

Students are responsible for the following assignments:

1. **Pre-Survey:** a survey to provide DOE with information on PNNL's onboarding/orientation process.
2. **Introduction paper:** students are asked to provide a brief description of their research/project. In addition, students must include desired expectations, goals for internship; may include personal and career goals.
3. **200-Word Technical Abstract:** a summary of your research, including significant items, results and conclusions. This abstract will be used in the **Symposium Brochure**.
4. **300-Word General Audience Abstract:** a summary of your research, including significant items, results and conclusions. This abstract should highlight research accomplishments, outcomes, impacts and lessons learned.
5. **PowerPoint Slides:** a presentation of your work over the duration of your internship.
6. **Oral Presentation:** students will deliver a twelve-minute oral presentation before an appropriate peer group. Your **Symposium** presentation will be scheduled for ten minutes with an additional two minutes allotted for questions and discussion. Planning and practice will make your oral presentation clear, effective and rewarding.
7. **Peer Review Form:** a one-page peer review of another intern during the Symposium. Evaluations will be performed and collected at the Symposium.
8. **Research Project:** a paper of 1500-3000 words describing your project activities. Your paper should follow the guidelines of the appropriate portions of the *Style Manual* from the American Institute of Physics.
9. **Post-Survey:** a survey providing information to DOE regarding your intern experience.

Symposium will be held on April 24, 2024

TIME: TBD

Students will utilize the following sites for delivery of assignments:

Information Release (website): Information Release is a review mechanism required before final submission to the DOE. Students must submit most documents to Information Release prior to submitting them to the DOE. Please be aware that it takes anywhere between two to seven days to receive approval on documents from Information Release, so make sure you follow deadlines below. <https://informationrelease.pnl.gov>

DOE WARS website: this is where you will submit most assignments. All assignments that are posted here must have been approved through Information Release. No exception. <https://apps.ornl.gov/SULI>

Deliverable Due Dates

Assignment	DC Review (ask Mentor)	Information Release website	OSE Staff	DOE WARS website By Noon PT
Pre-Survey				Friday of start week
Introduction Paper			Friday of start week	
200-Word Tech Abstract	4/4	4/11	4/18	
300-Word Gen Abstract	4/11	4/18		4/26
PowerPoint Slides	4/4	4/11	4/19	4/26
Peer Review Form				4/26
Research Project/Paper	4/11	4/18		4/26
Post-Survey				4/26

**Onsite Interns need to have PPT ready to send to IT by 4/19 for Hybrid Symposium*