

March 11, 2025

Name: Melody Nguyen
Address: 25 Broad St New York NY 10004
Email: melody.nguyen@pace.edu

RE: SCIENCE UNDERGRADUATE LABORATORY INTERNSHIP (SULI) APPOINTMENT - 2025

Dear Melody,

Congratulations on being selected for the Science Undergraduate Laboratory Internship (SULI) Program at SLAC National Accelerator Laboratory. You will have the opportunity to become actively involved in ongoing research, have access to state-of-the-art equipment and instruments, and interact with other interns, postdocs and researchers.

Your Project & Mentor:

Project Title: Autonomous Experimentation Design

Project Description: The goal of this proposal is to create an infrastructure for autonomous beamline experiments utilizing multi-modal approaches at SSRL. This multi-modal approach can be incredibly general, whether it be machine learning assisted data acquisition, multi-resolution capable setups, or backend analysis driven automation. The intern will work to improve and optimize an existing code base (written in python) to integrate with beamtime experiments at SSRL. The intern will come up with appropriate experiments to test this code on, specifically systems in which we can drive chemical reactions or structural transitions. The intern will test these in the lab before implementing them on a beamline at SSRL. The beamtime will be run autonomously using the python code to control the decision making process and measurements directly with minimal or no human intervention. The intern will then process and analyze the data, which is expected to be part of a publication. The primary type of measurement is expected to be X-ray powder diffraction, and the intern will learn how to collect high quality data and perform Rietveld refinements on that data to determine the structural parameters of the sample.

Mentor: Kevin Stone

Mentor email: khstone@slac.stanford.edu

I encourage you to connect with Kevin prior to your arrival so you are familiar with your project, responsibilities, and expectations. Per policy, you may not begin any work related to your project prior to June 16, 2025.

The Program

The SULI program is 10 weeks in duration, unless you have made prior arrangements with us. The program runs from June 16 through August 22, 2025. The first week, June 16 – 20, 2025 is **fully remote for everyone**. The dates of the program are firm. If you have an unavoidable conflict, such as the start date of your fall semester, please let us know before you sign this agreement so that we can determine accommodation.

On the first day of your internship, June 16, there will be a virtual introductory session to go over onboarding procedures, required training, and to familiarize you with the program requirements (deliverables). This will be followed by meetings with your mentor(s) who will guide you through the research you will carry out during the rest of the term. The remaining weeks will be spent working on the research project with your mentor(s). Seminars and workshops on various topics will take place weekly. Program details and calendar will be sent to you closer to your start date.

You must complete the Department of Energy (DOE) pre- and post-surveys; due dates will appear in WARS later this spring. Your deliverables will include presenting an “elevator pitch” about your project, making a 10-minute oral poster presentation on the outcome of your SULI related research activities, and submitting a written report on your project in the formats required by the DOE. Report requirements, submission instructions, and additional guidance will be provided at the beginning of the internship period and are located on your WARS portal. There will be time during your internship to complete your deliverables. All due dates will be announced closer to your start date. If you are unable to complete any of the required deliverables, SLAC reserves the right to withhold your stipend check(s) until all your obligations are met.

As a program participant, please note that you do not enter an employee/employer relationship with Stanford University, DOE, SLAC or any other federal agency.

Stipend

You will receive a stipend of \$650.00 per week. Stipends will be paid every two weeks by direct deposit. We will provide instructions on how to set up a direct deposit in your bank account during a required training session. You **must** attend one of these pay portal sessions to receive your direct deposit.

Session dates are:

- Tuesday, 4/29/2025 (2:30 pm - 3:30 pm PT)
- Wednesday, 4/30/2025, (9:00am – 10:00am PT)
- Thursday, 5/1/2025, (2:00pm – 3:00pm PT)

You will select your training date on the Stipend and Housing Form (link below) and you will receive the zoom and detailed instructions in a calendar invite.

You will need to bring the following information to the pay portal session you attend:

- Completed W-9 in PDF format; do not send your W-9 via email because of privacy security precautions
- Name of Bank
- Address of bank (physical address required – any branch office)
- Bank account number
- Routing number

The diagram shows a check form with the following fields and labels:

- YOUR NAME**: 1234 Main Street, Anywhere, OH 00000
- DATE**: _____
- PAY TO THE ORDER OF**: _____
- \$**: _____
- DOLLARS**: _____
- ROUTING NUMBER**: 2014 0723 24
- ACCOUNT NUMBER**: 1000 1234 56 789
- CHECK NUMBER**: 123

You will not receive a W-2 form from SLAC for tax reporting because you are not classified as a SLAC employee. SLAC also does not provide a 1099 form for stipends as SLAC does not report stipends as taxable income nor withhold any taxes.

Living Accommodations

SLAC will pay for housing on the Stanford campus for those participating in the onsite internship. Housing will be available from June 22 – August 23, 2025. Move in date is June 22, 2025. There will be no Stanford housing available during the first fully remote week (June 16-20, 2025). All interns, whether you plan to stay in Stanford housing or not, need to complete the Stipend and Housing Form (link below) so that we know your housing intentions.

Rooms are typically double occupancy. We will use information gathered, including any documented accommodations, on the Stipend and Housing Form (link below) to match roommates. Roommates will be announced upon your arrival on June 22, 2025.

There is no air conditioning in Stanford housing. It is usually not required as evenings in Silicon Valley are typically cool. There are always a few very warm nights where you might consider having a fan.

Parking is free on SLAC's campus. There is a monthly fee for parking on Stanford's campus where housing is located. The fee for restricted residential parking at Stanford is currently \$47.00/month. This fee is not covered by your stipend. Parking is strictly enforced on Stanford campus. Directions on how to register for parking are forthcoming.

If you elect to live in Stanford housing, you are required to purchase a meal card. The meal card costs are approximately \$25/day (this covers roughly 2 meals per day). You can use the meal card at various outlets on campus ranging from dining halls to retail outlets (e.g. Starbucks), and a mini market. The dining card will be fully loaded at the start of your internship and the daily cost will be deducted from your stipend for that pay period only.

Travel

Your travel arrangements **can only be made through SLAC's travel system**. A separate email with instructions on the process to arrange your travel will be sent. Your internship covers the costs to and from the lab in Menlo Park, CA on June 22 and August 23 * only if arrangements are made through SLAC's travel system. The stipulations are:

- Your permanent address is 50+ miles away from SLAC
- Your total round trip air travel allowance is the lowest fare with a \$700 maximum unless previously approved
- Air travel must be booked through SLAC by May 22, 2025.
- **If you drive, your travel allowance is equal to the lowest cost round trip airfare. The dates of the lowest cost roundtrip airfare you find must be for the dates June 22 (inbound) and August 23 (outbound). * Print and retain the lowest cost roundtrip airfare, in compliance with these instructions, for reimbursement in August.**
- You are allowed a maximum of \$70 for checked baggage each way; save your receipts for reimbursement
- The lowest cost rideshare to and from the Bay Area airport and Stanford campus, on your travel dates, will be reimbursed, with receipts, in August.

*Dates may vary if already prearranged

Transportation

There is a scheduled free bus service that travels round-trip between the main Stanford Campus, near where housing is located, to the SLAC campus. You can also bring or rent bicycles. Past interns have brought longboards and inline skates. The Stanford campus is huge – it has its own zip code!

Daily commuting costs are not covered under this internship.

Health Coverage

You are required to have coverage under a health insurance plan before the start of your internship. Your college insurance plan, if it is continuous through the summer of 2025, is applicable. It is your responsibility to secure insurance coverage if you do not currently have health insurance. Your appointment cannot begin without your attestation of coverage.

Final Conditions

- You must be a U.S. Citizen or Permanent Resident Alien.
- DOE and SLAC guidelines require that you live in the US during the entire internship at SLAC.
- No tuition or fees are paid to your university, and no course credit from Stanford University is available for this program.
- Please note your appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need, or unsatisfactory performance on your part.

To proceed with the next steps in your internship appointment at SLAC, be sure you complete ALL of the following by **March 17, 2025**:

- 1) **Sign, date and return this Program Appointment Letter** - please electronically sign and return it as a PDF copy. Please return the **entire letter**, not just the signature page
 - 2) **Sign, date and return the attached 2025 SLAC Agreements Form.**
 - 3) **Proof of Health Insurance** – your indication on this appointment letter will be your attestation.
 - 4) **Sign, date and return the attached [Stipend and Housing Form](#)**
 - 5) **Stanford Housing Agreement Attached** (complete only if you will live i-n campus housing)
- Please return these documents to Janelle Rodriguez, Intern Programs Coordinator, janelle@slac.stanford.edu. via secure email by putting “**SECURE: Science Undergraduate Laboratory Internship (SULI) Appointment**” in the subject line.**

Reminder: Your pre-internship survey will be available in late May and will be due on July 10th

By signing below, I agree to the terms and conditions set forth under this appointment.

Please check the boxes:

- ☒ I will participate in the 10-week program, from June 16 through August 22, 2025, with the first week, June 16 – 20, 2025 being fully remote.
- ☐ Since my school starts before August 22, I have **pre-arranged** a 9-week internship with Rebecca Flores (rflores@slac.stanford.edu).
- ☒ I understand that I can only book travel through SLAC.
- ☒ I have health insurance that will cover me for the duration of the internship.

Name Melody Nguyen
(signature)

Date 3/17/2025

I am looking forward to a great summer with you!

Best regards,

Hillary Freeman



Hillary Freeman
STEM Education Program Manager
SLAC National Accelerator Laboratory | Menlo Park, CA
slac.stanford.edu