RESEARCH INTERN ORIENTATION

May 31, 2022

OUTLINE

- Introductions
- Organization Overview
  - About Bluestone Institute
  - Our Values
  - Structure
- Internship Overview
- Expectations
- Words of Wisdom

1 | INTRODUCTIONS

INTRODUCTIONS

- Take a few minutes to introduce yourselves:
  - Brief Bio
  - School
  - Fun Fact
  - Hobbies
  - Goals for Internship

2 | ORGANIZATION OVERVIEW

BLUESTONE INSTITUTE

ABOUT BLUESTONE INSTITUTE

- Founded in 2021.

- A 501(c)(3) non-profit research institute and think tank.

- We encourage the investigation, promotion, dissemination, and application of the social sciences and social science research – in particular, the discipline of economics – for the <u>common good</u>.

- Through the work of our Research Fellows and with the support of Research Interns we strive to discover and share new insights while staying true to our values of <u>Independence</u>, <u>Integrity</u>, <u>Creativity</u>, and <u>Objectivity</u>.

"FOR THE COMMON GOOD"

"

*Economics is not in the service of private property and individual interest, nor does it serve those who would like to use the state to impose their own values or to ensure that their own interests prevail. It does not justify economies based entirely on the market nor economies wholly under state control. **Economics works toward the common good; its goal is to make the world a better place.** To that end, its task is to identify the institutions and policies that will promote the common good. In its pursuit of the well-being of the community, it incorporates both individual and collective dimensions. It analyzes situations in which individual interest is compatible with the quest for collective well-being, as well as those in which, by contrast, individual interest hinders that quest.*

- Jean Tirole

"

OUR VALUES

INDEPENDENCE

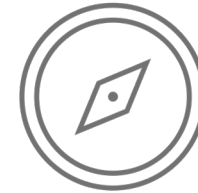Our results are not dictated by political or financial interests.

INTEGRITY

We produce good, honest research using sound research principles.

CREATIVITY

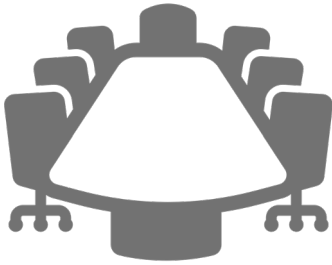We try new things and seek new perspectives. We think differently.

OBJECTIVITY

We are modest about what our research shows. We shift our opinions as we learn.
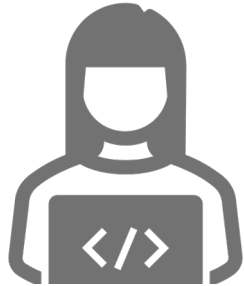
STRUCTURE

BOARD OF DIRECTORS

Provides governance to the organization consistent with its mission.

RESEARCH FELLOWS

Experienced researchers who are full-time employees of academic, government, or businesses. Bluestone Institute provides Fellows with research, financial, marketing, and public relations support.

STRUCTURE

RESEARCH INTERNS

Primarily undergraduate students seeking to apply what they are learning in school. Provide research support to Fellows.

VOLUNTEERS

Individuals assisting Bluestone Institute achieve its mission by contributing their time and talents.

3 | INTERNSHIP OVERVIEW

/\/\/\ BLUESTONE INSTITUTE

PRELIMINARY SCHEDULE

- Weeks 1 and 2: Orientation and training

- Weeks 3 - 10: Project work

- Dates to Keep in Mind:
  - **May 30:** Memorial Day (Holiday)
  - **May 31** (First Day): Orientation
  - **June 20:** Juneteenth (Holiday)
  - **July 4:** Independence Day (Holiday)
  - **August 1-5** (Last Week): Wrap-Up Projects and Exit Interviews

FIRST DAY CHECKLIST

❑ Ask to be added to the shared Google Calendar

❑ Make a free Dropbox account and request to be added to project folders

❑ Make a free GitHub account and request to be added to repositories (as appropriate)

❑ Provide contact info (email, address, phone numbers, etc.) to Kevin.

❑ Recommended: Exchange contact info (email, address, phone numbers, etc.) with other Research Interns

FIRST WEEK CHECKLIST

❑Complete training modules.

❑Use your new programming skills on the practice dataset.

    ❑<u>Collaborate with other Research Interns</u>

❑Schedule project kickoff meeting with your assigned Research Fellow

TRAINING MODULES

- Training materials (including this presentation) can be found at http://bluestoneinstitute.github.io.
  - Bookmark this url so you can refer back to materials as needed

- Current Training Modules:
  1. Style Guide and Best Practices
  2. Getting Started with R
  3. Introduction to R Programming

4 | EXPECTATIONS

BLUESTONE INSTITUTE

FOR EVERYONE

- Do good work and do not rush. Think first. Then implement. Incorporate sanity checks. Ask others to look at your code or data if you need help, and help others when they ask. It's ok to makes mistakes, but mistakes shouldn't be because of carelessness or rushed work.

- Seek and be open to feedback from others.

- If you do make a mistake, tell your collaborators (if they have already seen the results, and especially if the paper is being written up, is already submitted, or already accepted). We admit our mistakes, and then we correct them and move on.

- It is never ok to plagiarize, tamper with data, make up data, omit data, or fudge results in any way. Research is about finding out the truth, and null results and unexpected results are still important. This can't be emphasized enough: no academic misconduct!

FOR EVERYONE (CONT'D)

- Our goal is replicatable research. Act as if everything you code or write will become public one day.

- Support members of the Bluestone Institute community. Help them out if they need help (even if you aren't on the project). Research at Bluestone Institute is collaborative and modest. It is ok to strive to improve, to seek and achieve success, and brag (a little) but itshouldn't come at the expense of the community or individual members in the community.

- Disagreement is to be expected but disagree without being disagreeable.

- When disagreements do arise, assume positive intent.

FOR RESEARCH INTERNS

- Your internship is your opportunity to learn by doing. The more you do, the more you learn.

- Nearly every task you successfully complete is a potential bullet point on your resume. Keep a record of your tasks so you can properly describe your experiences to a future employer.

- If you are seeking college credit for this internship make sure that Kevin knows and is aware of all deadlines and requirements well in advance. Follow-up with Kevin to make sure a deadline is not missed!

- You committed some of your time each week to Bluestone Institute. We expect you to keep that commitment. If you don't have enough work to fulfill your commitment or if you have too much work in excess of your commitment, tell Kevin.

FOR RESEARCH INTERNS (CONT'D)

- Maintain a regular schedule to complete your training and tasks.

- You should work whenever, however, and wherever you are most productive. However, the bulk of meetings, chats, and conversations will take place during core business hours (9:00 am - 6:00 pm ET).

- Research teams (Interns & Fellows) should meet once or twice each week. Commit to a schedule and stick to it!

- Schedule time to meet with Kevin, at least once, to talk professional development and career goals.

FOR RESEARCH FELLOWS

- Develop and pursue your own independent line of research

- Help train and mentor members of the community when they need it, even if they didn't ask for it. Be the teacher/mentor you wish you had.

- Present your work widely.

- Meet with Kevin at least once per year to discuss your research agenda and public relations goals.

FOR RESEARCH FELLOWS (CONT'D)

- Apply for grants to support your research and be part of grant teams for other principal investigators.

- Research teams (Interns & Fellows) should meet once or twice each week. Commit to a schedule and stick to it!

- Provide regular feedback to your research teams. Make sure everyone knows the big picture and understands how their piece contributes to the end goal.

5 | WORDS OF WISDOM

BLUESTONE INSTITUTE

TOP CHALLENGES AS AN INTERN AND HOW TO SOLVE THEM

Internships aren't always easy. Here are some common challenges and how to handle them.

You're not assigned enough work. *Tell your manager, and continue to fill your time appropriately.*	You might not have the time or resources to support all the incoming requests. *Tell your manager, and share your list of priorities.*	You may not know who you report to. *This is not unusual—tell your manager or ask HR.*
You may be afraid to ask questions or speak up. *This is normal—push through and ask!*	You may doubt your skills and abilities. *This is normal—you're just getting started!*	You may experience several existential crises as you figure out what you like and dislike. *This is actually a good thing—it means you're learning!*

Source: Allie K. Miller, "How to Absolutely Crush Your Next Internship," https://alliekmiller.gumroad.com/l/crushinternship.

UNDERSTAND THE PROJECT, FULLY

When you receive a request or if you are asked to work on a project, think of the following:

- What is the purpose of this request?
  - Do you understand the request? Do you understand why the request exists? What is the goal of the project? Do you need more information to perform the request?

- What can you learn while performing this request?
  - For example, if you are working in Excel, can you learn how to write a macro to solve a problem? Can you learn how to use VLOOKUP to identify information? Would it be easier to do this a different way?

Source: Allie K. Miller, "How to Absolutely Crush Your Next Internship," https://alliekmiller.gumroad.com/l/crushinternship.

UNDERSTAND THE PROJECT, FULLY (CONT'D)

- What should the final product look like?

  - How can your work be best utilized by the requesting user? Is your final product client-ready? Does it need to be? Could the requesting user or manager forward the final product to Senior Management as you have delivered it? Should it be a deck, email, spreadsheet, program, etc.? What does success look like? What other projects might this one influence? Are there specific individuals or teams you should be engaging with?

- What is the timeline of this request?

  - If you have not been given a timeline, ask for one. Create a first step ("Okay, I'll start with the data pull first!") and check-in date with your manager. As a rule of thumb, I tell interns to check-in at the 20% mark. It's enough to show progress but also early enough to reorient and adjust if needed.

WHEN PROBLEMS ARISE

- Health. Personal. Research. Coursework. Whatever. If you feel like you are in trouble, or need to sort something out that is related to life at Bluestone Institute, talk to Kevin.