

3 May 2009

First of all, **THANK YOU** for offering your time to supervise one of the interns in the SIST program. Your knowledge and guidance are essential parts of what makes the SIST Internship experience so enriching in the lives of these students! This document outlines our expectations for both the interns and the supervisors. If you have any questions about the program, please contact the SIST Committee.

Expectations of the Intern

- ◆ To attend work at Fermilab for the hours agreed upon with his/her supervisor. The intern will work forty (40) hours per week. May 25 and July 4 are now *paid* lab holidays for the interns. May 19th is the first day of work and August 6th is the last day.
- ◆ To perform the duties as specified by his/her supervisors.
- ◆ To submit accurate time sheets, signed by the supervisor, to the EOO on the 15th floor.
- ◆ To promptly contact his/her supervisor and EOO of any delay in getting to work or absence from work.
- ◆ To respond promptly to e-mails or voice mail messages from his/her supervisors and SIST Committee members. Your Fermilab e-mail address will be used, so be sure to check it regularly or set up forwarding to your preferred email account.
- ◆ To inform Jamieson Olsen (jamieson@fnal.gov) of his/her Fermilab email address once it is assigned.
- ◆ To submit a written report at the end of the session and to give a short (15-minute) oral presentation of his/her work to the Committee, to the other interns and to all other interested Fermilab personnel.
- ◆ To conduct him- or herself in a responsible and professional manner.
- ◆ To attend the SIST Program Activities. These activities are:
 - Lecture series on items of interest to the summer students at Fermilab. The lectures are held at 12:00 noon starting on May 26th and run through the first week of August.
 - Two meetings with the SIST summertime program coordinator, Prof. James Davenport of Virginia State University, for about one hour each,
 - The end-of-session talks on Tuesday August 5.
 - Laboratory tours organized for the summer students.

Information regarding lectures and tours is available on the
Fermilab Summer Intern Website: <http://interns.fnal.gov>

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Expectations of the Supervisor

- ◆ To be the intern's supervisor, as is commonly defined at Fermilab. Since these are young adults, it also may be necessary to help them in ways above and beyond the standard employee/supervisor relationship.
- ◆ To provide a safe, coherent and interesting job assignment for the intern.
- ◆ To sign the intern's time sheet and to verify that it is accurate.
- ◆ To communicate regularly with the intern concerning technical questions about the work assignment. You will need to talk with your intern at least several times per week.
- ◆ To let us know if there are any problems with the intern.
- ◆ To provide guidance and assistance with the intern's final report and talk.
- ◆ To attend the intern's final talk on Wednesday August 5, and as many other talks as your time allows.

Training Your intern will attend standard Fermilab new-employee activities (medical exam, photo for ID, etc.) on Tuesday May 19th. Their safety orientation is Wednesday May 20th. **Please note that you are responsible for creating an Individual Training Needs Assessment (ITNA) for your intern.** Please contact your division SSO if you have questions or are in need of instructions. You may also contact Mike Bonkalski, <bonkalski@fnal.gov> or x8448, with any questions as well.

Computing You are responsible for obtaining the resources necessary to allow your intern to use the computer services at Fermilab. This may include a "Kerberos principle."

Mentoring Your intern has been assigned a "mentor" from the SIST Committee. There are two mentors assigned to every 3 or 4 interns. We have found that having a scientist or an engineer outside of the work environment to whom the intern can turn with technically embarrassing questions or personal matters is quite valuable. The mentor is not an alternate supervisor; we are there for personal support for the intern and to maintain communications between the SIST program and the interns.

The Final Report Each intern is required to write a report summarizing the work he or she has done with you this summer. It should be a scholarly report. Writing this report will take away time from the regular work assignment. From past experience, the intern should be able to write the report by dedicating a few days work to it at the end of the summer, in addition to the hour here and there earlier in the summer. It is expected that the intern will spend time outside of the workplace polishing the report. We recommend that the supervisor ask for an outline of the report midway through the summer, and a rough draft at least one week before it is due. It is up to you to determine how much help you provide to the intern. Note that a well-written report may also be of use to your project.

The Lecture Series Details on the summer lectures are available on the Fermilab intern website (<http://interns.fnal.gov>). All lectures are on Tuesdays at Noon usually in 1-West or Curia-II, except where noted. Anyone may attend; bring your lunch.

If you have concerns or challenges with your intern, please contact either Jamieson Olsen (x2779) or Dianne Engram (x4633). Timeliness is important as there is not much corrective action that can be taken to help you or the intern in week nine or ten!

Each intern should have an email address that s/he checks daily. This is the mechanism by which the SIST Program Management most often reaches the intern. The SIST Committee should know this email address.