



# Student Programs Guidebook

**2009-2010**

*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)**

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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 ensuring that 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 P 787 Student and Postdoctoral Mentoring Policy, all organizations hosting student interns 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 on their internships 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 [Division Student Liaison List](#) identifies organizational assignments and contact information for all Liaisons at the Laboratory. 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.

# MENTOR INFORMATION

## Who Can Be A Mentor?

Mentors must be full-time regular LANL employees. Contract employees and postdoctoral appointees cannot be formally designated as student mentors. However, they may provide technical guidance and informal support. All mentors must also be capable and available to provide the appropriate level of supervision and support for their student(s).

## What Is A Mentor?

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 Coach Motivator Companion Supporter Advisor Advocate Role Model	An ATM Social worker Parent Cool peer Nag Parole officer Savior 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 mentee says
- Ask good questions
- Share your thoughts and feelings with your mentee
- 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 mentee
- Show that you recognize the mentee'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 mentee
- 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 mentee; 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 P 787 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 via the corresponding assignment code #3582. The assignment of these codes will be overseen by Central Training Division. Once the form is complete it must be retained by the mentor's training support representative as training documentation.

## **Mentor Training**

Mentors are required to participate in mentor training as part of their qualification process. This includes keeping current with all job- and site-specific training requirements as well as the Mentor Training plan. There is only one required course in the associated EDS Training Plan (7442), the [On-Line Mentor Training](#), EDS course #42728. This course is required for staff interested in mentoring students and Postdocs. The course provides participants with the knowledge and skills needed to be effective mentors and to comply with requirements. The course must be retaken annually.

An additional course that is recommended is **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 8 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 P 787 [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:
  - Inform the student of the P 787 Student and Postdoctoral Mentoring Policy
  - Discuss what is expected of the student during the appointment.
  - Discuss what the student can expect from the Laboratory, the Mentor, and the research/project.
  - 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](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 2009

Date: May 11, 2009 (Monday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: May 26, 2009 (Tuesday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 3, 2009 (Wednesday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 15, 2009 (Monday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: May 18, 2009 (Monday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: May 27, 2009 (Wednesday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 8, 2009 (Monday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 17, 2009 (Wednesday)  
Location: Canyon Complex Rm. 167  
Capacity: 20

Date: May 20, 2009 (Wednesday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 1, 2009 (Monday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 10, 2009 (Wednesday)  
Location: Canyon Complex Rm. 160  
Capacity: 35

Date: June 22, 2009 (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](mailto:bmontoya@lanl.gov)

## New Student Orientation Agenda Summer 2009 Canyon Complex

<b>Day 1</b>		
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	
<b>Day 2</b>		
8:00-5:00	<b>General Employee Training (GET) and Testing</b> (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
<b>Day 3</b>		
	Obtain badge at Badge Office (picture ID & proof of Citizenship required) Opens at 7:30 a.m.	Otowi Building, 2 <sup>nd</sup> Floor-North Wing
	Report to work site at scheduled time	

**For more information, please contact Brenda Montoya at 7-4866, or**  
[bmontoya@lanl.gov](mailto: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](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 foreign nationals must obtain their badge at the badge office prior to reporting to General Employee Training. Students who are hired by the Laboratory (employees) are able to receive their badges after they complete General Employee Training if they are U.S. citizens. U.S. 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](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).

- 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 is one way to comply with the requirements of P 787 Student and Postdoctoral Mentoring Policy. Using the form is not mandatory but you are required to provide all students with job-specific information pertaining to:

- Workplace hazards and controls,
- Emergency response procedures,
- Computer and information security requirements,
- Environmental stewardship practices,
- Safe work practices including personal protective equipment,
- Job-related policies and procedures, and
- Contact information for reaching the mentor, alternate mentor, and student liaison.

## **New and Returning Student Checklists**

The Education and Postdoc Program Office has developed two checklists to help mentors when planning for their new and returning/year-round students' arrival. The [New Student Checklist](#) includes steps required to find and hire a student intern. The [Returning Student Checklist](#) includes only those steps pertinent to bringing students back into a hosting organization. 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 responsibilities.

## **LANL Policies**

### **Student and Postdoctoral Mentoring Policy (P 787)**

This policy was initially issued in September 2006. The policy standardizes and formalizes the process to select, train, and appoint mentors; and prepare mentees to work at LANL. This document also clarifies and establishes the responsibilities and requirements for responsible management and supporting organizations. All mentors, students, and Division Student Liaisons are expected to read and comply with the relevant components of the [Student and Postdoctoral Mentoring Policy](#).

### **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 read and comply with 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.

# Harassment

The Laboratory expects all workers to be able to perform their assigned roles free of any form of harassment. The policy regarding harassment provides detailed guidance on how to ensure this expectation is fulfilled ([Harassment, Including Sexual 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 (HR-ER) for more details (667-8730). The Laboratory harassment policy prohibits sexual relationships involving mentors and mentees. The related resources available to students and mentors include HR-ER, 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 Locator Tool

The Students' Association has created a web-based tool to help Laboratory Students find short-term rental accommodations in and around Los Alamos. The Wikimapia tool is located on the [Students' Association](#) webpage. 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> . You may also contact the Laboratory's Foreign National Program Coordinator if you have specific questions or concerns (Jim Nesmith, 606-1454).

## 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](mailto: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/grants\\_regs.shtml](http://financial.lanl.gov/travel/regulations/grants_regs.shtml) . Questions can be sent to [travel@lanl.gov](mailto: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 LANL 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 and must not be used for personal business. Inappropriate use of the Internet, especially 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 and must not share their password with anyone.

## 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](mailto:bmontoya@lanl.gov)

**Scott Robbins**  
**Laboratory Student/Mentor**  
**Liaison**  
**STBPO/EPDO**  
**Education & Postdoc Office**  
**667-3639**  
[srobbins@lanl.gov](mailto: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 least 16 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 12 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 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 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 Policies 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. The process is also used to ensure that all students are being compensated in accordance with their level of academic attainment. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

## **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](mailto: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 mentee 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 mentee 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 mentee 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 mentee 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

## Atomic City Transit

Atomic City Transit provides bus service for all of Los Alamos County. The bus runs from 6 a.m. to 7 p.m. Several work routes are available on the commuter route schedule. Atomic City Transit does not operate on weekends or LANL holidays. More information is available at the [Atomic City Transit](#) web site.

## 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. For additional information see the [Taxi Service](#) web site.

## Park-n-Ride

The New Mexico Department of Transportation operates over 80 daily departures between the following cities:

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

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

- Espanola - Los Alamos - \$2
- Santa Fe – Los Alamos - \$3
- Las Vegas – Santa Fe - \$3

For more information visit the [Park-n-Ride](#) website or call 424-1110. The website provides information regarding schedules, pick-up and drop-off locations, days of operations, and monthly pass information. Riders can purchase passes connecting Park-n-Ride bus service with the new Rail Runner train service between Albuquerque and Santa Fe. Discounted monthly passes are available.

## New Mexico Rail Runner

The New Mexico Rail Runner is a light rail that provides service to the general public Monday through Friday with limited service on Saturday.

The Rail Runner website<<http://nmrailrunner.com>> provides schedule, fare, and drop off locations.

Students flying into Albuquerque International Sunport can take Albuquerque city bus route 222 <[http://nmrailrunner.com/intl\\_sunport.asp](http://nmrailrunner.com/intl_sunport.asp)> to the Rail Runner, then take the Rail Runner to Santa Fe, and finally take a Park-n-Ride bus to Los Alamos. Though complicated, for those who are well versed in public transit, this method can be the cheapest and easiest way between Albuquerque and Los Alamos on a weekday.

Both the Rail Runner and the Park and Ride buses provide ample storage space for suitcases. The Rail Runner and the Park and Ride schedules coincide with each other so that you do not have long layovers, but be sure to know which stop you need to transfer at and which bus or train you need to catch! Also, bring exact cash to pay for each leg.

## 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](http://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 Albuquerque or 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. (Flexible depending upon point of departure)

Pick-up by reservation only; Credit cards not accepted.

Cost: \$85.00 for Albuquerque airport to Los Alamos, \$55.00 for Santa Fe to Los Alamos.

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 EVENTS AND INFORMATION

### Symposium 2009

**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 4-5, 2009. 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](mailto:rduran@lanl.gov) to be placed on the student email list.

## **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	<a href="http://int.lanl.gov/security/personnel/badge/">http://int.lanl.gov/security/personnel/badge/</a>
Benefits/Compensation Office	Phone: 667-1806 Email: benefits@lanl.gov	<a href="http://int.lanl.gov/worklife/benefits/">http://int.lanl.gov/worklife/benefits/</a>
Bradbury Science Museum	Phone: 667-4444	<a href="http://www.lanl.gov/museum">http://www.lanl.gov/museum</a>
Business/Payroll Office	Phone: 667-4594	<a href="http://cfo.lanl.gov/accounting/payroll/default.shtml">http://cfo.lanl.gov/accounting/payroll/default.shtml</a>
Equal Opportunity and Diversity Office	Phone: 667-8695	<a href="http://int.lanl.gov/orgs/hr/oeod/">http://int.lanl.gov/orgs/hr/oeod/</a>
Education & Postdoc Office Student/Mentor Liaison	Name: Scott Robbins Phone: 667-3639 Email: srobbins@lanl.gov	<a href="http://int.lanl.gov/education/">http://int.lanl.gov/education/</a>
HS Co-op, UGS, and GRA Program Coordinator	Name: Brenda Montoya Phone: 667-4866 Email: bmontoya@lanl.gov	
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 <a href="http://www.aramarkcafe.com/losalamos/">http://www.aramarkcafe.com/losalamos/</a>
Human Resources  HR Generalists for Each Division	Phone: 664-6947	<a href="http://hrint.lanl.gov/Generalists/">http://hrint.lanl.gov/Generalists/</a>
Emergencies Immediate Danger	Phone: 667-6211 Phone: 911	fire, unattended bags, etc. <a href="http://int.lanl.gov/security/">http://int.lanl.gov/security/</a>

Laboratory Operator	Phone: 667-5061 Or dial 0 (zero)	External Web Site: <a href="http://www.lanl.gov/worldview">www.lanl.gov/worldview</a> Internal Web Site: <a href="http://www.int.lanl.gov">www.int.lanl.gov</a>
Los Alamos Medical Center	Phone: 662-4201	Allergy shots, pharmacy, and emergency care
Occupational Medicine	Phone: 667-7251	
Employee Assistance Program (EAP)	Phone: 667-7339	<a href="http://int.lanl.gov/health/eap/index.shtml">http://int.lanl.gov/health/eap/index.shtml</a>
Ombuds Office	Help Line: 667-8730 Phone: 665-2387 Email: <a href="mailto:ombuds@lanl.gov">ombuds@lanl.gov</a>	<a href="http://www.lanl.gov/ombuds/">www.lanl.gov/ombuds/</a>
Research Library	Phone: 667-5809 Email: <a href="mailto:library@lanl.gov">library@lanl.gov</a>	<a href="http://library.lanl.gov">http://library.lanl.gov</a> Starting place for assistance with library needs
Safety and Security Concerns (ISM)	Email: <a href="mailto:safety@lanl.gov">safety@lanl.gov</a> Phone: 665-7233	<a href="http://int.lanl.gov/safety/">http://int.lanl.gov/safety/</a>
Employee Relations (Complaints, harassment or violence in the workplace)	Phone: 667-8730	<a href="http://int.lanl.gov/orgs/hr/relations/index.shtml">http://int.lanl.gov/orgs/hr/relations/index.shtml</a>
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	<a href="http://cfo.lanl.gov/travel/">http://cfo.lanl.gov/travel/</a>
Educational Assistance	Name: Dixie Paternoster Phone: 667-0386 Email: <a href="mailto:dixie@lanl.gov">dixie@lanl.gov</a>	<a href="#">Educational Assistance Policy</a>
LANL Weather Updates	Phone: 667-6622 or 877-723-4101	Lab Closures or Delays: Update Hotline  <a href="http://weather.lanl.gov/">http://weather.lanl.gov/</a>



## 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](mailto:srobbins@lanl.gov)

Science and Technology Base Program Office  
Education & Postdoc Office

STBPO - EPDO

