLES sub-folder
Weekly reports

Each Thursday of your internship, you are required to submit a brief report of your week's activities. You should upload this weekly report to your SharePoint folder by Thursday, 3 pm.

This requirement must be completed each week of your internship except for the final week.

- File all weekly reports in your SharePoint folder.
- Team leaders will read these reports to get a sense of your involvement and notify the OEP office that you have completed this deliverable.
- For some, as a record of your semester here, these reports may be helpful as notes for your final report.
Weekly report template

Intern Weekly Report
Brookhaven National Laboratory
Office of Educational Programs

Due on Thursdays by 3pm EDT

Name: 

Program: SUII  CCI  SURP  VPSP  GRIP  VFP

Semester: Spring  Summer  Fall  Year:

Mentor:

Week#

Please write a brief summary of your activities during the this week:

Write a question that you have asked your mentor this week:

*** You are required to fill out and submit to the SharePoint site every Thursday by 3pm EDT ***

Template location:
OEP resources page at bnl.gov
https://www.bnl.gov/education/resources.php
Weekly summary of activities

Complete a short, really short paragraph (3-4 sentences) that captures your activities for the week.

• You should keep the paragraph general, but details that are important to you should, of course, be included.
• Keep in mind that the Team Leaders will read all the reports for each of their teams each week.
• You can also use this paragraph to mention any topic of concern to you that you may need some guidance or assistance with. The Team Leader will pass on that concern, as appropriate, to the Senior Team Leaders (viz., Mel, Karl, and Sal) for comment, etc.
A Weekly Question

During each week, you may have questions for your mentor about a specific element of your project or about its larger issues. To encourage you to lean in to your internship experience, each week we’d like you to record at least one question you actually asked your mentor. Some suggestions follow.

Develop a question that explores:

- the beginnings of your project;
- the alternate inquiries that were also considered;
- the method for selecting the current method of inquiry;
- how to recognize solid results, outliers, random results, wrong results;
- eventual applications of this research;
- how to troubleshoot an inquiry when things go awry;
- etc.
Questions?

If you would like a copy of this presentation, either drop me an email (mstegman@bnl.gov), or download the presentation from the OEP resources page at bnl.gov (https://www.bnl.gov/education/resources.php).