Los Alamos
NATIONAL LABORATORY
EST.1943

Student Programs Guidebook

2008-2009

Reference Information for Students, Mentors, and Division Liaisons

Student Education Website
http://int.lanl.gov/education

Science & Technology Base Program office — Education & Postdoc Office (STBPO-EPDO)

Contact Info:

Brenda Montoya
HS Co-op, UGS &
GRA Coordinator
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505-667-4866

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Student Programs
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505-667-3639

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STUDENT INTERNSHIP PROGRAM

Hiring student interns serves several of the institutional goals established for Los Alamos National Laboratory (LANL, the Laboratory). Student interns play an important role in making sure the Laboratory is able to deliver high quality solutions to scientific and technical problems related to national security. Student interns also provide crucial support in areas necessary for the safe, secure, and efficient operations of Laboratory programs and facilities. Hiring students also helps LANL develop a talented workforce to meet the current and future needs of this ever-changing organization. Many student interns will have important roles to play in the next generation of experts in their fields.

This Guidebook provides information regarding the procedures, requirements, roles, and responsibilities related to the LANL Student Internship Program. It is intended to be used by students, mentors, division student liaisons, and managers as a resource to aid in planning and decision-making. Information resources and contacts are provided to help ensure that all student interns have the best possible chance for a gratifying, educational, and productive experience.

DIVISION LIAISON INFORMATION

Division student liaisons are an important resource for students, mentors, and managers. As per the IPP 787.2 Student and Postdoctoral Mentoring Policy, each division/group should have a student liaison. Liaisons add value to the students' experiences by working with mentors and linking students to needed resources within the division, the Laboratory, and the community. Liaisons help make the Laboratory a more manageable place so that students can focus and be more effective in their work projects.

What Is a Division Student Liaison?

Division Student Liaisons:

- Take an active role in promoting effective mentoring and safe work practices for students, as defined by the division.
- Serve as a point of contact when a conflict between a student and mentor arises.
- Work with STBPO and Human Resources (HR) to establish a listing of students and mentors in their divisions.
- Assist the mentors within their division with the procedural requirements for mentoring a student.
- Serve as a point of contact and resource to assist students within the division.
- Keep students and mentors informed of current Laboratory-wide activities and resources available to them.
- Stay informed of laboratory-wide student program developments, requirements, regulations, and contacts.

Contacting Your Division Student Liaison

The table below lists the Division Student Liaisons along with their organizational assignments and contact information. In the event that the Liaison is unavailable or is no longer assigned to support the role you may contact the Student Programs Office directly at the numbers provided on the cover of this Guidebook.

Division -Student Liaison List 2008

Group	Last Name	First Name	Phone	E- mail	Mail Stop
AOT-DO	Zwick	Linda	665-1714	lzwick@lnal.gov	H809
ASM-DO	Pacheco	Barbara	665-5103	barbp@lanl.gov	P201
AET-DO	Martinez	Myra	667-3963	myra@lanl.gov	C926
B-DO	Rudnick	Jennifer	665-6083	rudnick@lanl.gov	M888

CT-DO	Gaedecke	Nicole	667-0726	nig@lanl.gov	B251
C-DO	Roybal	Elaine	667-4457	elaine@lanl.gov	P172
CFO-DO	Jaramillo (CFO-OEO)	Leo	667-3848	leoj@lanl.gov	P119
CIO	Obst	Chuck	606-2003	cobst@lanl.gov	M875
SPO-CNP	None Assigned				
CGA-DO	Delacruz	Vanessa	665-8089	vanessa@lanl.gov	P355
CPO-OFF	None Assigned				
CCS-DO	Fisk	Gina	667-6769	gina@lanl.gov	B287
CTN-DO	Hogsett	Carol	665-5202	carol@lanl.gov	P172
CS-DO	Wagner	William	664-0012	wlwagner@lanl.gov	M874
D	Salazar	Christie	667-3718	csalazar@lanl.gov	K575
DE-DO	Atencio-Gerst	Rosella	665-2737	rosella@lanl.gov	P918
EES-DO	Sussman Dartevelle	Aviva Sebastian	667-4195 667-6815	spring@lanl.gov sdart@lanl.gov	D462 D443
ER-DO	Harvey	John	665-0373	jfharvey@lanl.gov	C938
EFO-DO	Martinez	Susie	667-9747	smart@lanl.gov	C928
ERSS_DO	Casaus	Margaret	667-4220	mcasaus@lanl.gov	J496
EWMO-DO	None Assigned				
ENV-DO	Sherwood	Sherri	665-9876	sherwoods@lanl.gov	J978
EA-DO	Kayser	Jutta	665-3104	jkayser@lanl.gov	A249
FME-DO	Sanchez (Eng-FME)	Joseph	665-6070	josanchez@lanl.gov	M702
HPC-DO	Hogsett	Carol	665-4732	carol@lanl.gov	B260
HR-DO	Valdez Ratliff (HR-S)	Danny Gilbert	665-7215 665-5196	dlvaldez@lanl.gov gratlifff@lanl.gov	M894 P219
HX-DO	None Assigned				
IHS-SO					
IRM-DO	Connaughton	Theresa	665-4574	tgc@lanl.gov	A150
IST-DO	Tozer	Justin	667-6677	tozer@lanl.gov	C342
IP-DO	Sandoval	Beverly	665-5900	bevs@lanl.gov	K773
INST-OFF	Womack	Kathie	663-5206	Womack@lanl.gov	T001
IAT-DO	Byers (IAT-IRAT) Gustafson	Loren John	663-5506 667-9848	lwbyers@lanl.gov niscos@lanl.gov	T008 B276
ISR-DO	Stanford (ISR) Cook (ISR-SDS) Martinez	Lorraine Debra Vivian	665-2044 667-7736 667-2965	lstanford@lanl.gov dsc@lanl.gov vvmx@lanl.gov	B241 D440 B241
LC-DO	Lovato-Farmer	Cindy	667-1149	cjlf@lanl.gov	A187
LWSP	Casaus	Margaret	667-4220	mcasaus@lanl.gov	J496
LANSCE-DO	Conradson	Leilani	665-9505	leilani@lanl.gov	H805
LFO-DO	None Assigned				

MSS-DO	Chavez	Luci	667-6521	luci_chavez@lanl.gov	K492
MC-DP	Roybal	Debbie	667-6336	roybald@lanl.gov	P917
MQ-DO	Roybal	Debbie	667-6336	roybald@lanl.gov	P917
MCFO-DO	Sanchez Allen	Tess Julie	665-9500 665-7323	tsanchez@lanl.gov juliea@lanl.gov	G756 G756
MPA-DO	Durakiewicz	Tomasz	667-4819	Tomasz@lanl.gov	K764
N-DO	None Assigned				
NN	Frame (N-SST) McHale (N-ANT)	Kate Charlene	665-2384 667-2286	frame@lanl.gov cmchale@lanl.gov	E540 B228
OM-DO	Rey	Virginia	665-8769	vrey@lanl.gov	K483
SPO-AEI	None Assigned				
P-DO	Wurden	Glen	667-5633	wurden@lanl.gov	E526
PMT-DO	Archuleta	Kristy	667-0697	kristy@lanl.gov	E500
POL-DO	Hickey	Sharon	667-4670	hickey@lanl.gov	A147
PM-DO	Vigil	Toby	665-9215	tjv@lanl.gov	E512
PP-DO	Bingham Winkler	Dawn Dorothy	667-1175 664-0388	dbingham@lanl.gov dwinkler@lanl.gov	J961 J961
PF-DO	Martinez	Patrick	665-6790	prmtz@lanl.gov	D471
QA-DO	Rey	Virginia	665-8769	vrey@lanl.gov	K483
RP-DO	Rey (RP-TS)	Virginia	665-8769	vrey@lanl.gov	K483
SAFE-DO	Baca	Stephanie	665-1205	sbaca@lanl.gov	G729
SB-DO	None Assigned				
STBPO-EPDO	Robinson	Melissa	667-8152	mrobinson@lanl.gov	M714
SEC	Baca	Stephanie	665-1205	sbaca@lanl.gov	G729
TT-DO	Lopez	Arlene	665-6747	atl@lanl.gov	C334
T-DO	Holz (T-TA)	Daniel	665-9850	abc@lanl.gov	B227
WS-DO	Casaus	Margaret	667-4220	mcasaus@lanl.gov	J496
WCM-DO	Martinez	Jeanette	667-9955	jeanette@lanl.gov	E587
FME-WFO	None Assigned				
W-DO	Logan	Tarah	665-7976	t_logan@lanl.gov	A115
WT-DO	Leyba	Debbie	667-2535	dleyba@lanl.gov	P946
X-DO	Heath (X3-MCC) Stewart (X)	Alexandra Tim	667-2558 665-9419	arh@lanl.gov stewart@lanl.gov	F663 B218

MENTOR INFORMATION

Who Can Be A Mentor?

Mentors can be technicians, technical staff members, specialist staff members, and administrative support personnel. Contract employees and postdoctoral appointees cannot mentor students. However, they may provide technical guidance.

What Is A Mentor?

A mentor can be broadly defined as a trusted advisor, teacher, coach, facilitator, and role model. The primary purpose of a mentor is to help students succeed! Effective mentoring can help students to understand and learn in a safe and professional work environment and to establish a mental image of what is expected in the workplace. A mentor provides support and helps to create a positive working atmosphere by orienting students to the professional work environment.

In the realm of science and engineering, we might say that a good mentor seeks to help a student optimize an educational experience, to assist the student's socialization into a disciplinary culture, and to help the student find suitable employment. These responsibilities can extend well beyond formal schooling and continue into or through the student's career.

A Mentor Is A....	A Mentor Is NOT A....
Friend	An ATM
Coach	Social worker
Motivator	Parent
Companion	Cool peer
Supporter	Nag
Advisor	Parole officer
Advocate	Savior
Role Model	Baby-sitter

In ideal mentoring relationship, the mentors serve as role models through both their words and their actions. Effective mentors provide a personal window for the student on a possible future. In both word and deed they clearly communicate expectations and provide useful feedback to help their students develop work and thought habits that will serve them throughout their education and professional careers. At the Lab mentors are expected to demonstrate ethical, scientific, safety, and professional behavior in order to leave an indelible positive impression on students.

TIPS for Success

Now that you know what is expected of you, here are some Do's and Don'ts that you should remember.

- Appreciate any signs of growth
- Listen carefully to what your mentoree says
- Ask good questions
- Share your thoughts and feelings with your mentoree
- Remember to be on time
- Try your best to be a good role model
- Learn any special rules that are part of your program
- Be interested in your mentoree
- Show that you recognize the mentoree's values and lifestyle
- Strive for mutual respect
- Be honest

- Think you are going to change the world overnight
- Jump to conclusions
- Be judgmental
- Forget communication means listening too
- Forget how important you are to your mentoree
- Use poor language
- Get talked into things that you know are against program rules
- Try to be a parent
- Try to inflict your beliefs or values on a mentoree; rather, demonstrate your values
- Settle for rudeness or foul language

Successful Mentoring

It is important to understand that you do not have to be perfect to be a good mentor! If you want to be a mentor, and care enough to do it right, here is what we know about successful mentors. While the specifics of each mentoring relationship may vary, the qualities of an effective mentor remain the same.

Successful mentoring is characterized by a high degree of satisfaction for both mentor and intern and by excellent results from their collaboration. Successful mentors enjoy teaching students and are willing to take the time to do so—again and again.

Mentor Appointment Form

The Mentor Appointment Form is a tool for formally assigning, approving and authorizing a mentor to have a student. Completion of this form supports one of the requirements of IPP 787.2 Student and Postdoctoral Mentoring. This form allows line management to be aware of the mentoring commitments and will ensure that the mentor is assigned to the Mentor Training Plan #7442 and the assignment code #3582. The assignment of these codes will be overseen by Central Training Division. The mentor appointment form is an electronic form located on the web at: http://spi-internal.lanl.gov/spi/mentorappointment.asp.

Mentor Training

Mentors are required to participate in mentor training as part of IPP 787.2.

On-Line Mentor Training – Course #42728
This course is required for staff interested in mentoring students and Postdocs and provides the participants with the knowledge and skills needed to be effective mentors and to comply with requirements. The course must be retaken annually.

    And

Maintaining a Respectful Workplace – Course #34531

This course is designed to enhance managers' and supervisors' knowledge and understanding of various employment laws and policies related to discrimination and harassment prevention. It contains interactive scenarios intended to educate managers about legal responsibilities and to assist in identifying potential problems and resources available to deal with common workplace issues. Content focuses on sexual harassment, and discrimination based on age, gender, race, color, ethnicity, physical or mental disability, sexual orientation, religion, marital status, medical condition and veteran or military status.

PROGRAMMATIC INFORMATION

How to Find a Student

A searchable student database is available to assist in identifying candidates. This site is available at http://hrweb.lanl.gov/hrsearch/studentsearch.asp.

Selecting A Student

When determining the appropriate student for the project, the mentor and host organization should ensure:

- The student selection is aligned with the intent of the LANL internship program
- A sensible match between the assignment/research and the student's degree field
- A suitable match between the assignment/research with the student's experience/education level (HS Co-op/UGS/GRA)
- That the project is aligned with the mentor's work.

How to Hire a Student

A Human Resources website is available to assist in completing the hiring package. It can be found at: http://int.lanl.gov/orgs/hr/staffing/student/guide.shtml

Selection of an Appropriate Research/Work Project

Selecting an appropriate project before the student arrives is important for a positive work experience. Projects should have the following characteristics:

- Aligned with the student's chosen field of study.
- A defined goal that the student has a reasonable chance of meeting during the appointment;
- Sufficient flexibility that the research/work project can be shortened or lengthened depending on the success rate of the student;
- Two to three levels or stopping places; and
- Demonstrable relevance to the bigger picture of the group/division

Student Workplan

The Student workplan defines the type of work that will be accomplished during the student's appointment. It provides a description of the work assignment and projects, along with the necessary skills and educational background needed to perform the research/work. The workplan is used as a tool for both the mentor and the student to establish a clear, mutual, and meaningful educational Laboratory experience. (See page 7 for a sample.)

To submit a workplan, go to http://spi-internal.lanl.gov/spi/mentor/logon.asp. Workplans are required for all new, returning, continuing, and guest students. Workplans are valid for one year and must be renewed annually. A sample workplan is provided on the following page.

Sample Workplan

Created on: 5/15/2006 6:36:00 AM

Created by: 183615

Last Modified on: 12/22/2006 7:26:00 AM

Last Modified by: 183615

Student Last Name: Smith

Student First Name: Scott

Student Middle Name: D

Student ZNumber: 123456

Student Work Email: smith@lanl.gov

Student Home Email: sblauert@cs.nmsu.edu

Student Classification: Undergraduate

Mentor ZNumber: 178910

Group Admin ZNumber: 111111

Work Assignment Description: Scott will be working on the High Explosives Data Sheet web application with his mentor and two other students. Scott's primary responsibilities for this application will be:

• Data entry of explosive information into the system
• Refining the user interfaces
• Collecting requirements for new functionality
• Delivering the final version by summer's end

Scott will also support a few other IT initiatives for the division which will be added to this workplan at a later date as they materialize.

Scott will be assigned a small project to keep track of his time spent on projects with the intention of demonstrating the benefit potential of the student program from a cost perspective. This project, although relatively small in scope, will be performed with project management principles and software quality assurance expected of any larger project performed for organizational needs.

Work Assignment Specific Training: N/A

IWM Activities: N/A

Education Deliverables: Scott will be encouraged to participate in at least one Symposium 2006 presentation or posting. He will be encouraged to present this project at the symposium.

Goals and Experiences: The following educational goals will be met in the execution of the work assignment during the summer:

• Gain a working proficiency with:
  o Visual Studio 2003
  o Microsoft .NET framework
  o The C# programming language
  o Microsoft Internet Information Server (IIS)
  o Microsoft SQL Server 2000
• Basic relational database theory and application
• Demonstrate proficiency with basic Project Management principles
• Develop and apply customer service skills

Prior LANL?:	New
Student School:	NMSU
Student Major:	Computer Science
Start Date:	6/7/2006
End Date:	6/7/2007
Division-Group:	ABC-123
Mail Stop:	C123

Before the Student Arrives

The mentor can prepare for their student's arrival by doing the following things:

- Reviewing IPP 787.2 [Student and Postdoctoral Mentoring Policy](#)

- Complete [Mentor Appointment Form](#)

- Become familiar with the education website section for mentors at
  https://int.lanl.gov/education/mentors/ ;
- Develop and submit the Student Workplan at
  http://spi-internal.lanl.gov/spi/mentor/Logon.asp ;
- Ensure that your student will have the necessary tools to conduct his/her work (i.e., office space, desk, phone, computer, etc.).

When the Student Arrives

The Student's First Days at the Laboratory

The student's first few days are filled with activities helping them to become familiar with the Laboratory. They participate in New Hire Orientation and complete the new-hire process with the Human Resources Division. They are informed of available resources. They must complete General Employee Training, a course that is required of all LANL and contract employees (including students) before they can officially begin working, as well as site-specific training that may be required before they are authorized to conduct work.

Priority Items

When the student arrives, it is important for the mentor to do the following:

- Meet with the student and adjust and finalize the Student Workplan:

- o Inform the student of the IPP 787.2 Student and Postdoctoral Mentoring Policy
  - o Discuss what is expected of the student during the appointment.
  - o Discuss what the student can expect from the Laboratory, the Mentor, and the research/project.
  - o Arrange regular meeting times.
- Within seven days of the student hire date: review, modify, and complete the Mentoring Checklist for Student Interns ;
- If applicable, within seven days of the student hire date review and complete the Activity and Work Area Health & Safety Restrictions for Minors, downloading the pdf file at http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf: and
- Introduce the student to other students and the division-student liaison.

A mentor who does not pay close attention to these areas is setting the stage for a disappointing experience. Use the "Mentoring Checklist for Student Interns" as a tool for providing clear guidelines and expectations (See page 20 of this Guidebook).

New Student Orientation Schedule
Summer 2008

Date: <mark>May 12, 2008</mark> (Monday)
Location: Canyon Complex Rm. 172
Capacity: 30

Date: <mark>May 14, 2008</mark> (Wednesday)
Location: Canyon Complex Rm. 172
Capacity: 30

Date: <mark>May 20, 2008</mark> (Tuesday)
Location: Canyon Complex Rm. 165
Capacity: 30

Date: <mark>May 21, 2008</mark> (Wednesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>May 27, 2008</mark> (Tuesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>May 28, 2008</mark> (Wednesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 2, 2008</mark> (Monday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 4, 2008</mark> (Wednesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 9, 2008</mark> (Monday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 10, 2008</mark> (Tuesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 16, 2008</mark> (Monday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 18, 2008</mark> (Wednesday)
Location: Canyon Complex Rm. 160
Capacity: 35

Date: <mark>June 23, 2008</mark> (Monday)
Location: Canyon Complex Rm. 160
Capacity: 35

∗   If you have any questions please contact Brenda Montoya at 667-4866 or at bmontoya@lanl.gov

New Student Orientation Agenda
Summer 2008
Canyon Complex

Day 1		
8:00	Welcome and Overview	Education and Post-doc Office (STB-EPDO) Staff
8:10	What is the Los Alamos National Laboratory?	Linda Deck, Bradbury Science Museum
8:45	==Welcome from the Los Alamos Chamber of Commerce==	==LA Chamber of Commerce Staff==
8:55	Welcome from the Students' Association	Students' Association
9:05	Guidelines for Success	HR-Employee Relations Staff
9:25	What is the Research Library?	Library Staff
9:35	Break	
9:45	Where to go for help	John Armijo, Ombuds Office
10:00	Initial Cyber Security Briefing (course #9369)	Leslie Linke, Cyber Training
11:00	New Hire Process & Benefits	Human Resources Staff
12:30	Student should contact Mentor for further instructions	
Day 2		
8:00-5:00	**General Employee Training (GET)** and Testing (Taxi to White Rock from Canyon School, pick-up at 7:20 a.m.; return taxi from White Rock to Canyon at 4:30)	White Rock Training Center (667-0059) 35 Rover Boulevard White Rock, NM
Day 3		
	Obtain badge at Badge Office (picture ID & proof of Citizenship required) Opens at 7:30 a.m.	Otowi Building, 2nd Floor-North Wing
	Report to work site at scheduled time	

For more information, please contact Brenda Montoya at 7-4866, or
bmontoya@lanl.gov

Email Accounts and Cryptocards

Students will need a cryptocard in order to set-up an email account. Students will require administrative access to utilize many of the Laboratory's administrative systems. New students will be given the necessary forms at New Hire Orientation. Information about cryptocards can be found at http://network.lanl.gov/accounts/. Information about email accounts can be found at http://network.lanl.gov/email/new_email.php.

Student Badges

All students are required to hold a badge. Student guests (visitor status) are able to obtain their badges the day they report to the Laboratory. Students who are hired by the Laboratory (employees) are able to receive their badges after they complete General Employee Training. For example, students hiring on a Monday may receive their badge on Wednesday. Students will be required to provide proof of citizenship before they will be badged. If mentors require students to access the work site on the date of hire they may contact the Badge Office to inquire about a visitor badge.

Mentors should remind their students that all badges issued by the LANL Badge Office are LANL property. It is every student's responsibility to ensure that his/her badge is returned to the LANL Badge Office when no longer needed or valid.

Mentoring Students Under the Age of 18

Health and Safety Restrictions for Minors

There is an additional requirement for hiring a student under the age of 18. It is imperative that both the student and mentor are aware of the Health and Safety Restrictions for Minors. Therefore, a checklist has been implemented to help both the supervisor and the minor student understand health and safety restrictions. The mentor and student must complete this checklist at:

http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf. The completed checklist should be mailed within two weeks of the student's start date to:

> Attn: Brenda Montoya
> MS M709

Work Schedule

Year-Round Students

Students that intern on a year-round basis are limited to 75% work time during the academic year.   Exceptions to the work time requirement may be submitted by following the instructions at: http://int.lanl.gov/education/spac/exc.shtml.   Students participating in the Electro Mechanical Technician Training Program, Machinist Apprenticeship Program, CFO MBA program, students in post baccalaureate appointments and post master's appointments, and GRA students working on a thesis or dissertation are excluded from the 30-hour per week work restriction.

Summer Students

All students are eligible to work full-time, during the summer months. In addition, students are not required to be enrolled in courses over the summer.

9/80 Work Schedule

Summer students, post baccalaureate, post masters, and GRA students working on a thesis or dissertation are eligible to participate in the 9/80 work schedule. The student must have permission from the mentor to work this schedule, and the specific schedule must be requested through the payroll system

Student Training Requirements

Students, like all staff, are required to participate in training. The following is a list of courses commonly required for students:

General Employee Training (GET) – Course #15503
- Requirement Driver: 5480.20A
- Required once
- Target Audience:
  - All new workers who will be on-site for more than 10 workdays in a 12-month period.
  - All workers whose job assignments require unescorted access to nuclear facilities and/or radiological controlled areas.

Integrated Work Management: Overview – Course #31881
- Required once
- Target Audience:
  - All new workers who will be on-site for more than 10 workdays in a 12-month period.

Annual Security Refresher – Course #1425
- Requirement Driver: DOE M 470.4-1, Part 2, Section K
- Training Plan #729, *Security Education Training*
- Required annually
- Target Audience:
  - All LANL L- and Q-cleared badge holders who are "Active" in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).

Initial Computer Security Briefing – Lab-wide – Course #9369
- Training Plan #2368, *Computer Security Briefing – Unclassified*
- Required once
- Target Audience:
  - Anyone who uses Laboratory unclassified or classified computer resources, either onsite or offsite, including federal workers in any branch/agency of the US government, UC/LANS, contractors, subcontractors, students, HS Co-op, UGS ,GRA, external, guests and visitors.
  - Anyone who wants to obtain a Crypto-Card.

Environmental Management System (EMS) Awareness for Workers – Initial Course #32461

- Training Plan #7215, *EMS Worker Awareness*
- Required once
- Target Audience:
  - All LANL badge holders who are "Active" in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).

IPP 732.0 Substance Abuse Policy and Procedure- Course 42095

- Training Plan # 458 Lab-wide Substance Abuse Training
- Required once
- Target Audience:
  - All LANL badge holders who are "Active" in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).
  - Some subcontract workers whose contract with the Laboratory does not specifically require the subcontractor's employees to take this course may be exempt from this training.

Traffic Safety and Special Materials Convoys – Course 42903

- Training Plan # 9311, Special Materials Convoys
- Required once
- Target Audience:
  - All LANL badge holders who are "Active" in the Employee Information System (EIS) who have reported productive time (not vacation, extended leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).
  - Some subcontract workers whose contract with the Laboratory does not specifically require the subcontractor's employees to take this course may be exempt from this training.

Ethics Training - Course 44486

- Training Plan # 9795, Ethics Training
- Required once
- Target Audience:
  - All LANL badge holders who are "Active" in the Employee Information System (EIS) who have reported productive time (not vacation, extended

leave, etc.) to the Time and Effort system within the past 30 days, regardless of the Laboratory employee type (e.g. UC/LANS, contractor, visitor, Postdoc, HS Co-op, UGS, GRA, affiliate, external or guest).
- o Some subcontract workers whose contract with the Laboratory does not specifically require the subcontractor's employees to take this course may be exempt from this training.

Site Specific Training

In addition to the training requirements listed above most groups also have specific training requirements necessary for student employees to conduct their work. In addition to GET, students may be required to take other training courses depending upon the nature of the work they will be assigned to perform. Mentors should determine what training their student will need to complete prior to and during the assignment.

Mentoring Checklist for Student Interns

The Mentoring Checklist is a tool for guiding the first-line supervisor, mentor, and student in setting the stage for a safe, secure, and successful internship. The checklist covers various topics in order to reinforce the understanding of student, mentor, and first-line supervisor roles and responsibilities. Completion of this form between student and mentor complies with the requirements of IPP 787.2 Student and Postdoctoral Mentoring Policy.

Mentoree: _____   Arrival/departure dates: _____ / _____

Mentor: _____   Office Location / Phone:_____

Supervisor: _____   Office Location / Phone:_____

LM: _____   Office Location / Phone:_____

Check Appropriate Category Below			Select One Below Based on Work Plan and Degree Area	
☐ High School Co-op	☐ Undergraduate student (UGS) or post-baccalaureate	☐ Graduate student (GRA) or post-masters degree	☐ Administrative For students pursuing an administrative degree (HR, Accounting, Education, etc.)	☐ **Technical** **For students pursuing a TSM credentialed degree (Chemistry, Engineering, Computer Science, etc.)**
Check Appropriate Work Hours Below			**Check Length of Student Internship**	
☐ Casual (19 hrs/wk or less)	☐ Part time (20-39 hrs/wk)	☐ Full time (40 hrs/wk)	☐ Summer ☐ **Year-round**	☐ **Semester (non-summer)** ☐ **Other** **List:**

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			I. General Workplace Information Mentor and supervisor should collaborate to complete this section of the Checklist prior to the mentoree's arrival. Within a week of the mentoree's arrival, review the relevant sections with the mentoree. The mentoree initials each section to indicate that he or she was provided with the information.		
☐	☐		1. Educational work plan **complete and approved**		
☐	☐		2. **Does IWM apply?** (See IMP 300 for detailed guidance) ☐ No ☐ Yes		
			a. Are there any applicable Hazard Analyses? ☐ No ➡ ☐ Yes ➡	**IF NO**, is one required by IMP 300? ☐ No ☐ Yes If yes, initiate action to perform Hazard Analysis. **IF YES,** Where?_____ _____ _____ _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			b. Are there any applicable IWDs? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____ _____	
☐	☐		3. **Are there any procedures that apply to:**		
			a. Performing the proposed work? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____	
			b Access to or use of facilities? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____	
			c. Computing resources to be used? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____	
			d. Export Control? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____	
			e. Other? ☐ No ☐ Yes	**IF YES**, list: _____ _____ _____	
☐	☐		4. **Identify required training**		
			a. Complete Institutional Training Questionnaire at http://int.lanl.gov/training/questions.shtml to identify Institutional Core Training Requirements (i.e. GET, Computer Security), and Lab-wide required training. Attach output –**OR**- list outcomes at right.	Required training: _____ _____ _____ _____ _____ _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			b. Review applicable IWDs and list required training at right.	Required training: _____ _____ _____ _____	
			c. List all other training required to: • Access the work site • Perform the proposed work, including to: ○ Use specific equipment or instrumentation, etc. ○ Use specific materials (reagents, explosives, biological materials, etc.)	Required training: _____ _____ _____ _____ _____ _____	
☐	☐		5. **Identify facility-specific requirements**		
			a. Hours of operation		
			b. Physical access to the facility		
			d. Security clearance requirements ☐ No Clearance Required ☐ Clearance Required	Details: _____ _____ _____	
			d. Escort requirements		
			e. Keycards, building entry authorization encoded on LANL badge		
			f. Postings (radiological, warning signs, biohazards, restricted entry, etc.)		
			g. Hazard Communication briefing requirements		
			h. Facility contacts (name and phone number for operations manager, building manager, maintenance, etc.)	_____ _____ _____ _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			i. Facility accountability system		
			j. Alarms, evacuation routes and emergency notification procedures.	_____ _____	
☐	☐		6. **Identify restrictions on:**		
			a. Scope of approved and authorized work	_____	
			b. Foreign nationals	_____	
			c. Activities that require the mentoree to be observed or supervised	_____	
			d. Activities that have training prerequisites before mentoree can perform them.	_____	
			e. Work hours or days of the week	_____	
			f. Activities with environmental impacts, permit requirements, tracking or accountability systems	_____	
			g. Electronic devices (cell phones, personal computers, PDA, camera, etc.)	_____	
			h. Personnel who have not attained the age of majority ("minors")	_____	
			i. Need to know	_____	
			j. Access to computer networks, data and software applications (administrative access via cryptocard required, email account, etc).	_____ _____ _____	

Prepared by (both must sign):

Approved by:

_____   _____   _____

Mentor   Supervisor   Line Manager

_____   _____   _____

Date   Date   Date

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
— II. Conduct Site Specific Briefing					

II. Conduct Site Specific Briefing

The mentor or first line supervisor checks off the items as they are completed. The mentoree initials in far right-hand column to acknowledge that:
- Each item has been discussed
- S/he has been offered an opportunity to ask questions
- The questions have been answered or resources have been identified to answer them

Upon completion of this section of the Checklist, both mentor and mentoree sign at the bottom to document that all items are complete, and the mentoree is eligible for authorization to conduct the work activities covered in the Mentoring Package. The mentor then:
- Forwards a copy of the Checklist to the LM
- Provides a copy of the Checklist to the mentoree
- Forwards the original to the Division's central records custodian

Upon receipt of the signed Checklist, the LM authorizes the mentoree to conduct work activities as appropriate. Note that some authorizations must be delayed until the mentoree completes prerequisite training.

	☐		1. **Introductions (Facilitated by the Mentor)**		
			Mentor	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Alternate Mentor	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Supervisor	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Line Manager (LM)	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
				Mail Stop _____ Office Location _____ Email _____	
			Mentoree	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
			Co-workers, others (list at right)	_____ _____ _____ _____ _____ _____ _____	
			Division Student Liaison	Name _____ Z-Number _____ Div/Group _____ Phone: Lab:_____ Home: _____ Pager _____ Cell phone _____ Mail Stop _____ Office Location _____ Email _____	
	☐		2. **First Line Supervisor Reviews Safe and Secure Work Practices**		
			• Stop work authority and responsibility 　o Recognize "scope creep" 　o Recognizing "not as expected" conditions 　o Inaccurate/incomplete procedures, IWDs, etc. 　o Prerequisite training not completed by worker 　o Worker not confident to proceed • Recognizing Lockout/Tagout, out-of-service equipment, other tags • Maintaining constant 360º awareness 　o Changing conditions 　o Changed postings • Describe the 5 steps in the ISSM model and	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			provide examples relevant to mentoree assignment. • Present lessons learned illustrating how to apply the ISSM model and the potential consequences when steps are missed or performed inadequately.	_____ _____ _____ _____	
	☐		3. **First Line Supervisor Reviews Code of Conduct**		

			• Safety is a requirement of employment
			• Honesty, integrity, professionalism
			• Ethical and proprietary issues
			• Integrity of Research (AM 731)
			• Attire
			  o Office areas
			  o Hands-on work areas, including PPE requirements
			• Comportment
			  o Behavior standards
			  o Harrassment (sexual, gender, ethnicity, citizenship, marital status, weight, etc.)
			• Language standards
			  o English vs. other languages
			  o Profanity
				Notes: _____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____	

	☐		4. **Mentor Reviews Procedures for Communications and Resolving Disputes**		

			• Expectations
			  o Open communication is the standard
			  o Frequency of meetings with mentor
			  o Frequency of meetings with supervisor
			• Roles and Responsibilities
			  o IPP 787.1 *Postdoctoral and Student Mentoring* **(provide copy)**
			  o Mentor vs. supervisor roles, responsibilities, authorities and accountability (R2A2)
			  o Mentoree R2A2
			• Dispute resolution resources
			  o Supervisor, LM, Division Leader
			  o Division Student Liaison
				Notes: _____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____
				_____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			o STB-EPO Program Contacts o Ombuds Office, Staff Relations, Human Resources	_____ _____ _____ _____ _____	
	☐		5. **Mentor Reviews "Develop Mentoring Package" Section of Checklist with Mentoree**		
			• Discuss scope of work with special emphasis on o Activities for which supervision or oversight are required o Training prerequisites exist o Process to gain authorization to perform activities (including WQAS if applicable)	Notes: _____ _____ _____ _____ _____ _____ _____ _____	
	☐		6. **Mentor Reviews Mentoree's Educational Objectives**		
			• Discuss performance and learning objectives section of the Educational Work Plan, and agree on the end-of-assignment deliverable	Indicate agreed-upon deliverable(s) below: ☐ Symposium presentation ☐ Group presentation ☐ Publication ☐ Written report ☐ Website ☐ Other (describe) _____ _____ _____ _____	
	☐		7. **Mentor Reviews Professional/Career Development**		
			• Publication o Collaboration, credit for authorship o Review and classification requirements • Research guidance and flexibility • Required evaluations o Will mentoree have IPOs? o Program evaluations – Mentoree – Mentor	Notes: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

☑ If N/A	☑ When Complete	Date Completed	Activity	Details	Mentoree Initials
			– Program		
			• Discuss mentoree's long-term career plans		
☐	☐		8. **Additional Topics**		
				Notes:	

I have been briefed on the topics indicated on this checklist. I have had an opportunity to ask questions, and have been provided resources for further guidance.

Mentoree signature   Date

Mentor signature   Date

First Line Supervisor signature   Date

New and Returning Student Checklists

The Education and Postdoc Program Office has developed a new resource for students. This resource is a checklist for mentors and for new and returning/year-round students to ensure awareness of all necessary requirements for the current assignment. The checklists are also available on line at: http://int.lanl.gov/education/ . You and your student are encouraged use these checklists during the time at the laboratory as they will help fulfill mentor and student internship responsibilities.

New Student Checklist

Prior to Arrival

Returned offer letter with required documentation and confirmed hire
date with Human Resources and mentor
_____

Discussed travel reimbursement with mentor as outlined in offer letter
http://financial.lanl.gov/travel/regulations/gra_ugs_regs.shtml
_____

Gathered documents required for employment in the U.S. (refer to the *List of Acceptable
Documents for I-9 Verification* that is part of the offer letter).
**Note that without these documents, your hire date may be delayed
(Applies to all students)**
_____

Made arrangements to meet mentor after New Hire Orientation (on the first day)
_____

Upon Arrival

Attended New Student Orientation
_____

Completed GET (General Employee Training), Site Specific Training,
 and all general training requirements for employees
http://int.lanl.gov/training/
_____

Picked up LANL Badge from the Badge Office
(located on the second floor of the Otowi Building)
_____

Obtained a Cryptocard (you will need this to access e-mail and forms can be
completed at New Hire Orientation)
(To be coordinated by your group office administrator)
_____

Read and understand Student Mentoring Policy Procedure IPP 787.2
_____

Met with mentor and reviewed Student Workplan
_____

If you are minor, you must complete the form: Health and Safety Restrictions for Minors.
The form can be found at:
http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf.
_____

Departure

Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure
_____

Completed departure processing forms with mentor
http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml
_____

Completed the on-line Annual Student Survey
_____

Returning Student Checklist

Prior to Return

Submitted official transcript (Due Feb. 22, 2008) to:
     Brenda Montoya
     PO Box 1663
     MS M709
     Los Alamos, NM 87545
                  _____
*Note: Students who do not submit official transcripts are not eligible
to participate in the Laboratory Student Internship Program

Confirmed with Brenda Montoya (bmontoya@lanl.gov) that
transcripts have been received   _____

Discussed and agreed upon an arrival date with mentor   _____

Discussed travel reimbursement with mentor
http://financial.lanl.gov/travel/regulations/gra_ugs_regs.shtml   _____

Upon Arrival

Picked up badge from the Badge Office
(Located on the second floor of the Otowi Building)   _____

Picked up Cryptocard   _____

Updated training; completed Annual Security Refresher #1425
http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?CourseNumber=1425
and, if necessary, Technical Surveillance Countermeasures, Site Specific Training, etc.   _____

Read and understood Student Mentoring Policy Procedure IPP 787.2   _____

Met with mentor and reviewed new workplan   _____

If you are minor, complete the form: Health and Safety Restrictions for Minors.
The form can be found at:
http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf.   _____

Departure

Completed departure processing forms with mentor
http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml   _____

Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure   _____

Completed the on-line Annual Student Survey   _____

LANL Policies

Implementation Policy and Procedure for Student and Postdoctoral Mentoring (IPP 787.2)

This policy was issued in September 2006. The policy standardizes and formalizes the process to select, train, and appoint mentors; and prepare mentorees to work at LANL. This document also clarifies and establishes the responsibilities and requirements for responsible management and supporting organizations. You can view the full policy at: http://policies.lanl.gov/pods/policies.nsf/LookupDocNum/IPP787/$File/ipp787.2.pdf

Substance Abuse Policy

It is the policy of Los Alamos National Laboratory to strive to maintain a workplace that is free from illegal use, possession, or distribution of controlled substances. To this end all students and mentors will be required to adhere to the Substance Abuse Policy. LANL will hire only applicants who have passed a pre-employment drug test. All LANL employees (not including guests/affiliates) and subcontractor employees who are holders of standard (non-visitor) badges are subject to random drug testing provided they are on site. The Substance Abuse Policy can be found at: http://policy.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP732&FileName=ipp732.pdf.

Harassment

The Laboratory has very specific policies regarding harassment. Harassment is unacceptable conduct and is prohibited. The Laboratory takes measures to prevent acts of harassment; they involve prompt corrective and/or disciplinary action for any act that violates this policy. Please contact HR-Employee Relations for more details (HR-ER), 667-8730. The policy can be found at: http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=AM711&FileName=AM711.pdf .

Sexual Harassment

The Laboratory sexual harassment policy prohibits sexual relationships involving mentors and mentorees. The related resources available to mentors are HR-ER (667-8730), the division HR generalist, the Employee Assistance Program, and the Ombuds Office.

GENERAL INFORMATION

Housing

LANL Housing

Information regarding housing options may be found at the LANL Housing website at: http://financial.lanl.gov/housing/default.shtml .

Students' Association Housing Connection

The Students' Association Housing Connection is a tool used to help Laboratory Students find short-term rental accommodations around Los Alamos and surrounding areas. The Housing Connection website can be found at http://sa.lanl.gov/housing.php. An additional source for housing can be found at http://www.losalamos.com/ (select the housing link).

Foreign National Students

Please contact the Immigration Services Office for the latest information about foreign national students or student visas. The office can be reached at 667-2738 or 665-0001, and the website address is: http://int.lanl.gov/security/isec/iso/index.shtml .

Student Benefits

Depending on the type and length of appointment, students may be eligible for benefits. All benefits questions should be directed to the Benefits Office, 505-667-1806, benefits@lanl.gov. Information on benefit plans can be accessed at http://int.lanl.gov/education/ in the Student Resources section.

Student Travel/Relocation

Rules concerning travel/relocation reimbursements for students are very specific. Detailed information can be found at: http://financial.lanl.gov/travel/regulations/gra_ugs_regs.shtml . Questions can be sent to travel@lanl.gov or 505-665-8529.

Safety and Security

Safety and Security are primary commitments for all LANL employees. The Laboratory's goal is to have an injury-free workplace. The Laboratory takes an aggressive approach to ensure that achieving its mission injures neither people nor the environment. All employees are required to participate in safety and security training sessions to ensure all work is conducted in a safe and secure manner. Consult the "Safety" (http://int.lanl.gov/safety/) or "Security" (http://int.lanl.gov/security/) home page to learn more about this effort. Students should inform their mentor, division safety officer, group leader, or team leader if they feel uncomfortable or unsafe conducting any work.

Security Clearance

When a security clearance is required, the sponsoring organization submits a request and written justification as soon as possible after selection due to the length of time required for clearance processing. The request is initiated through Personnel Security (PS-3). The length of time to acquire a clearance is determined by the level of clearance requested and the personal history of the candidate.

As temporary workers, students must use their clearances to perform their assigned duties in order for their clearances to be maintained. If a student does not make use of their clearance over the course of 90 days then the clearance must be terminated. If the student leaves the Lab for an extended period (greater than 90 days) the clearance must be terminated.

Clearance Processing

Clearances are allocated on a priority basis and must be approved by your Division or Directorate before submittal. A signed Clearance Request/Recertification/Suitability Form (DOE F472.1C) constitutes approval of clearance requested. Obtaining a clearance can take from one year to 18 months.

For a returning student whose clearance was terminated at the end of a summer appointment, requests for reinstatement must be forwarded to the Clearance Processing Office (PS-3) at least 45 days prior to the student's return.

Dress Code

There is no official dress code for the Laboratory but clothing should always be appropriate for the work setting. In some cases there are safety-related requirements for dress and personal protective gear. Students must comply with all such job-specific dress requirements.

Visitors

The Laboratory assigns varying degrees of visitor control to sites and facilities depending upon security risk assessments. In general, visitors are not permitted on Laboratory property without proper identification from the Badge Office. All foreign nationals are required to have prior Department of Energy (DOE) approval and appropriate visitors' badges while on Laboratory property. To seek approval for visitors, please contact your group office to obtain the required approvals and complete the appropriate paperwork.

Computers

The student is responsible for proper use of any computer system used during work hours. The sponsoring group will provide a listing of computer system responsibilities at the appropriate time. In general, users are prohibited to use the computer for any work outside of that assigned. Use of the Internet is restricted to that needed to accomplish assigned work. Use of the Internet to access pornographic or gambling sites can result in an employee's immediate termination from Laboratory employment and participation in any educational program. In addition, the user must ensure that only authorized Laboratory personnel have access to their computer system.

Threats of Violence

Any threat of violence in the workplace is taken very seriously at the Laboratory. Comments such as, "I could just kill somebody ... for doing that...." could have serious consequences. Threats, whether intended as a joke or not, are not tolerated at LANL.

Student Program Contacts

The role of the LANL program coordinator is to ensure programmatic compliance and support a positive internship in the high school co-op, undergraduate, and graduate programs. The program coordinator is there to assist mentors and students with needs relating to workplans, mentor/student relationships, policy, exceptions, and other student concerns. Please contact the coordinator if you need assistance.

Brenda Montoya **Precollege, UGS, and GRA** **Program Coordinator** **STBPO/EPDO** **Education & Postdoc Office** **667-4866** **bmontoya@lanl.gov**	**Scott Robbins** **Laboratory Student/Mentor** **Liaison** **STBPO/EPDO** **Education & Postdoc Office** **667-3639** **srobbins@lanl.gov**

Appointment Types and Terms

Precollege

The High School Cooperative Program (HS Co-op) provides qualified high school seniors the opportunity to develop skills and gain work experience, while receiving exposure to a variety of technical and administrative career fields. Students have an opportunity to contribute to the Laboratory's mission while working with state-of-the-art equipment and instruments.

Participants who successfully complete the program may be eligible to receive high school credit. Applicants are screened by designated high school representatives for aptitudes and interests, grade point average, and must be approved to participate in the program by their high school counselor/representative.

Students may work full-time during the summer between their junior and senior year, and may continue the appointment in part-time status (up to 20 hours per week) during the academic year.

Eligibility requirements:
- Must be a high school senior
- Must be at least16 years of age
- Must have a minimum 2.8/4.0 GPA (unless their school requires a higher GPA to participate).

High School Co-op Post Graduate Category

High school graduates who have not been accepted in an undergraduate program may be eligible for the High School Co-op Post Graduate category. Post Graduate appointments are for a maximum of three months.

Post Graduate students may move to undergraduate student program status when documentation is provided indicating acceptance in an undergraduate program.

The Undergraduate Student (UGS) Program

The Undergraduate Student Program offers summer and year-round (part-time or full-time) internships for undergraduate students. This is an educational program that provides students with relevant research experience while they are pursuing an under-graduate degree. It is designed to complement the student's education with work experience related to their field of study. Internships can be in technical or administrative fields.

Programmatic time limits are six (6) years for those students pursuing a Bachelor's degree and three (3) years for those students pursuing an Associate's degree.

Eligibility requirements:
- Must be accepted in an undergraduate program
- Must enroll in and receive credit for a minimum of 9 credit hours each semester
- Must initially have and maintain a cumulative GPA of 2.8/4.0

UGS – Post Baccalaureate Category

The post baccalaureate category of the UGS program offers college graduates the opportunity to participate in the UGS program after graduation. This category applies to those students who have been awarded a bachelor's degree but have not yet been accepted and enrolled in a graduate program. Post baccalaureate students may remain in this category for up to one year.

- Students not interested in pursuing graduate school are limited to a one-year appointment.
- Students interested in graduate school should use this one year appointment to prepare for graduate school acceptance (e.g. GRE/GMAT exams, applications, etc.) A student may move into GRA status when documentation is provided indicating acceptance in a graduate program.

Documentation should be sent to:

> Los Alamos National Laboratory
> Attn: Brenda Montoya
> PO Box 1663,   MS M709
> Los Alamos, NM 87545

Graduate Research Assistant Program

The Graduate Research Assistant (GRA) Program is a year-round educational program that provides students with relevant research experience while pursuing a graduate degree. In some cases, students can arrange to conduct masters or doctoral thesis research at the Laboratory. The majority of internships are in technical and scientific disciplines.

Appointments are available for 90 days up to one year, with option for renewal based upon program requirements. Students are selected on the basis of field of study, grade point average, and research interests. Individuals may remain in the GRA program for up to three months after receiving a Ph.D.

Eligibility requirements:
- Must be accepted in a Graduate program
- Must enroll in and receive credit for a minimum of 6 credit hours each semester
- Must maintain a cumulative GPA of 3.0/4.0

GRA - Post-Master's Category

The post-master's category of the GRA program offers graduate students the opportunity to participate in the GRA program after receiving a master's degree. This category applies to those students who have been awarded a master's degree but have not yet been accepted into another master's or Ph.D program. Post masters students may remain in this category for up to one year.

- Students not interested in pursuing a Ph.D or a second master's degree are limited to a one-year appointment.
- In order to remain in the GRA program after the one year maximum in the post master's category, students must be accepted and enrolled in another graduate program (Master's or Ph.D).

Documentation should be sent to:

> Los Alamos National Laboratory
> Attn: Brenda Montoya
> PO Box 1663,   MS M709
> Los Alamos, NM 87545

Student Guest Programs

The Official Student Visitor No-Fee Intern Program is a year-round educational program that provides students with relevant research experience. This program allows students (undergraduate & graduate) to engage in research, experiments, or educational experiences while taking advantage of the Laboratory's facilities. More information can be found at http://int.lanl.gov/orgs/hr/hrs/guests/.

Offsite Student Appointments

Off-site students and their management must comply with IMP 822.1, IMP 763, and IMP 761, all Student Program policies and eligibility requirements as well as LANL travel regulations. In addition, the student's mentor will submit a written justification, through the group leader, describing the need and educational benefit to performing work off site. The Education and Postdoc Office requires a revised workplan for students that will be working off site. The workplan and additional documentation must be submitted to the Education and Postdoc Office for review. Complete packages will then be forwarded to the Principal Associate Director of the hosting LANL organization for final approval.

Off-site Mentoring

In the event that the LANL mentor cannot be generally present to provide off-site mentoring to the student, joint mentoring with someone at the student's location is required (e.g., university advisor, university collaborators, etc.). It is the responsibility of the LANL mentor to initiate this contact and maintain it during off-site status. Consistent with the Los Alamos Student Programs policy, every student will have an identified mentor at all times while associated with the Laboratory Student Programs.

Off-site Justification Memo

An off-site student MAY NOT perform work until the Principal Associate Director for the sponsoring LANL group approves the justification and off-site workplan. The mentor will be notified when the workplan and justification memo have been approved. The student must comply with the off-site arrangement for it to be productive and worthwhile (i.e., accountable for time and effort, reporting deadlines, communication, etc.). In the event that the mentor determines the off-site work agreement is not working, this arrangement should be cancelled immediately and no further off-site work should be conducted. A memo is required annually to request an off-site appointment.

The Off-site Justification Memo Must Address the Following Items:

- Address memo to Brenda Montoya, MS M709
- Student accountability: will the student be writing a weekly report, presenting their results? How will you, as the mentor, know if the work is being done in a timely and professional manner?
- Identified off-site mentor and contact information
- Length of time expected to work off site, final due date of project requirements (not to exceed one year).
- How the student will report their time and effort?
- How will communication between LANL mentor and student take place?
- Any expected travel plans?
- Why can't this job be done by another student or staff member here at LANL?
- Indication that the mentor and group leader are familiar with the Administrative Polices mentioned above and that this Offsite situation will be in compliance.
- Include a NEW Off-site Educational Workplan.
- Educational benefit to the student?
- Mentors must consider the student's academic schedule (provide a copy of the student's upcoming semester/quarter enrollment) while away at school. How many hours do you expect the student to work and maintain their course work and GPA? Note: Students must meet the minimum GPA requirements to work off site. Undergrad GPA: 2.8/4.0; Graduate GPA: 3.0/4.0.

- In the event that property is part of the off-site request, the Property Manager must prepare the appropriate paperwork.

- In accordance with the Laboratory's Integrated Safety Management document, it is imperative that the mentor and group leader be familiar with the following sections: 3.3.1, 3.3.2, 3.3.4, and 3.3.6 (see Student ISM Documentation form, pdf). In the event that the LANL line manager wants to transfer ES&H responsibility to the off-site organization, this must be done through an appropriate transfer of ES&H responsibilities as stated in Section 3.3.2. A copy of the Student ISM Documentation form (pdf) of ES&H responsibility must accompany the off-site justification memo OR the off-site justification memo must identify the responsible LANL line manager.

- This information must be communicated with the student before off-site work begins.

The Student-Transcript & Salary-Review Process

This review process is conducted annually during February and March. The transcript review process enables the Education and Postdoc Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

Los Alamos
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memorandum   42
Science and Technology Base Programs
Education Program Office (STB/EPO)

To/MS: Students, Mentors, & Liaisons
From/MS: Brenda Montoya, STBPO/EPDO
         M709
Phone/Fax: 7-4866/Fax 5-6871
Symbol: STBDO/EPDO
Date: December 12, 2007

Annual Student Transcript and Salary Review Process

The annual student transcript and salary review process will take place between March and May of 2008.

Students' official transcripts, including fall, '07 grades and spring, '08 enrollment are due to STB-Education and Postdoc Office by February 22, 2008. <u>Official</u> transcripts should be sent to:
Brenda Montoya
Los Alamos National Laboratory
MS M709
P.O. Box 1663
Los Alamos, NM   87545

Unofficial transcripts will not be accepted. Students submitting a late transcript are not eligible for retroactive salary increases. Transcripts should only be sent to the address above. Sending them elsewhere could cause a delay in a student's raise or result in a lost transcript. Students should verify that transcripts have been received by the Education and Postdoc Office by emailing Brenda Montoya at bmontoya@lanl.gov .

The transcript review process enables the Education and Postdoc Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

The Laboratory's GPA requirements will be monitored via the transcript review process. Student's whose GPAs are below the new minimum requirements will be contacted to discuss a path forward. The student's mentor and group leader will also be notified.

Clarifying Information
     1) High school cooperative (HS Co-Op), Post-Baccalaureate, and Post Master's (one-year appointment prior to entering a PhD program) students are not required to submit a transcript.
     2) Students participating in the Electro-Mechanical Technician Training Program (EMTP) or the Machinist Apprentice Program (MAP) are exempt from this requirement.

3) **Official** transcripts are required and must include the student's name, institution name, grade point average (semester and cumulative) and declared major.

4) Although students are required to enroll in and receive credit for a minimum of 9 (undergraduate) or 6 (graduate) credit hours or equivalent each semester during the academic year, taking the minimum required may prevent students from receiving the May salary increase. Salary increases are based on the number of credit hours completed in a student's degree program and the student's class standing. Credit hour requirements will change starting with the Fall 2008 semester for undergraduate students. The new requirement is 12 credit hours completed each semester.

5) Appointment dates may not be extended by a student's return to work date if the student's official transcript is not received by the February, 15th deadline resulting in a delay of the student's participation in the Laboratory's 9/80 work schedule.

6) Salary increases will be effective in May based on a student's return date and compliance with the transcript submission deadline.

7) Students who fail to meet the transcript deadline may no longer be able to participate in the Laboratory's Student Internship Programs.

Reminders

1. Undergraduate students are required to enroll in and receive credit for a minimum of 9 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. During the review period. Beginning in the Fall 2008 the new 12 credit hour requirement will be instituted.

2. Graduate students are required to enroll in a receive credit for a minimum of 6 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. Graduate students who have completed their coursework and are performing research for their thesis or dissertation are eligible to work full-time during the academic year providing they submit proof of enrollment to STB-EPDO showing thesis/dissertation course work.

3. Exceptions to the work time or credit hour requirements will be addressed on an individual basis by the Education and Postdoc Staff and the Student Programs Advisory Committee. The exception process can be located at: http://int.lanl.gov/education/spac/exc.shtml

4. Students participating in the Electro-Mechanical Technician Training Program, Machinist Apprenticeship Program, or the CFO MBA program, are excluded from the 30 hour per week work restriction.

5. Students who are on Post Baccalaureate appointments (one-year appointment prior to entering a graduate program) and students who are on a Post Masters appointment (one-year appointment between completion of Master's and commencing a PhD program) are exempt from this restriction.

6. Students are eligible to work 40 hours during the holiday and spring break, with management approval.
7. Summer is not considered part of the academic year; therefore there are no requirements for taking classes and students may work full-time.
8. Questions about tuition reimbursement should be directed to Dixie Paternoster at 7-0386 or Dixie@lanl.gov.

Students who are enrolled in Certificate Programs should contact Brenda Montoya at bmontoya@lanl.gov

Please contact Brenda Montoya at 667-4866, bmontoya@lanl.gov if you have any questions about this or any other student program issue.

Departure Process - Termination/Casual

Three weeks before the end of the student's appointment, the student should notify the mentor and the student liaison regarding plans for departure. Forms will be initiated to reflect the appointment status change (to casual, part-time, off-site or termination). The departure process and specific instructions on leaving the Laboratory can be found at http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml

No-Fault Termination of Relationship

If either the mentor or the student cannot meet the goals and objectives that have been outlined, discussion regarding a no-fault end to the relationship should occur. As the mentor, you should first contact your division-student liaison, then the Education and Postdoc Office (EPDO), Brenda Montoya, 665-4866, bmontoya@lanl.gov for assistance. Employee Relations may be contacted for additional guidance at 667-8730.

When the Relationship Ends Early

Sometimes – despite everyone's best efforts – a mentoring relationship comes to an early conclusion. Common reasons for this to occur include:

- Mentor or mentoree moves out of the area
- Other major life changes (health concerns, major career shifts) make continuing impossible
- One of the pair decides to end the relationship

If the relationship ends because of an unavoidable circumstance, consider taking the time to get closure and celebrate what you have accomplished. It is helpful to acknowledge that there is probably some disappointment on both your parts; make sure your mentoree knows that this is not a reflection on him/her.

If one or both of you truly feel it would be best to end the relationship, then your goal should be to make the ending positive and affirming. Ask your mentoree for a last meeting to talk about the ending and say good-bye. At that meeting, remember to:

- Emphasize what has gone well – ways you've seen your mentoree grow and ways you've benefited

- Acknowledge that sometimes relationships are challenging, and you hope you've both gained some skills in working on interpersonal issues
- Reaffirm your faith in the student's abilities and potential
- Encourage him or her to keep reaching out to others who can make a positive difference in his or her life – and to give back of him/herself to others.

What to do after last meeting:

After the meeting ends, remember to emphasize the positive in your own thoughts as well. You have taken the time and the risk to make a difference in a person's life, and that is a great thing, something to be proud of, even if you cannot see any impact you have made on your student (and this is unlikely). Remember – sometimes the effect we have does not manifest itself for years. Some of the adults who changed your life probably never knew they did.

Annual Student Survey

Students are given the opportunity to participate in the annual student survey. This survey allows students to comment on their experience at the Laboratory. Although this on-line survey is available, students are encouraged to provide comments throughout their internship. The information from the survey is compiled, analyzed, and used to make improvements to the program. In addition, division-related information is provided to the division liaison.

The Wellness Center

The Wellness Center is located in Technical Area 3, Building 1163, near the intersection of Bikini Atoll and West Jemez Road in Los Alamos. New users are required to attend an orientation session before receiving authorization for use of the facility. For more information about hours of operation and orientation times visit the Wellness Center webpage at http://int.lanl.gov/health/wellness/index.shtml.

Student Programs Advisory Council

The Student Programs Advisory Council (SPAC) is composed of Laboratory employees who advise LANL management on student-related issues and policies. The mission of SPAC is to make sure that every student has a positive experience at LANL. The SPAC website is at http://int.lanl.gov/education/spac/ SPAC meetings are open and student and mentor involvement is encouraged.

The purpose of SPAC is to:

- Serve as an advocate for the quality of each student's experience at the Laboratory;
- Monitor the quality and impact of student programs;
- Ensure effective communication about student programs; and
- Recommend policy changes and initiatives for improvement of Laboratory student programs.

Students' Association

The LANL Students' Association (SA) continues to grow and provide resources and activities to all students. Social, educational, and professional development activities are coordinated and can be found on the SA website at http://sa.lanl.gov. It is the intent of SA to obtain representation from all programs, divisions, and groups at the Laboratory that employ students. SA is the known voice for the students and will bring concerns, opinions, and students' ideas to the proper groups within LANL. Students must decide their own level of participation, assessing their interests and their time.

Transportation

NOTE: Because prices are subject to frequent changes, you will need to call and verify the exact cost. The prices listed below give you a comparison between available options.

Atomic City Transit

Atomic City Transit provides bus service for all of Los Alamos County. The bus runs from 6 a.m. to 6 p.m.   Several work routes are available on the commuter route schedule. They also have a Demand Response Service (equipped with a wheelchair lift and wheelchair tie-downs), which is available to riders who do not want to wait for a fixed route bus. Atomic City Transit does not operate on weekends or LANL holidays. More information is available at the Atomic City Transit web site.

Standard Fares

	Adults	Students, Seniors and Handicapped
Single Ride	$1.25	$0.75
20 Ride Card	$15.00	$10.00
Monthly Pass	$25.00	$20.00

Demand Response Service

Single Ride, townsite	Single Ride, White Rock	10 Ride Pass
$3.00 or 1 punch on a pass	$5.00 or 2 punches on a pass	$20.00

Taxi Service

LANL provides a free taxi service to all Laboratory sites. This service is available to Laboratory employees during normal work hours (8:30 a.m. to 3 p.m.). Call 667-TAXI (667-8294) to make arrangements. Some destinations may require the use of both the LANL taxi service and Atomic City Transit. Call the taxi service number to see if this will be necessary.   The summer is a very busy time for the taxi service, so please remember that the taxis are to be used only for official Laboratory business. Taxis will not transport students to their homes or to non-business locations.

http://intranet.jci.lanl.gov/dept/ss/tp/ts/

Park-n-Ride

All Aboard America!, in conjunction with the New Mexico State Highway and Transportation Department, operates over 80 daily departures between the following cities:

- Santa Fe and Espanola
- Santa Fe and Los Alamos
- Espanola and Los Alamos
- Albuquerque and Santa Fe and Los Alamos

This service is available for the general public at the following one way fares:

- Santa Fe - Espanola - Los Alamos - $3
- Albuquerque - Santa Fe - $3
- Albuquerque - Los Alamos - $6

Park-n-Ride can be reached at 424-1110, or visit the website at: http://www.allaboardamerica.com/santafe/parkandride.html to get schedules, pick-up and drop-off locations, days of operations, and monthly pass information. Discounted monthly passes are available.

Shuttle Services

Students needing transportation from/to Albuquerque can contact the following agencies:

Sandia Shuttle (From Albuquerque to Santa Fe)
Phone: 505-474-5696   888-775-5696
Website: www.sandiashuttle.com
Availability: Open 7 days a week
Travel Time: approx. 70 min.
Hours of Operation: 8:00 a.m. – 8:00 p.m.
        Leaves Albuquerque every hour beginning at 8:45
        Reservations and Pre-Payment with credit card required
Cost: $25.00 one-way
       $45.00 roundtrip
Destinations: Stops at all hotels

Roadrunner Shuttle (From Santa Fe to Los Alamos)
Phone: 505-424-3367
Website: none
Availability: Open 7 days a week
Hours of Operation: 6:00 a.m. – 9:00 p.m.
         Pick-up by reservation only; Credit cards not accepted.
Cost $ 50.00 one-way
Destinations: Airports at Santa Fe and Los Alamos
                 Additional stops in either place is an additional $10 per stop
                 Available for groups anywhere in the state

STUDENT INFORMATION/EVENTS

Symposium 2008

Annual Symposium: Highlighting Student and Postdoctoral Research

"Championing Scientific Careers"

The Annual Symposium is an opportunity for all students and postdoctoral appointees to present their learning experiences and scientific research. The intent of the symposium is to broaden students' and postdoctoral appointees' expertise and to prepare them for careers in the sciences. The event will take place on August 5-6, 2008. For more information about the symposium, see the website at: http://www.lanl.gov/education/symposium/.

Student News, Student Views

"Student News, Student Views," is an electronic newsletter that is maintained on the Student Association web site. It informs students of relevant changes to policies and procedures, distributes information about available scholarships, fellowships or internship opportunities. It also informs students of upcoming LANL and student activities. Students should contact Rebecca Duran at rduran@lanl.gov to be placed on the list serv.

Newsbulletin

The Newbulletin is found on the LANL homepage. To find events, go to http://int.lanl.gov/news/index.php/fuseaction/nb.main and click on calendar.

LANL Events Calendar

The events calendar is found on the LANL homepage (http://int.lanl.gov/).

CONTACTS AND RESOURCES LISTING

TITLE	CONTACT INFORMATION	COMMENTS/NOTES
Badge Office	Phone: 667-6901 Email: badge@lanl.gov	htttp://int.lanl.gov/security/personnel/badge/
Benefits/Compensation Office	Phone: 667-1806 Email: benefits@lanl.gov	http://int.lanl.gov/worklife/benefits/
Bradbury Science Museum	Phone: 667-4444	http://www.lanl.gov/museum
Business/Payroll Office	Phone: 667-4594	http://cfo.lanl.gov/accounting/payroll/default.shtml
Equal Opportunity and Diversity Office	Phone: 667-8695	http://int.lanl.gov/orgs/hr/oeod/
Education & Postdoc Office Student/Mentor Liaison HS Co-op, UGS, and GRA Program Coordinator	Name: Scott Robbins Phone: 667-3639 Email: srobbins@lanl.gov Name: Brenda Montoya Phone: 667-4866 Email:bmontoya@lanl.gov	http://int.lanl.gov/education/

Food (Aramark, Otowi Bldg.)	Phone: 667-3591	Hours of Operation: Breakfast: 6:30-10:00 Lunch: 11:00-1:45 Sweet Shop: 10:00-4:00 http://www.aramarkcafe.com/losalamos/

Housing Office	Name: Vicki Barnett Phone: 661-2626 Email: housing@lanl.gov	http://financial.lanl.gov/housing/general.shtml

Human Resources HR Generalists for Each Division	Phone:664-6947	http://hrint.lanl.gov/Generalists/

Emergencies Immediate Danger	Phone: 667-6211 Phone: 911	fire, unattended bags, etc. http://int.lanl.gov/security/

Laboratory Operator	Phone: 667-5061 Or dial 0 (zero)	External Web Site: www.lanl.gov/worldview Internal Web Site: www.int.lanl.gov

Los Alamos Medical Center	Phone: 662-4201	Allergy shots, pharmacy, and emergency care

Occupational Medicine Employee Assistance Program (EAP)	Phone: 667-7251 Phone: 667-7339	http://int.lanl.gov/health/eap/index.shtml

Ombuds Office	Help Line: 667-8730 Phone: 665-2387 Email: ombuds@lanl.gov	www.lanl.gov/ombuds/

Research Library	Phone: 667-5809 Email: library@lanl.gov	http:/library.lanl.gov Starting place for assistance with library needs

Safety and Security Concerns (ISM)	Email: safety@lanl.gov Phone: 665-7233	http://int.lanl.gov/safety/

Employee Relations (Complaints, harassment or violence in the workplace	Phone: 667-8730	http://int.lanl.gov/orgs/hr/relations/index.shtml

Student Liaison	Name: Phone: Email:	Division/Group Resource Person: (provides direction to appropriate contacts)

Student Mentor	Name: Phone: Email:	Primary Contact Person

Taxi	Phone: 667-TAXI (667-8294)	From lab property to lab property

Travel	Phone: 665-8529	http://cfo.lanl.gov/travel/

Tuition Reimbursement	Name: Dixie Paternoster Phone: 667-0386 Email: dixie@lanl.gov	Tuition Reimbursement Policy

LANL Weather Updates	Phone: 667-6622 or 877-723-4101	Lab Closures or Delays: Update Hotline http://weather.lanl.gov/

Summary

This Guidebook is designed to provide essential tools for creating a highly effective education and work experience for the mentor and student. The Guidebook outlines the objectives and skills necessary to create a positive and mutually meaningful experience for students and mentors. It also contains the necessary forms required to prepare for this relationship.

Mentoring relationships fill different needs for different people. Some mentoring relationships last a short period of time while others last a lifetime. Do not judge the quality of your relationship by the amount of time that it lasts; instead, focus on the level of growth you and your student experience.

For more information regarding LANL student internships contact:
Scott Robbins
STBPO-EPDO
667-3639

srobbins@lanl.gov

Science and Technology Base Program Office
Education & Postdoc Office

STBPO - EPDO