MC-NIST-PREP Intern Duties Program Requirements

This document provides a overview of the program components and requirements. The MC-NIST-PREP program is designed to provide interns the opportunity to conduct STEM research at NIST, while also receiving professional development from Montgomery College.

Primary Intern Duties

The majority of time for this internship is spent working under the guidance of a NIST mentor conducting STEM research during the hours agreed upon between the mentor and the intern. The specific daily activities will vary depending upon the project. These duties will be available in specific job postings and will be discussed with prospective interns during the interview process. All training related to intern projects is provided by the NIST mentor and/or the associated lab group.

Professional Development Program Requirements

Goals
• Create a technical performance plan related to the specific NIST project • Create an academic plan in line with the student's career goals • Provide career guidance

Technical Performance Planning	
Component	**Details**
Orientation	Interns attend a <u>mandatory</u> orientation session offering tips on how to achieve success in their research work.
Bb Documentation	Interns provide short **weekly** summaries/status report in Blackboard (Bb) by Sunday 11:59 p.m. following the work week. Guidance and examples will be provided.
Mentoring (bi-weekly meetings)	Interns will be paired with a faculty member for technical guidance throughout the assignment. This will be person will be the MC mentor (NIST also provides a mentor) and will meet with assigned interns at minimum of four times during the semester via Zoom, in person, or sometimes by email.
Check-in with NIST Mentor	The MC mentor will ask for a brief update from NIST mentors after three weeks of work, at midterm and two weeks before the end of the assignment.
Lab Tours	Virtual lab tours are required, where students present their work to other interns. Feedback will be provided by your MC mentor.
Midterm Reports	Midterm Reports, including technical accomplishments and reflection, are required of all interns. First, the NIST mentor provides feedback and then the MC mentor provides additional feedback to each intern on this assignment.
Abstracts	Abstracts are submitted with the midterm reports. First, the NIST mentor provides feedback and then the MC mentor provides additional feedback to each intern on this assignment.
Final Presentation	At the close of the term, interns present in group Zoom sessions open to all NIST and MC staff. Prior to presenting, interns are asked to practice and obtain feedback from their NIST mentors. The MC mentor will provide a required second practice opportunity.

Academic Planning	
Component	**Details**
Mentor Meetings	Assigned MC mentors will part of their meetings with interns to discuss academic plans and transfer goals.
Advising Worksheets	Mentors will verify that advising worksheets and SAPC forms have been completed and answer any student questions (or direct them to the right resource).
Transfer Planning	Mentors will share MC resources and discuss transfer plans with interns.
Graduation Audits	Mentors will direct students to degree audit tools when appropriate.

Career Planning	
Component	**Details**
Resume Preparation	Students will be provided resume guidance/templates specific to the NIST internship program. In addition, interns may be guided to other resources at MC to assist with resume preparation both for the NIST application and for future job applications.
Interview Preparation	All interns will be invited to do a practice interview prior to interviewing with NIST.
Mentor Meetings	A portion of mentor meetings will be devoted to career guidance and planning.
Resources	Mentors will provide links to resources within MC that are relevant to the specific intern's needs.