Student and mentor opportunities

This page describes what opportunities and resources we have for attaining a student and being a mentor. *(Created by Sander Breur, last updated: 1/10 /2024)*

Note: before committing, please read what the specific opportunity entails, if you decide you would like to get the student/become a mentor then before committing get approval from your department head and inform both Ryan Herbst (as our ID director) and Sander Breur (as DEI coordinator).

List of students:

https://docs.google.com/spreadsheets/d/1G8c7SWSjUyTb1BTX-s6WGl2Qw1H3NUgnqLov8pZK_aw/edit?pli=1#gid=0

list of programs:

SULI / CCI

(undergraduate, summer intern, DOE pays the bill)

Every year we get about 80 undergraduate students through these DOE funded programs. Students have to apply directly to the DOE, the program then is hosted and organized by Freeman, Hillary <hillary@slac.stanford.edu>. The students would be on-site for between 8 to 10 weeks over the summer months, we assume two hours a day for pure mentoring, 50% of this should be covered by one of your projects, the other 50% will be covered by ID overhead. The students need a place to work

From: Freeman, Hillary <hillary@slac.stanford.edu>
Date: Friday, December 15, 2023 at 2:14 PM
To: Freeman, Hillary <hillary@slac.stanford.edu>
Cc: Flores, Rebecca O. <rflores@slac.stanford.edu>, Coley, Erin <erinmc@slac.stanford.edu>
Subject: Call for Summer 2024 Intern Project Proposals

A picture containing text

Description automatically generated

Greetings Potential 2024 Intern Mentors!

“Thank you” seems like too light a phrase for your life changing contributions to the interns you mentored in the past. The thanks they have expressed to me, for each one of you, in our 1:1 exit interviews was heart felt and affirming of the power of mentorship. We all appreciate how you contribute to the future of scientific researchers, one intern at a time. For those first time intern mentors, welcome! We are excited for you to experience the same joy.

The Summer 2024 Internship season will be upon us in no time! We hope you will consider being an intern mentor this summer. The purpose of this email is to inform you of some important dates and to start collecting your project proposals for our 2024 summer internships. Our goal for the summer of 2024 is to host SULI, CCI, VFP, STEM Core and ORISE students on-site with an option of being hybrid (or virtual on a case by case review).

Some good news! We requested additional funding from DOE for the WDTS program so we will be able to have a cohort in 2023 larger than ever before! We believe we can support:

63 SULI interns

15 CCI interns

7 VFP Faculty

7 VFP Students

We anticipate WDTS programs will be 9 weeks this summer, with the first week being remote.

Here are some important dates to note on your calendar:

SULI, CCI, VFP students on-site:

Virtual first week: June – 17-21, 2023

In-person START date: June 24, 2023

In-person END date: August 16

VFP Faculty have more flexible start and end dates. Similarly, the STAR and STEM Core Interns as well as ORISE interns also have more flexible start and end dates. More to follow on the STAR, STEM Core and ORISE programs.

You will be contacted separately for LCLS and SAGE projects.

What we need from you: please submit your project proposals via this Survey. The deadline to submit is Friday, January 19, 2024 at 6 pm PT.

Feel free to reach out if you have any questions. We appreciate your participation!

If you know someone at SLAC who is not on the 2023 mentor listserve who might be interested in being an intern mentor for the summer, please share this email with them.

Thank you,

Hillary

Hillary Freeman | pronouns: she/her

STEM Education Program

Cell: 650-400-1106

LCLS

(undergraduate, summer intern, LCLS pays the bill)

Every year the 'LCLS Summer Internship Program' is coordinated by Fry, Alan R. <alanfry@slac.stanford.edu> and has the goal to have 25 undergraduate summer interns working on site at SLAC. These projects have to be LCLS focused. The students would be on-site for between 8 to 10 weeks over the summer months, we assume two hours a day for pure mentoring, 50% of this should be covered by one of your projects, the other 50% will be covered by ID overhead. The students need a place to work

From: Fry, Alan R. <alanfry@slac.stanford.edu>
Sent: Tuesday, December 19, 2023 6:17:50 PM
To: LCLS-ALL <lcls-all@slac.stanford.edu>; mec-u-all <mec-u-all@slac.stanford.edu>
Cc: lcls-intern-program <lcls-intern-program@slac.stanford.edu>; Freeman, Hillary <hillary@slac.stanford.edu>; Kim, Ji <jikim@slac.stanford.edu>; Garcia, Arturo <arturog@slac.stanford.edu>
Subject: Call for mentors, 2024 LCLS Summer Internship Program

Dear friends of the LCLS Summer Internship Program,

Welcome to the kickoff of the 13th year of the LCLS Summer Internship Program! This summer we will provide opportunities for ~25 fresh-faced, absurdly-enthusiastic, undergraduate students. In addition to providing stimulating, real-world research experience to the students, there are many direct benefits to LCLS and SLAC:

- Delivery of projects that directly benefit LCLS and associated science programs
- Development of mentoring and supervisory skills for staff
- Engaging groups that don't typically have students or RAs

- Development of a pipeline for future talent
- Development of areas of overlapping interest with other groups at SLAC to help drive stronger links to LCLS
- Increased visibility of SLAC and LCLS across the academic community
- Increased diversity of people at SLAC/LCLS through targeted outreach to underrepresented and disadvantaged students

NEW for 2024: for the first time, we will be offering housing for the interns on campus at Stanford! This is a great opportunity for students to have a more enriching and engaging experience during their summer internship, as well as reducing the burden and stress of finding affordable housing in area. The compromise, however, is that the higher cost per intern will reduce the total number of interns that we will be able to support, and the start and end dates for the program will be more restricted to align with the availability of housing at Stanford. We will also be switching to an all in-person, on-site program this year. Additional details will be posted on the internship website.

To sign up as a mentor, fill out the following online form no later than **February 9, 2024**:

https://bit.ly/LCLS-Mentors-2024

Once your project is approved, we will provide access to a list of pre-screened intern resumes and ask you to select a few top candidates for your project. If you have already identified possible candidates, indicate this in the mentor form. Final assignments will be made by the Program Director with the goal of accommodating mentors' and candidates' preferences to the greatest extent possible.

For people new to the program, here are a few details, and please visit the program website for more information. This site also has the links to apply for the position if you know of candidates who are interested in the program.

https://lcls.slac.stanford.edu/internships

1. Your job as amentoris to define a suitable project (see #5) for the intern, guide the intern to complete the project, help relate the project to the bigger picture (your group's activities, LCLS facility, SLAC as a whole), and help the intern prepare a poster presentation describing their project (s) at the end of the internship. We will provide mentor training and ongoing guidance to ensure that you are well-prepared for this role.

1. The intern's job is to work on their assigned projects, contribute to day-to-day work efforts of the group (as appropriate - see #6), follow normal work standards (safety, work hours, etc.), and document their projects at the end of the internship in the form of a poster presentation.

1. My job (with support from Arturo Garcia, Nina Lui, Anna Balmori, and many others) is to manage the program, e.g. match interns withmentors, work with HR to get the interns on-board at SLAC, organize intern group activities, and address issues when they come up.

1. Your manager's job (or your job if you are both amentorand a manager) is to act as administrative supervisor for each intern in your group (e.g. fill out STAs, approve time-cards, and coordinate activities within the group).

1. Intern projects should be relevant to LCLS (including LCLS-readiness for major projects like LCLS-II-HE and MEC-U), should be "completable" in the typical summer timeframe (10 weeks between June and August), and should give the interns useful, real-world experience. Good projects should teach interns new skills and be mostly stand-alone accomplishments - think in terms of something that they can put on their resume. If you have questions about whether your project is appropriate, I'm happy to discuss and help fine-tune the scope. All of the interns we accept have basic computer skills, usually a few science and/or engineering classes, some lab experience, etc. A few interns will have programming skills and specialized lab skills, and a few will have been at SLAC before. If you require very specific skills that can't be taught as part of the intern's project, list those in the online form.

1. Most of the interns' time should be spent working on projects, but sometimes there are gaps - typically waiting formentors to provide feedback or additional direction - and during these times it is perfectly okay for interns to be kept busy doing something useful, if not quite as fulfilling or resume-enhancing. It's good to have a few back-fill projects in mind - discuss with your supervisor and colleagues in your department for ideas.

1. Being amentoris a commitment; you will need to provide frequent guidance and communication and be available to interns to keep them on track. If you are going to be away for an extended period over the summer, please ensure that you have someone else who can keep your interns on track during your absence.

1. I strongly encouragementors to consider projects that can be done collaboratively by more than one intern, or that can be supervised/guided by more than onementor. More possibilities for interns to interact with other interns and a larger pool of SLAC staff will reduce the risk of isolation and periods of idleness.

1. The reward for your hard work as amentoris that most interns are extremely eager and dedicated, and they are not distracted by any other work priorities other than what you guide them to do, so they can be amazingly efficient, even if they are learning what to do as they are doing it. A good summer internship can have a huge impact on a student's career and provide SLAC with a pipeline of future students, employees, collaborators, and users.

Thanks in advance for your participation, and please share this email with your SLAC colleagues; anyone at SLAC can be a mentor as long as the internship project is relevant to the LCLS program. Get in touch with me if you have any questions.

Best regards,

Alan Fry

Director, LCLS Summer Internship Program

lcls-intern-program@slac.stanford.edu

https://lcls.slac.stanford.edu/internships

Stanford grad student

- costs to plan for: in 2024 stipend was $12,900 per quarter and tuition was $13,560 per quarter. These direct cost numbers were billed to SLAC as M&S; that is, the invoice had stipend and tuition which were classified in SLAC's system as M&S and attracted approximately 14.17% indirect.

Direct hire (summer) intern

Here are a few things to note about the intern hire process for now.

- It takes 2-3 weeks to process an intern hire. See steps below:
  - Offer is routed for approval.
  - The offer letter is generated and sent to the intern.
  - The intern must accept the offer and complete a background check (can take 1-2 weeks).
  - Our records team will process the hire once the background check has cleared (takes 1 week to process).
  - The intern will start on one of the defined dates below and will meet with me at 9 am on their first day for a virtual orientation and meet with Corrine Purcell to fill out their I9 at 10am. Please make sure to schedule a meeting with your intern before 9am or after 11AM.
  - The hiring manager is responsible for assigning training, setting up computing accounts with IT and coordinating badging.
- Interns can only work 980 hours per calendar year which equates to 20 hrs a week (part-time) for 1 year or 40 hrs per week (full-time) for 6 months.
- All interns must start on a Tuesday. In the summer there are defined start dates for interns.
  - Tue, May 7, 2024
  - Tue, May 21, 2024
  - Tue, June 4, 2024
  - Tue, June 11, 2024
  - Tue, June 18, 2024
  - Tue, July 2, 2024
  - Tue, July 9, 2024
  - Tue, July 16, 2024
  - Tue, July 23, 204
  - Tue, Aug 6, 2024
  - Tue, Aug 20, 2024

Please make sure to disposition the candidates (hiring manager job aid attached).

Once you identify a finalist you can send me an email with the following information:

Intern Name:

Start date:

End date:

Hours per week:

Work Agreement: onsite/hybrid/remote?

Mentor name:

Admin supervisor (timecard approver):

Department admin:

Above you can find the intern hire process flowchart, assuming you want to direct hire an intern.

For planning purposes, the document above describes what hourly wage is appropriate for which direct hire student. As a rough guidance 100% overhead is added within instrumentation. For more precise numbers talk to your financial analyst.

SLAC mentorship system

Sage internship

National Nuclear Security Administration Minority Serving Institutions Internship Program (NNSA-MSIIP)

Greetings Esteemed Mentors,

We all need a little good news right now, eh? I am happy to deliver some! There is a new internship program available to SLAC employees that has no cost to the mentor!

About the program:

The National Nuclear Security Administration Minority Serving Institutions Internship Program (NNSA-MSIIP) provides paid opportunities for **undergraduate and graduate students at Minority Serving Institutions (MSIs) pursuing degrees in critical science, engineering, technology, mathematics, and other disciplines that complement current and future missions of the NNSA.** The applicable fields of study* are:

- **Business**
- **Chemistry and Materials Sciences**
- **Communications and Graphics Design**
- **Computer, Information, and Data Sciences**
- **Earth and Geosciences**
- **Engineering**
- **Environmental and Marine Sciences**
- **Life Health and Medical Sciences**
- **Mathematics and Statistics**
- **Other Non-Science & Engineering**
- **Physics**
- **Science & Engineering-related**
- **Social and Behavioral Sciences**

Length of internship: summer 2024 (12 weeks) or summer 2024 through summer 2025 (1 year)

Benefits: There is a stipend, commuting supplement, housing supplement (if residence is 50+ miles), inbound/outbound travel (if residence is 50+ miles).

Additional eligibility factors can be found here.

All potential interns have already applied through Zintellect.

As a potential mentor, what do I have to do to get started?

The attached document provides excellent information on exactly how to proceed, but here is an overview:

1. Login to Zintellect: https://www.zintellect.com/

If this is your first time using Zintellect, request access by completing the registration

Form. In the registration form, select:

- Organization: U.S. Department of Energy
- Program: NNSA Minority Serving Institution Internship Program

1. Take 6 SHORT (1-5 minutes long) training sessions
2. Check opportunities
3. Review applications (can sort by university, GPA, degree, city/state, major, etc.) You can drag and drop those of interest into “My Picks”
4. Interview applicant and if you’d like to, interview applicant’s recommenders
5. Submit Selections
6. Provide project description and participant learning objectives
7. ALL SELECTIONS DUE DECEMBER 8th
8. Matching Process- December 11 – December 22, 2023 (see attachment for details)

Please pass this email on to any SLAC employee that you think would be interested in a MSIIP intern!

Please also let me know if you are interested. I am here to help out!

Cheers,

Hillary

Hillary Freeman | pronouns: she/her

STEM Education Program Manager

SLAC National Accelerator Laboratory

hillary@slac.stanford.edu

M: 650-400-1106

Setting up a new 'Stanford CS/SLAC Internship program'

Greetings Team Stanford CS/SLAC internship partners,

As promised, this email carputers our discussions about the Stanford CS/SLAC internship preliminary meeting.

Date: November 27, 2023

Time: 1-2pm

Attendees: Breauna, Omar, Yee, Hillary

Next meeting: January 17, 2:30-3:30 (all calendars look clear)

Program:

- The Stanford CS/SLAC Internship program will be exclusive to students enrolled full time at Stanford who are majoring in computer science. Students must be at least 18 years old, and we would prefer a cumulative GPA of 3.0.
- Before Ademeo left, we were assured (possibly through his interactions with Lisa Bonetti who delegated this project to him) that department funding to pay these interns is available.
- The win-win is that SLAC receives a hand selected talent pool to work on current projects during the academic year while Stanford students gain expertise and experience at a world class lab with world class scientists and engineers.
- The focus will be on underrepresented Stanford CS students, freshman through seniors.
- Mentor training to support the mentoring process
- We plan to PILOT the program during the spring quarter, 2024, with 3 interns.

Action Items:

- Breauna will create an application for students to complete. The application will be similar to what Stanford uses for summer internship programs. We will review the application at our next meeting to ensure that all information required is being collected.
- Breauna will inform us of the process faculty will use to select candidates that SLAC volunteer mentors can peruse before selecting 2 to interview, for each opening.
- Hillary and Rebecca will create a smartsheet survey to be completed by volunteer mentors where they describe their project and the prerequisites - to be reviewed at our next meeting
- Rebecca will set up and document the HR mandated processes needed to make this internship program viable (site access, badging, SLAC ID numbers, etc.) - to be reviewed at our next meeting
- Yee, Omar and Ernest will mull over what projects would best benefit from an intern.

Notes:

How do we measure success of Stanford CS/SLAC Internship program?

- Grad school applications
- Ability to move the SLAC project forward (technically and collaboratively)
- Job conversion
- Exit surveys

Yee's focus: HPCs for SLAC projects in LCLS< CryoEM, Exploratory or specific. Looks for enthusiasm and ability to learn.

Omar's focus: Infrastructure, hardware experiment systems support, provisioning, admin, systems admin, networking, optimization, automation, integration, inventory

Ernest's focus: accelerator controls support (sw, hw, and EE support for ED and AD)

Please let me know if I have left anything out!

I have copied Erin Coley (HR) and Lisa Bonetti to get their input on the outlined process from an HR and funding perspective.

KEK overseas internship program

Dear Larry,

Thanks for getting back to me.
Let me add Prof. Yutaka Ushiroda to Cc. He is Riku's supervisor at U-Tokyo, and I supervise Riku's research at KEK.

The overseas internship program is the program started this year and is supported by JSPS "Fund for the Promotion of Joint International Research (International Leading Research)" (KEK does not directly provide travel expenses.)

I have attached a pdf file for the application for the overseas internship program.
Unfortunately, only in Japanese (!), and there is no English version yet.
I contacted the person in charge of the program, and he said that he is preparing a website to guide the program for host institutions.
For the time being, please be patient by a pdf or
https://kaken.nii.ac.jp/en/grant/KAKENHI-PROJECT-22K21347

Last year's report (in English) can be found at https://kaken.nii.ac.jp/en/file/KAKENHI-PROJECT-22K21347/22K21347_saitaku_gaiyo_en.pdf

We ask SLAC for no items besides his office space, lab space, desk, chair, test board, oscilloscope, and Vivado license.
We appreciate it if you help Riku to get a guest network account, etc.

All travel expenses for Riku will be paid from JSPS funds; there will be no payment from SLAC's side.

Riku told me yesterday that he emailed SLAC Housing Services with a question but has yet to receive a reply. Please tell me approximately how many dollars/per night he charge.

Best regards,
Mitsuka

GEM fellow

Office of Science Graduate Student Research (SCGSR) Program

Twice a year grad students from other universities can apply for a year-long scholarship paid for by the DOE to work at one of our national lab. A total of 60 students a year are chosen.

https://science.osti.gov/wdts/scgsr

https://science.osti.gov/wdts/scgsr/Key-Dates

Postdoc

GIRA grad fellowship on technology in HEP

> The announcement of the 2024 GIRA award is out, see below. This is a great opportunity for students at US institutions who work on instrumentation R&D.“Dear Colleague,On behalf of the Graduate Instrumentation Research Award (GIRA) Committee, we are pleased to announce that submissions for consideration for the GIRA award are open for 2024. Applications will be accepted starting March 1st 2024 through May 15th 2024. Details on the award and eligibility can be found at https://detectors.fnal.gov/gira/The GIRA award aims to encourage graduate students to contribute significantly to the development of instrumentation within High Energy Physics and foster the growth of instrumentation experts within the field.Each year, one to two proposal will be recommended for funding to the DOE Office of High Energy Physics. Additional proposals may receive honorable mentions. The award will provide a stipend of $45,000 per year. The award is renewable for a maximum of 3 consecutive years total. Addition of a tuition supplement will be determined by OHEP on a case-by-case basis, with a cap of $65,000 on the total including stipend.The proposal must be for a graduate student to conduct research on high energy physics instrumentation, to be carried out mainly in the US at a university or at one of the following national labs: ANL, BNL, FNAL, LANL, LBNL, LLNL, ORNL, PNNL or SLAC. The applicant must name a faculty or staff mentor. Even if the work is not to be carried out at one of the labs, the project must include a staff partner from one of these labs. This may or may not be the same person as the mentor.Complete application packages including mentor and lab partner letters must be submitted by the student before the deadline at: https://academicprogramsonline.org/ajo/award/27222Each application must contain:
> Cover letter with at least two suggested references (no need to request reference letters, just provide names and emails)
> Research proposal written by the applicant (5 page limit excluding references)
> Applicant CV
> Academic transcript or proof of enrollment in a physics PhD program
> Supporting letter written by mentor, indicating needed resources and expected availability (5 page limit).
> Supporting letter from lab partner, if other than mentor (3 page limit).If you have questions please first visit the GIRA FAQ page (https://detectors.fnal.gov/gira/gira-faq/) and if needed feel free to send an email to gira@fnal.gov.We look forward to receiving your proposals,GIRA 2024 Selection Committee

Youth Opportunity Intern Program

Flores, Rebecca O. 00000642e9bdcea...@listserv.slac.stanford.edu via slac.onmicrosoft.com

Feb 7, 2024, 5:52PM (2 days ago)

to wdts-mentors-masterlist

Dear Potential Manager,

I hope this email finds you well. We have an additional partially funded Intern program we would like to share with you and invite you to participate in: our Youth Opportunity Program (YOP). The SLAC Youth Opportunity Program is a ten-week internship program designed to give local entry-level students from low-income backgrounds exposure to the workplace while allowing them the opportunity to enhance their job skills . These youth seek internship opportunities that will provide them with enriching experiences and opportunities to build their resume.

SLAC partners with non-profit organizations such as Students Rising Above and the Peninsula College Fund to identify applicants that meet the eligibility criteria. Applications are filtered through these organizations and sent to the hiring managers for review and final selection. Our hope is that you may be interested in hiring and mentoring a student from the YOP program. We strive to embrace diversity and inclusion at SLAC and participating in our Youth Opportunity Program gives you the opportunity to do so. If you are interested in participating please fill out the Interest Form.

Here is how it works:

1. If interested, you will provide us with a project or work assignment (could be either scientific or non-scientific)
2. We will conduct a 5 minute intake to make sure the project/work assignment is a good fit for the program/students
3. We will advertise the position and match you with a student
4. The Human Resources department will sponsor $1000 towards the interns pay and your department will cover the rest
5. Intern will start in June or July

If you are interested in hiring an intern, please fill out the Interest Form. Feel free to reach out if you have any questions. Thank you for your consideration and we look forward to hearing from you.

Thank you,

Rebecca