

# Student Programs Guidebook

**2011 - 2012**

*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 Student Programs Policy (P 507), 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:

1. Take an active role in promoting effective mentoring and safe work practices for students, as defined by the division.
2. Serve as a point of contact when a conflict between a student and mentor arises.
3. Work with STBPO-EPDO (Student Programs) and Human Resources (HR) to establish a listing of students and mentors in their divisions.
4. Assist the mentors within their division with the procedural requirements for mentoring a student.
5. Serve as a point of contact and resource to assist students within the division.
6. Keep students and mentors informed of current Laboratory-wide activities and resources available to them.
7. 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 665-8899.

# **MENTOR INFORMATION**

## **Who Can Be A Mentor?**

Mentors must be full-time 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	An ATM
Coach	Social worker
Motivator	Parent
Companion	Cool peer
Supporter	Nag
Advisor	Parole officer
Advocate	Savior
Role Model	Baby-sitter

In ideal mentoring relationships, the mentors serve as role models through both their words and their actions. 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 student says
- Ask good questions
- Share your thoughts and feelings with your student
- 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 student
- Show that you recognize the student's values and lifestyle
- 1. 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 student
- 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 student; 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! 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](#) (LANL form #2205) 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 507 Student Programs Policy. After signing the form, the RLM will forward it to the designated training support person who will create a new student mentor activity in the Laboratory system used to track worker qualification and authorization. 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, or an equivalent, 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; 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.

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: 5/15/2010 6:36:00 AM  
Created by: 183615  
Last Modified on: 10/22/2010 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:

- Support data acquisition activities
- \* 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 High Explosives Handler Training plan

Specific Training:

IWM Activities: IWD 54321, Data Acquisition for Small Quantity HE Experiments

Education: Scott will be encouraged to participate in the 2011 Student Symposium.

Deliverables:

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: Material Science

Start Date: 6/7/2011

End Date: 6/7/2012

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:

1. Reviewing P 507 [Student Programs Policy](#)
2. 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), 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 Student Programs Policy (P 507)
  - 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 2011  
Location: Otowi Bldg side rooms  
(Capacity 70 students)**

**May 10 (Tuesday)**

**May 17 (Tuesday)**

**May 24 (Tuesday)**

**June 1 (Wednesday)**

**June 14 (Tuesday)**

**June 15 (Wednesday)**

**June 21 (Tuesday)**

During New Student Orientation, students will be notified when they have been scheduled to attend GET training.

Drug Testing will be administered the day before a student's start date—details will be provided in each student's offer letter.

Please contact Brenda Montoya regarding questions, [bmontoya@lanl.gov](mailto:bmontoya@lanl.gov) or 7-4866.

## New Student Orientation Agenda Summer 2011 Otwi Bldg Side rooms

<b>Day 1</b>		
7:45-8:15	US Citizenship Verification Welcome and Overview	Human Resources and Education and Post-doc Office Staff
8:15	New Hire Process	Human Resources Staff
9:00	What is the Los Alamos National Laboratory?	Bradbury Science Museum Staff
9:45	Welcome from the Students' Association	Students' Association
9:55	Guidelines for Success	HR-Employee Relations Staff
10:15	What is the Research Library?	Library Staff
10:25	Break	
10:35	Initial Cyber Security Briefing	Cyber Security Training Staff
11:35	Welcome from the Los Alamos Chamber of Commerce	LA Chamber of Commerce Staff
11:45	Benefits	HR Benefits Staff
12:00	STB Presentation/HR Returns Docs	Student Program Staff/HR Staff
12:30	Lunch—on your own Contact Mentor for further instructions for the afternoon	
<b>Day 2</b>		
7:30 – 8:30	Obtain badge at Badge Office (picture ID & proof of Citizenship required) Report to work site	Otwi Building, 2 <sup>nd</sup> Floor-North Wing
<b>GET</b>		
	<b>Mandatory--General Employee Training (GET)</b>	White Rock Training Center (667-0059) 35 Rover Boulevard White Rock, NM
	<b>Your GET Training day is:</b> _____	

**For more information, please contact Brenda Montoya at 667-4866, 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 including on-line training. New summer 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 wear a LANL identification badge. Student guests (visitor status) are able to obtain their badges the day they report to the Laboratory. All student employees should report to the badge office the day following their hire to pick up their badges. 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 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 Oracle payroll system.

# Student Training Requirements

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

**GET** – General Employee Training (coordinated through the new-hire process)

Initial Information Security Briefing, **Course # 9369** (students participate in a live version during New Student Orientation—summers only)

Export Control Fundamentals, **Course # 21208**

EMS-Environmental Awareness Training, **Course # 32461**

Substance Abuse Policy and Procedure, **Course #42095**

Ethics Training Overview, **Course #44486**

Ethics Training: Raising and Resolving Ethical Issues, **Course # 49600**

Sexual Harassment Prevention for Employees, **Course # 47381**

## **Required Annual Refreshers:**

Annual Security Refresher, **Course # 1425**

Annual Information Security Refresher, **Course # 47075**

EMS-Environmental Awareness Refresher, **Course # 52121**

Export Control Annual Refresher, **Course # 52144**

## **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 507 Student Programs Policy.

Using this particular tool is not mandatory but you are required to document that all students working under your mentorship have been provided with job-specific information pertaining to:

1. Workplace hazards and controls,
2. Emergency response procedures,
3. Computer and information security requirements,
4. Environmental stewardship practices,
5. Safe work practices including personal protective equipment,
6. Job-related policies and procedures, and
7. 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/> . The use of these checklists can help to ensure that mentors as well as students fulfill their responsibilities.

# LANL Policies

## Student Programs Policy (P 507)

The Student Programs Policy has been developed to help ensure that the Laboratory's student programs provide all students with safe, secure, and rewarding professional experiences at the Laboratory. The policy describes the student mentor program, qualification procedures, and formalizes the process to appoint, train, and monitor employees who serve as mentors. The policy also establishes the roles and responsibilities for LANL managers, Division Student Liaisons, relevant support organizations (HR and STBPO-EPDO), mentors, and students.

## 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 students. 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**

The Students' Association has created a web-based forum to help Laboratory Students find short-term rental accommodations in and around Los Alamos. The online forum is located on the [Students' Association](#) webpage. Additional information regarding housing options may be found at the following website: <http://classifieds.losalamos.com/>

Craigslist for Santa Fe is another source of information regarding housing options available in Santa Fe, Los Alamos, and surrounding communities.

<http://santafe.craigslist.org/>

### **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. Questions can be sent to [travel@lanl.gov](mailto:travel@lanl.gov) or 505-665-8529. Detailed information can be found at: [http://www.lanl.gov/financial/documents/graduate\\_regs.pdf](http://www.lanl.gov/financial/documents/graduate_regs.pdf)

## 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, team leader, or group 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 must only be requested for personnel for whom it is deemed essential to hold a clearance to perform tasks or services stipulated in contract provisions. [Please review circumstances for which a clearance must not be requested.](#) A signed [Clearance Action Request/Personal Identity Verification Form \(ALF 470.1\)](#) constitutes a line manager's assurance that a requested clearance is essential.

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, &**  
**GRA Program Coordinator**  
**Education and Postdoc Office**  
**505-667-4866**  
[bmontoya@lanl.gov](mailto:bmontoya@lanl.gov)

**Barbara Tenorio Grimes**  
**Student Programs Specialist**  
**Education and Postdoc Office**  
**505-665-5121**  
[bgrimes@lanl.gov](mailto:bgrimes@lanl.gov)

**Scott Robbins, Team Leader**  
**Student/Mentor Liaison**  
**STBPO/EPDO**  
**Education and Postdoc Office**  
**505-667-3639**  
[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 undergraduate 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 within three years of date of hire, 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 the student's intention to accept an offer of admission to a graduate program.

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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 within three years of date of hire, 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/guests/index.shtml> .

# **Off-Site Student Appointments**

**An off-site student is defined as a student:**

- who is actively participating in one of Los Alamos National Laboratory's Student Programs as a full-time, part-time, or casual employee
- whose primary work location is not on Los Alamos National Laboratory property

## **Requirements**

Off-site students and their management must comply with [P 821 Government Property](#), [P765 \(Employee Time & Effort\)](#), and [P761 \(Work Schedules\)](#), 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, Division Leader, Associate Director and Principal Associate Director describing the need and educational benefit to performing work off site. The Education and Postdoc Office will obtain final approval from the Laboratory's tax accounting group and/or Lab Counsel ensuring federal compliance for the off-site appointment.

## **Off-site Mentoring**

In the event that the LANL mentor cannot be present to provide off-site mentoring to the student, joint mentoring with someone off site 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 Student Program Coordinator 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:**

- Identify student, Z#, group, program (UGS, GRA, etc.), and college/university attending.
- Length of time expected to work off site, final due date of project requirements (not to exceed one year).
- Include a NEW [Off-site Educational Workplan](#).
- Identify off-site mentor and contact information
- 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 completed in a timely and professional manner?
- Provide a copy of the student's upcoming semester/quarter enrollment. 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.
- How will the student report 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?
- What is the educational benefit to the student?
- Indication that the mentor and group leader are familiar with the Administrative Policies mentioned above and that this Offsite situation will be in compliance.
- In the event that property is part of the off-site request, the Property Manager must prepare the appropriate paperwork. If a LANL computer will be issued to the student, [Property Transport Request \(PTR\)](#) must be completed.
- 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.

- Address memo to Brenda Montoya, MS M709.
- Approvals from Group Leader, Division Leader, Associate Director and Principal Associate Director are required.

## **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, 667-4866, [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 student 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 student 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 student 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 student 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.

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 1663, 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://www.lanl.gov/students/>. 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:

<http://www.losalamosnm.us/transit/Pages/default.aspx>

## **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:

(<http://www.nmshtd.state.nm.us/main.asp?secid=14635>) 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 and Sunday. The Rail Runner website: <http://www.nmrailrunner.com/> provides schedule, fare and drop off locations.

Students flying into Albuquerque International Sunport can take Albuquerque city bus route 222 or route 50 (on weekends) to the Rail Runner, <http://www.nmrailrunner.com/airport.asp> 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** (between Albuquerque and 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: 5:00 a.m. – 11:45 p.m.

Leaves Albuquerque every hour beginning at 8:45 AM

Leaves Santa Fe every hour beginning at 5:00 AM

Reservations and Pre-Payment with credit card required

Cost: \$27.00 one-way

\$47.00 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.

Pick-up in Albuquerque is at the airport across from baggage claim #3 (see kiosk)

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 2011

### **Annual Symposium: Highlighting Student and Postdoctoral Research “Championing Scientific Careers”**

The Annual Symposium is an opportunity for all students to present their learning experiences and scientific research. The intent of the symposium is to broaden students' expertise and to prepare them for careers in the sciences. The event will take place on August 9-10, 2011. 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.

## LANL Today

The LANL Today institutional news bulletin provides news, notifications and an events calendar. You can easily access LANL Today from the LANL homepage.

## 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>
Student Program Contacts:		
Scott Robins, Team Leader	667-3639	<a href="mailto:srobbins@lanl.gov">srobbins@lanl.gov</a>
Brenda Montoya, Program Coordinator	667-4866	<a href="mailto:bmoontoya@lanl.gov">bmoontoya@lanl.gov</a>
Barbara Grimes, Program Specialist	665-5121	<a href="mailto:bgrimes@lanl.gov">bgrimes@lanl.gov</a>
Cafeteria (Aramark, Otowi Bldg.)	Phone: 667-3591	Hours of Operation: Breakfast: 6:30-10:00 Lunch: 11:00-1:30  <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://int.lanl.gov/orgs/hr/contacts/hr-field.shtml">http://int.lanl.gov/orgs/hr/contacts/hr-field.shtml</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://int.lanl.gov/">http://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: 667-9370 Phone: 665-2837 Email: ombuds@lanl.gov	<a href="http://www.lanl.gov/ombuds/">www.lanl.gov/ombuds/</a>
Research Library	Phone: 667-5809 Email: library@lanl.gov	<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 Charles Brownrigg at 667-0386 Phone: Email:	<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

