April 4, 2014

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 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. Interns will work forty (40) hours per week. Monday May 26 and Friday July 4 are paid lab holidays. May 19th is the first day of work and August 8th is the last day.
- To perform the duties as specified by his/her supervisor.
- To conduct themselves in a responsible and professional manner.
- To accurately keep track of hours worked. Time cards are entered online using Kronos time card system and need to be submitted by 4 PM on Friday.
- 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 supervisor and SIST Committee members. Once the office phone number and Fermilab email address is known let Linda Diepholz (diepholz@fnal.gov) know.
- To submit a written report at the end of the session and to give a short (15-minute) oral presentation of their work to the Committee, to the other interns and to all other interested Fermilab personnel on Monday, August 4th.
- To attend summer lectures. The lectures are held at 12:00 noon starting on Thursday May 22nd and run through Tuesday August 5th.
- To meet weekly or semi-weekly with SIST Committee mentors.
- To attend one meeting with the SIST summertime program coordinator, Prof. James Davenport of Virginia State University. These meetings are approximately one hour.
- To attend laboratory tours organized for the summer students.

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

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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 assign an alternate supervisor to cover for the times when you’re away from the lab and inform Linda Diepholz who you have selected as soon as possible.
- To provide a safe, coherent and interesting job assignment for the intern.
- 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 as soon as possible 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 Monday August 4th, and as many other talks as your time allows.

**Training:** Your intern will attend standard Fermilab new-employee activities (photo for ID, etc.) on Tuesday May 20th. Their safety orientation will be held on Wednesday May 21st. **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 Tom Gibbs (tgibbs@fnal.gov) or x8001, 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 is to include a Kerberos principal, a Fermilab email account, a Windows domain account, local Linux/UNIX accounts, and any other special computing needs that your intern may have. You will need to create a computer service ticket or call the computer service help desk at x2345 in order to obtain what is needed for your summer intern.

**Mentoring:** Your intern has been assigned a “mentor” from the SIST Committee. 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 some time away 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://ed.fnal.gov/interns/lectures/). Lectures are on Tuesdays and/or Thursday’s at Noon usually in 1-West except where noted. Anyone may attend; bring your lunch.

**If you have concerns or challenges with your intern, please contact either Elliott McCrory (x4808) or Dianne Engram (x4633).** Timeliness is important in addressing concerns.