Internship Guidebook for Students
2023

Student Programs Office
April 2023
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Student Programs Office

The Laboratory's Student Programs Office is committed to providing high-quality educational opportunities to students while introducing them to professional careers in science, engineering, and administration fields. The role of the Student Programs Office is to ensure programmatic compliance and support positive internship experiences for both the student and the mentor. We assist mentors, student liaisons, managers, and students with needs relating to work plans, mentor/student relationships, policy, exceptions, and other student concerns.

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Introduction
LANL student internships support students at all stages to advance their career and academic pursuits. The quality of the experience is a shared outcome resulting from the collaborative efforts of students, mentors, managers, division liaisons, and other support staff. This guidebook provides tools for creating an effective education and work experience for mentors and students.

Appointment Types and Terms
High school internship program
Summer and year-round internships offer qualified Northern New Mexico high school seniors the opportunity to develop skills and gain work experience while being introduced to a variety of technical and administrative fields. Students contribute to the Laboratory’s mission while working with state-of-the-art equipment and instruments.

Eligibility requirements:
- Must attend high school in Northern New Mexico
- Must be a second semester Junior at time of application, Senior status when internship begins
- Must be at least 16 years of age at the time the internship begins
- Must have a minimum cumulative GPA of 3.0/4.0
- Must pass a new-employment drug test

Policies and procedures:
- High school interns are hired on casual status and must not exceed 832 hours in 12 consecutive months.
- High school interns may work up to 40 hours per week during their summer and winter breaks.
- High school interns may work up to 20 hours per week when their fall and spring courses are in session; 10 to 15 hours per week is strongly recommended so as not to interfere with their academics.
- Students taking a gap year between high school and college are not eligible for this internship.

Undergraduate (UGS) student internship program
Summer and year-round internships are available through the UGS Internship Program, which provides students with relevant research experience while they pursue an undergraduate degree. Internships are designed to complement students’ education with work experience related to their fields of study. Internships range from science- and research-related to administrative and can be full- or part-time. Internships are limited to six years for students pursuing a bachelor’s degree and three years for students pursuing an associate degree.

Eligibility Requirements:
- Must be accepted into an accredited postsecondary institution
- Must enroll in and receive credit for at least 12 credit hours each semester, or its equivalent
- Must initially have and maintain a cumulative GPA of 3.0/4.0
- Must pass a new-employment drug test

Policies and procedures:
- To remain eligible to participate in the UGS program, interns must participate in the Annual Transcript Review Process in early spring.
- UGS internships are limited to six years for students pursuing a bachelor’s

- In the second semester of their senior year, high school interns must provide proof of acceptance to college, proof of intent to enroll in a specific college, and documentations of the major that will be pursued using the Student Action Request Form.
- High school interns who have graduated may extend their appointment for a maximum of 90 days and then must terminate or convert to an Undergraduate Intern. The mentor or delegated staff must complete the Student Action Request Form to request the extension. To convert to an Undergraduate Intern, the student must submit a letter of acceptance via the Student Action Request Form.
degree and three years for students pursuing an associate’s degree.
- UGS students who have completed a bachelor’s degree and wish to move into post-baccalaureate status must submit a Student Action Request form and upload a transcript showing degree conferral.
- UGS students who have been accepted to a graduate program and wish to move into Graduate Research Assistant status must submit a Student Action Request form and upload an acceptance letter and proof of intent to enroll (e.g., response to the school, orientation receipt, letter from their academic advisor, etc.).
- Students not interested in pursuing a baccalaureate degree are limited to a two-year appointment.
In cases where a conversion process is genuinely in process, an intern’s post appointment can be extended for up to 90 days.

UGS post-associate internship program
The Post-associate internship offers those who have earned an associate degree within the past three years, but who have not yet been accepted and enrolled in a baccalaureate program, the opportunity to participate in the UGS program. Post-associate interns may remain in this category for up to two years. Interns should use this appointment to prepare for acceptance to a baccalaureate program or to develop real-world knowledge and skills in a specific discipline or occupational area. An intern may resume UGS Status when documentation is provided indicating the intern’s intention to accept an offer of admission to a baccalaureate program. Interns who have not been accepted into a baccalaureate program at the end of their appointment will no longer be eligible for the program.

Eligibility Requirements:
- Students must have attended an accredited postsecondary institution.
- Students must have maintained an undergraduate cumulative GPA of 3.0 or higher and must have obtained their degree within three academic years of their date of hire at the Laboratory to participate in the post-associate program.
- Post Associate interns who have been accepted to a baccalaureate program and wish to move into Undergraduate Interns status must submit a request using the Student Action Request Form and upload an acceptance letter and proof of intent to enroll (e.g., response to the school, orientation receipt, letter from their academic advisor, etc.).

Policies and procedures:
- Students not interested in pursuing a graduate degree are limited to a two-year appointment.
- In cases where the conversion process is genuinely in process, an intern’s post appointment can be extended for up to 90 days.

UGS post-baccalaureate internship program
The Post-baccalaureate category of the UGS program offers college graduates internships after graduation. Students interested in graduate school can use the two-year appointment to prepare for graduate school (e.g., GRE/GMAT exams, applications, etc.). A student may move into GRA status when documentation is provided indicating the student’s intention to accept an offer to admission to a graduate program.

Eligibility requirements:
- Students must have attended an accredited postsecondary institution.
- Students must have maintained an undergraduate cumulative GPA of 3.0 or higher and must have obtained their degree within three academic years of their date of hire at the Laboratory.
- Students cannot be accepted into a graduate program.
Graduate research (GRA) internship program

The GRA program is a year-round educational program that provides students with research experience while pursuing a graduate degree. In some cases, students can arrange to conduct master’s or doctoral thesis research at the Laboratory. Most internships are in technical and scientific disciplines.

Students who are transitioning into this category from a UGS program must provide the Student Programs Office their final transcript, official acceptance letter, and intent to enroll in a graduate program.

Eligibility Requirements:
- Must be accepted into an accredited postsecondary institution
- Must enroll in and receive credit for at least six credit hours each semester
- Must initially have and maintain a cumulative GPA of 3.2/4.0
- Students in their dissertation phase must enroll in a minimum of 1 credit hour until they graduate

Policies and procedures:
- Students who wish to move into GRA status must submit a request using the Student Action Request Form and upload an acceptance letter and proof of intent to enroll (e.g., response to the school, orientation receipt, letter from their academic advisor, etc.).
- To remain eligible to participate in the GRA program, interns must participate in the Annual Transcript and Salary Review Process in early spring.
- Students in their dissertation phase must enroll in a minimum of 1 credit hour until they graduate.

GRA internships time limits

<table>
<thead>
<tr>
<th>Maximum Time in Program</th>
<th>Degree Already Obtained</th>
<th>Degree Being Pursued</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>Any degree</td>
<td>None</td>
</tr>
<tr>
<td>2 years</td>
<td>Bachelor’s</td>
<td>Second master’s</td>
</tr>
<tr>
<td>4 years</td>
<td>Bachelor’s</td>
<td>First master’s</td>
</tr>
<tr>
<td>4 years</td>
<td>Master’s</td>
<td>Doctorate*</td>
</tr>
<tr>
<td>6 years</td>
<td>Any degree</td>
<td>Master’s or doctorate in a new field*</td>
</tr>
<tr>
<td>7 years</td>
<td>Bachelor’s</td>
<td>First master’s and doctoral*</td>
</tr>
</tbody>
</table>

*Students who receive a doctorate but do not yet have a postdoc assignment may remain in GRA status for up to 90 days after graduation before termination is required.

Post-assignment salary process and guidelines

All post-assignment students (post bachelors and post masters) do not participate in the annual transcript review process. To ensure that your status is up to date in Oracle, please make note that students should submit a request through the Student Action Request Form once you have been a post-intern for one year. Please see below for more information:
- Students must have completed 1-year as a LANL post student intern to receive a salary increase to a post student intern 2.
- The student must complete the Student Action Request Form to request a title change upon having met the 1-year mark.
- Title changes must be effective on a Monday of a pay period.

GRA post-master’s internship program

The post-master’s category offers graduate students the opportunity to participate in the GRA program after receiving their master’s degree. Participants not interested in pursuing a second master’s degree or a doctorate are limited to a two-year appointment. To remain in the program after two years, participants must be accepted and enrolled in another graduate program (master’s or doctoral).

Eligibility Requirements
- Must have attended an accredited postsecondary institution
- Must have maintained a GPA of 3.2 or above
- Master’s degree must have been awarded in the past three academic years
- At the onset cannot currently be accepted into another master’s or doctoral program
- You must notify SPO through the Student Action Request form that you have met the 1-year mark.
- HR and Payroll will not backdate a request to the 1-year mark if the student fails to inform the SPO.
- Post student interns are limited to a 2-year appointment.
  - Once the student has reached their 2-year limit as a post bachelor's student, they must decide to either pursue a GRA degree, convert to staff, or terminate your internship as a student.
  - Once the student has reached their 2-year limit as a post master's student, they must decide to either enroll in another GRA or PhD program, convert to staff, or terminate internship as a student.
- If a post student has decided to attend a graduate program, please request a title update to "Graduate Intern" using the Student Action Request Form.

Intern Work Schedules, Status, and Benefits

Summer Students
All students are eligible to work 40 hours per week during the summer months. Students who work year-round on a part-time schedule during the academic year must complete the Student Action Request Form at least two weeks prior to when they would like to start working on their new schedule. All changes are made on a Monday of a pay period.

Year-round students
Students must adhere to the information below unless given prior approval by the Student Programs Office through the Student Action Request Form.

- High school interns and undergraduate students in their freshmen or sophomore year are limited to a maximum of 50% work time/20 hours per week. High school interns are always classified as casual students and should not work more than 832 hours in 12 consecutive months.
- Undergraduate and graduate student interns completing coursework are limited to a maximum of 75% work time/30 hours per week.
- Undergraduate and graduate students completing coursework who progressed in their degree to the point that their remaining coursework for graduation results in part-time or less than part-time enrollment (as determined by their academic institution) may be allowed to increase work hours per week to a maximum of 35 hours. Verification from the academic institution regarding the remaining requirements for graduation is required for approval.
- Post-baccalaureate, post-master’s, students enrolled in the CFO MBA program, and graduate students in the dissertation/research phase may work full time/40 hours per week.
- Any student who works more than 832 hours in a year must be classified as part-time/full time, rather than casual.

Special Internship Programs
The Laboratory hosts undergraduate and graduate students participating in externally funded internship programs which are administered by higher education institutions, various federal agencies, nonprofit organizations, and state organizations. Many of these programs support students from underrepresented groups. These Special Internship Programs allow undergraduate and graduate students to engage in research, experiments or educational experiences while taking advantage of the Lab’s facilities. Students can participate in these programs year-round. Depending on the funding mechanism, students participating in a Special Internship Program are onboarded as Student Guests or New Hires. For more information, review the Guest Agreement web page.
9/80 Schedule
All interns in casual and full-time status are eligible to work a 9/80 schedule. Interns must have permission from their mentors prior to working a 9/80. Once an intern has determined the 9/80 schedule will be appropriate, they can work with an office administrator to make the change in Oracle.

Status changes
Interns who need to make changes to their work schedule status (e.g., casual, part-time, or full-time) must complete the Student Action Request Form to request the status change two weeks prior to the proposed change. Work schedule changes are only approved on “A” weeks while other status changes will be made effective on the Monday closest to a pay period. All changes must be effective for at least 30 days and be approved by the Student Programs Office. Interns changing their work schedules to part-time during the academic year must upload a copy of the proposed work schedule and course schedule for the semester.

Student Status: Non-Exempt vs. Exempt
Guidelines dictate non-exempt and exempt status based on the level and classification of work performed. Each has advantages and disadvantages, and neither is better than the other. Part-time, full-time, or causal status does not affect exemption. (Students who work fewer than 832 hours per year are designated as having casual status.)

All students classified as non-exempt are eligible for overtime pay when they work outside their designated work schedule. Overtime must be preapproved. After approval, refer to Overtime Pay Time Entry for Non-Exempt. Exempt employees are not eligible for overtime pay.

Benefits
Depending on the type and length of appointment, students might be eligible for benefits. Details are available on the Benefits website. Direct all benefits-related questions to the Benefits Office at benefits@lanl.gov or (505) 667-1806. Students on casual status may opt in for select health insurance plans. See Form 2048 Casual/Benefits Eligibility Level Indicator (BELI6) Benefits Enrollment

<table>
<thead>
<tr>
<th>Program</th>
<th>Classification</th>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGS</td>
<td>Administration</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>UGS post-baccalaureate</td>
<td>Administration</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>GRA</td>
<td>Administration</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>GRA post-master's</td>
<td>Administration</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

Year-Round/Returning Students
Annual Transcript Review
The transcript review process enables the Student Programs Office to ensure that year-round and returning students continue to meet eligibility requirements and are progressing in their respective academic programs. We also use the process to verify all students are compensated in accordance with their level of academic attainment. We will extend student appointments only if the student has complied with the review process, met or exceeded the eligibility requirements, and shown academic progression. This review process applies to students pursuing a bachelor’s or graduate degree. It does not apply to high school interns, any student in a post-degree appointment, students on guest agreements, or to new summer hires. Students must upload an official transcript to the designated form, which is sent at the beginning of January each year. Any student who fails to submit an official academic transcript by the deadlines below will be subject to termination. Mentors must communicate
these deadlines to students who are away at their universities.

Transcript submission due dates:
- February 28: Semester system interns
- April 20: Quarter system interns

Student Title Change Upon Graduation
Students who have graduated from their academic programs must submit a final transcript (unofficial is acceptable) with their degree conferral date to the Student Action Request Form. A title change will be initiated in Oracle, effective the first Monday of the next pay period from the date the transcript was received. Students will not receive back pay from the date they graduated.

Graduating students who plan to continue onto a master’s or doctoral program must submit the acceptance letter and the intent to enroll in the program (e.g., response to the university, orientation receipt, letter from advisor, or upcoming semester schedule) using the Student Action Request Form.

Nonstandard Academic Programs
Students pursuing a nonstandard academic program such as a combined baccalaureate and master’s degree program, who believe their title and compensation has not been properly evaluated, should complete the Student Action Request form to request reconsideration.

Offsite Student Appointments
“Offsite students” are those who are part of the Los Alamos internship program but whose primary work location is not on Lab property. Offsite students working within commuting range—that is, those working in Los Alamos, Santa Fe, Rio Arriba, San Miguel, Taos, Sandoval, and Mora counties—are approved by the associated Group-level manager. The Group-level manager and the Division-level manager must approve students working outside commuting range; those working outside of the United States also require the approval of the relevant ALD.

Offsite students are identified in the student work plan application when a work plan is created or updated. The Student Work Plan application automatically routes the work plans for students identified to be working offsite to the appropriate managers for approval.

Management approvals of offsite appointments must be renewed annually as part of the mandatory student work plan update and approval process. Once all necessary managers approve a completed work plan, the student may work offsite.

- P554 Work Locations

New Student Hire Orientation
New student hire orientation takes place over the first ten days of a student’s appointment. During orientation, new student hires receive their badge, zToken card or PIV, schedule a new-employment drug test, schedule General Employee Training (GET), and be assigned the Training Required to Begin Work in UTrain. GET and the associated exam can be completed online.

- New Student Hire Orientation
- Badging, Badge Office
- Cryptocard
- Drug testing for new hires
- New hire offer letter, forms
- New hire onboarding process
- Required training to begin work
  o Includes General Employee Training (GET)
  o The GET exam can be completed online (Course# 43114)

Student Work Plan Tool
A student work plan defines the type of work that students will perform during their internship. The plan clearly outlines work assignments and projects, along with necessary skills, training, and educational background needed to perform the research and work.
Technical or Professional Classification

Work plans are key to determining a student’s classification as technical or professional. Students who are pursuing or have earned a technical degree and are also conducting technical work are classified as technical and compensated at the scientist/researcher (technical) salary structure rate. Students who are pursuing or have earned a non-technical, professional degree and conduct non-technical work as part of their internship are classified as professional and compensated at the professional (administrative) salary structure rate. The current salary structure is available on the respective program webpage.

In cases where a student’s coursework and internship project—as outlined in the work plan—are deemed clearly technical, the student may seek an accommodation to have their salary categorization reconsidered by the Student Programs Office.

Professional/Support (Administration) Degree Majors

<table>
<thead>
<tr>
<th>Degree Major (A-Z)</th>
<th>Degree Major (I-Z)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Finance</td>
</tr>
<tr>
<td>Administration</td>
<td>Fine arts</td>
</tr>
<tr>
<td>Animation and game</td>
<td>General studies</td>
</tr>
<tr>
<td>Agricultural business and management</td>
<td>Graphic design, commercial art, and illustration</td>
</tr>
<tr>
<td>Anthropology</td>
<td>History</td>
</tr>
<tr>
<td>Architecture</td>
<td>Information science and systems</td>
</tr>
<tr>
<td>Art</td>
<td>Journalism</td>
</tr>
<tr>
<td>Art history, criticism, and conversation</td>
<td>Law</td>
</tr>
<tr>
<td>Asian studies</td>
<td>Liberal arts and sciences/liberal studies</td>
</tr>
<tr>
<td>Business</td>
<td>Marketing concepts</td>
</tr>
<tr>
<td>Business administration and management</td>
<td>Marketing research</td>
</tr>
<tr>
<td>Business marketing and marketing management</td>
<td>Music</td>
</tr>
<tr>
<td>Computer business systems</td>
<td>Nursing</td>
</tr>
<tr>
<td>Communications</td>
<td>Nutritional sciences</td>
</tr>
<tr>
<td>Community health liaison</td>
<td>Policy [international]</td>
</tr>
<tr>
<td>Counseling</td>
<td>Political science</td>
</tr>
<tr>
<td>Criminal justice studies</td>
<td>Psychology</td>
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<tr>
<td>Dental assistant</td>
<td>Public administration</td>
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<tr>
<td>Digital media studies</td>
<td>Social work</td>
</tr>
<tr>
<td>Drama/theater arts</td>
<td>Sociology</td>
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<tr>
<td>Economics</td>
<td>Theology/Theological studies</td>
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<tr>
<td>Education</td>
<td>University studies</td>
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<tr>
<td>Engineering management</td>
<td>Web technology</td>
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<tr>
<td>English literature</td>
<td>Web graphics</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td></td>
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</tbody>
</table>

Scientist/Researcher (Technical) Degree Majors

<table>
<thead>
<tr>
<th>Degree Major (A-Z)</th>
<th>Degree Major (E-Z)</th>
<th>Degree Major (M-Z)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical science</td>
<td>Earth and planetary science</td>
<td>Machine tool technology</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Engineering</td>
<td>Materials Science</td>
</tr>
<tr>
<td>Agriculture science</td>
<td>Engineering physics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Applied mathematics</td>
<td>Environmental science</td>
<td>Mechanical engineering</td>
</tr>
<tr>
<td>Applied physics</td>
<td>Exercise sciences*</td>
<td>Medical technology</td>
</tr>
<tr>
<td>Applied science</td>
<td>Fire protection</td>
<td>Medicinal/pharmaceutical chemistry</td>
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<tr>
<td>Astronautic-electric and opto-electric engineering</td>
<td>Forestry</td>
<td>Metallurgy</td>
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<td>Geochemistry</td>
<td>Metals technology</td>
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<td>Geography</td>
<td>Microbiology/bacteriology</td>
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<td>Geology</td>
<td>Nanoscience</td>
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<td>Geophysics and seismology</td>
<td>Neuroscience</td>
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<td>Health sciences</td>
<td>Nuclear engineering</td>
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<td>Biophysics</td>
<td>Health physics and radiologic health</td>
<td>Public health</td>
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<td>Hydrology</td>
<td>Statistics</td>
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<td>Chemical engineering</td>
<td>Integrated science and technology</td>
<td>Structural administration technology</td>
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<td>Civil engineering</td>
<td>Kinesiology*</td>
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<td>Computer and information sciences</td>
<td>Life sciences</td>
<td>Wildlife biology</td>
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<td>Computer engineering</td>
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<tr>
<td>Computer Science</td>
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</tr>
</tbody>
</table>

*Exercise science and kinesiology are technical degrees; however, the only Laboratory organization that typically employs students with those degrees is the Wellness Center. Wellness Center jobs fit into the admin/professional structure.

Institutional Training

All staff and students, including guest/fellowship students, must complete the following institutional trainings. Search for the bolded course number in UTrain or Extrain to access training online.

- **General Employee Training (GET)- 43114**
  Mentors hosting student guest schedule their student’s GET training; all other students are assigned GET training during the NEW Student Hire Orientation.
- **Initial Information Security Briefing- 9369**
  Student participate in this training during the New Student Hire Orientation; guests must complete the course online.
- **Export Control Fundamentals- 21208**
  Not required for student guests/fellowship students.
- **EMS Awareness- 32461**
- **Substance Abuse Policy P732- 42095**
- **Ethics Training- 27392**
- **Beryllium: General Employee Overview- 55173**
- **LANL Charging Practices- 18930**
Not required for student guests/fellowship students.
- Preventing Sexual Harassment - 16534
- Workplace Violence Awareness Briefing, “Last Angry Words” - 15869

Site-Specific training
Most groups have training requirements in addition to the courses listed above. Mentors will determine what training students need to complete during their assignment, and they should schedule this training as soon as possible to avoid internship delays.

Email accounts and mailing list
Interns will need internal access by means of a cryptocard, zToken, or PIV to create an email account. Directions on establishing an email account are available [here](#). All interns will be added to the Student Programs Office mailing list to receive information about events, deadlines, and policies.

Computers
All students are responsible for proper use of any Laboratory computer system. Users are prohibited to use the computers for any work outside of that assigned. Use of the internet is restricted to that needed to accomplish assigned tasks; personal use is not permitted. Inappropriate use of the internet, especially to access pornographic or gambling websites, can result in an employee’s immediate termination. Students also must ensure that only authorized Laboratory personnel have access to their computer system. Work with your mentor to secure a computer.

Laboratory Dress Code
The Laboratory does not have an official dress code, but clothing should always be appropriate for a professional work environment. Some workplaces require personal protective gear; students must comply with all such job-specific dress requirements.

General Information

Annual Student Survey
All students should complete the annual student survey, which provides the Student Programs Office information about the student internship experience. The survey results are used to make program improvements. Division-related information is provided to the division student liaison. Students are also encouraged to provide comments throughout their internship.

Annual Student Symposium
At the end of each summer internship season, the Student Programs Office hosts a Student Symposium. The Symposium provides a unique opportunity for students to present their research and is an excellent forum for students to network and make professional contacts.
- [Annual Student Symposium](#)
- [LANL Internal Events Calendar](#)

Safety and Security
Our goal is to have an injury-free workplace. The Laboratory takes an aggressive approach to ensure that achieving its mission does not injure people or the environment. All employees must participate in safety and security training sessions to ensure all work is conducted in a safe and secure manner. Consult the Safety and Security divisions for additional information. Students should inform mentors, team leaders, or group leaders if they feel uncomfortable or unsafe conducting any work.

Student Housing
Students should secure housing for the summer months by late March or early April. [Information regarding housing](#):
- [LANL Student Housing web page](#)

Student Travel Reimbursement
Rules concerning travel and relocation reimbursements for students are very specific. Review the [Graduate, Undergraduate Student Travel Process](#) for detailed information. Send questions to [studenttravel@lanl.gov](mailto:studenttravel@lanl.gov) or call (505) 667-5859.
Student Liaisons
Student liaisons serve as bridges connecting the students and mentors within their organizations to the broader Lab community. Liaisons oversee the quality of the student experience. Valuable liaison contributions include supporting recruitment and hiring for the organization, planning events, and assessing the organization’s student program and management support.

- Student Liaisons list

Students’ Association
The Students Association (SA) Executive committee provides resources, as well as social and educational activities, for students at the Laboratory. SA is the known voice for students and brings concerns, opinions, and students’ ideas to the proper groups throughout the Laboratory. Executive committees are carefully selected from the student populace every May for the summer season and every September for the fall and spring seasons. Students must decide on their level of participation by assessing their interests and their time.

Student Listserv
All student hires (excluding those on a guest agreement) automatically are put on the student listserv (studentinfo@lanl.gov). Students on guest agreements should have their mentors contact the Student Programs Office to add them to the listserv. Announcements via the listserv pertain to professional development opportunities, facility tour registration, and weekly activities throughout the Laboratory, Los Alamos, Española, and Santa Fe.

Wellness Center
The Laboratory’s gym, or Wellness Center, is located in Technical Area 3, Building 1663, near the intersection of Bikini Atoll and West Jemez Road in Los Alamos. New users are required to attend an orientation session before being able to use the facility. This facility is open only to interns who are not on guest agreements and who are at least 18 years old. When the Wellness Center building is closed, many virtual classes and services remain available.
Selected Laboratory Policies (A-Z)

Ethics Program (PD801)
The Ethics Program includes Laboratory core values, code of conduct, permission for outside employment, and applicable institutional requirements related to business ethics.

Harassment (P721)
All employees are encouraged to report harassment even if they are not involved in the particular situation. P721 prohibits sexual harassment and inappropriate flirtatious behavior or sexual relationships involving mentors and students. The institutional Sexual Harassment Officer is the HR division leader: HR-DO, MS P124, 606-8167. Available resources include HR-ER, the division HR Generalist, the Employee Assistance Program, and the OMBUDS Office.

Student Programs (P507)
The Student Programs policy ensures that students have a safe, secure, and rewarding professional experience at the Laboratory. P507 describes the student mentor program, eligibility, processes and procedures to appoint, train, and monitor mentors. It also establishes the roles and responsibilities for managers, division student liaisons, relevant support organizations, mentors, and student interns.

Exceptions to policy
This document and the P507 Student Programs policy are the official policy documents defining the requirements for the LANL student internship programs. In some cases, there may be significant reasons why the requirements fail to serve the best interests of the Lab, students, and the associated mentors and managers. In such cases it may be appropriate for line managers to request an exception to policy using the Lab’s established process starting with the completion of Form #3057 Request for Exception or Variance. Managers (Group-level or higher) requesting exceptions must use this form to document the rationale and justification for the request. The most common examples of student programs policy requirements that may be challenged in this way include:
- Student full-time enrollment requirement,
- Student minimum GPA,
- Length of time allowed for an appointment type, and
- Maximum amount of time since completion of a degree to be eligible for a post-graduate appointment.

Managers requesting the exception will submit the form to the Student Programs Office who will then forward the request to the Office Director for the Partnerships and Pipeline office. The request will also require the review and approval of the Issuing Authority for P507, the Deputy Director for Science Technology and Engineering.

Note: For students entering the lab through third party program sponsors the eligibility criteria used by the program sponsor (usually offices within the DOE) will hold primacy if there is a conflict with LANL eligibility standards. Exceptions in these cases will not require the exception request process described above.

Substance Abuse (P732)
The Laboratory strives to maintain a workplace free from illegal use, possession, or distribution of controlled substances. All students must read and comply with the Substance Abuse Policy. The Lab only hires applicants, including interns, who pass a pre-employment drug test. All Lab employees (excluding guests/affiliates) and subcontractor employees who are holders of standard (non-visitor badges are subject to random drug testing if onsite.

Terminations (P713)
Triad is an at-will employer, which means that both Triad and Triad employees may terminate the employment relationship at any time with or without cause, or prior notice, and for any reason not expressly prohibited by law. Students are considered term employees and their employment with the Laboratory ends at the conclusion of their term unless it is extended. Term employees are not eligible for severance pay. A student’s manager may not unilaterally decide to terminate a student’s employment
during their term. If a manager would like to end a student’s employment—for any reason—before the end of their employment term, the manager must consult Human Resources - Employee Relations (HR-ER) at 505-667-8730 and HR-ER will guide management through the process. However, a manager may unilaterally decide not to extend a student's term or not to invite the student to return to the Laboratory. In these instances, consulting HR-ER is not necessary.

No-Fault Termination of Relationship
If management would like to terminate the employment relationship before the end of the student’s term for any conduct-based reason, such as attendance issues, behavior, or performance, the manager must consult HR-ER. HR-ER will advise and facilitate a no-fault end to the relationship by obtaining approval of the student’s Associate Laboratory Director and the HR Division Leader. Management should also contact the division student liaison and the Student Programs Office.

Termination for Cause – Misconduct
Students may also be terminated early for misconduct. Any incidents/allegations of misconduct must be reported to HR-ER for investigation. A termination for cause occurs when the Laboratory determines that an employee failed to act appropriately in the workplace, as determined by management, and/or failed to follow Laboratory policies and procedures. A decision to terminate an employee for cause requires the approval of the line Associate Laboratory Director, in consultation with the HR Division Leader. An employee terminated for cause is not eligible for rehire and is restricted from obtaining a Laboratory badge after termination, unless otherwise determined by the line Associate Laboratory Director in consultation with the HR Division Leader at the time of termination.  

P713: Terminations

Workplace Violence (P724)
Any threat of violence in the workplace is taken seriously. Casual comments, such as “I could just kill somebody for doing that,” could have serious consequences. Threats, regardless of
Key Resources for Mentors and Interns (A-Z)

Departure Process
Mentors with casual status students who are likely to return to the Laboratory during winter and/or summer breaks must complete Form 1940: Students Going on Casual Status prior to the student's departure from the Laboratory. Students should express their intent to their mentor.

Even if they intend to return, on their last day of work, all students must return their badges to the Badge Office and leave their cryptocards with their mentors. A cryptocard may be brought back to a student’s home institution only if an approved off-site agreement is on record.

If a student does not anticipate returning to the Laboratory, the student’s group office must issue a termination request in Oracle. Mentors should collect any equipment (e.g., mobile devices, cryptocard, Z-Token, badge) issued to the student and return all items.

Education Assistance
Laboratory employees may be eligible for education assistance if they meet certain eligibility guidelines. All education assistance is paid for by the employee’s organization.
- Benefits Office: Education Assistance
- P782-1: Education Assistance

Employee Assistance Program
EAP Counseling & Referral provides confidential, caring, professional counseling to all LANL badge holders (including sub-contractors) and their family members. Whether your difficulties are related to work or to personal life, we are here to help you discover new strategies for making your life better again.
- Employee Assistance Program

Employee Relations
The HR Employee Relations Group provides subject matter expertise and assistance in resolving employee and management concerns including conduct, clearance issues, and performance.
- Employee Relations

Employee Resource Groups
Participating in an ERG can be an exciting and engaging part of your experience with Los Alamos National Laboratory. We encourage employees to participate and enjoy the many opportunities ERGs provide. To join an ERG, contact the group’s chairs. LANLERGs recommend, develop, or support initiatives that: (1) Help the Laboratory to attract and recruit representative group members; (2) Help the Laboratory to retain and promote representative group members; (3) Increase awareness of work environment issues and educate the Laboratory regarding the group

Laboratory ERGs exist to assist the Laboratory with Federal contract compliance issues related to Affirmative Action placement goals through the recruitment, retention, and/or promotion of minority and/or under-represented groups and/or address persistent requests from management to understand and aid in the inclusion of specific groups. Additionally, all ERGs are required to foster inclusion by welcoming non-representative members.
- Employee Resource Groups
  - Active Bystander ERG
  - SOUL: African American ERG
  - American Indian ERG
  - Asian and Pacific Islander ERG
  - Atomic Women: Women in STEM ERG
  - Connect: New Employee and Early Career ERG
  - DiverseAbility ERG
  - HOLA: Hispanic ERG
  - Prism: LGBTQ+ ERG
  - Veteran and Transitioning Service Members ERG
  - Women of Computing ERG
  - Women’s Institutional ERG

Student Conversion Process
UGS, post-baccalaureate, GRAs, and post-masters students with unique skills and qualifications may be converted to Laboratory positions (science and
engineering, professional, and technical) without having to follow the regular job posting process. Please refer to Conversion Appointments rules and guidelines. Mentors should work with an HR Generalist if they think this could be an option for their students.

- **Conversions: UGS, GRA, Postdoc Appointments**

**Student Programs Advisory Committee**

SPAC is chartered by the Laboratory to serve as an advocate for the quality of each student's experience at the Laboratory, monitor the quality and impact of the student programs, ensure effective communication regarding student programs, and recommend policy changes and initiatives for improvement of Laboratory student programs. SPAC is an advisory committee and partners with the Student Programs Office.

- **Student Programs Advisory Committee**

**Workplace Issues**

When issues arise in the relationship between the intern and the mentor, the intern or mentor may reach out to the division student liaison, Employees Assistance Program, or Ombuds Office for support and or intervention. A successful relationship between an intern and mentor includes open and honest communication and addressing issues early and in a proactive manner. For all other matters regarding termination of an intern, refer to **P713: Terminations**.

**Occupational Medicine and Medical Contacts**

Call Occupational Medicine for instruction and assistance if an employee is ill or injured in the workplace and co-workers are unsure of how to assist. For private medical care, the primary hospital in the Los Alamos, NM region is the Los Alamos Medical Center. For life-threatening emergencies, dial 911.

- **Los Alamos Medical Center**
- **Occupational Medicine**

**Ombuds Office**

The Ombuds Office provides a confidential and impartial alternative for assistance with informal complaint resolution, problem-solving and communication, including through the use of collaborative alternative dispute resolution techniques such as mediation to facilitate the efficient and low-cost resolution of complaints and disputes.

- **Ombuds Office**

**Security Office**

A commitment to security and safeguards is central to all work performed at the Laboratory. From our institutional mission to the daily actions of individual workers, the Laboratory is committed to uphold standards of safeguards, physical security, information security, and cyber security. The Laboratory provides the tools and support that workers need to perform work securely and to protect our special nuclear material, cyber and electronic systems, properly, information, and personnel. Direct safety and security concerns to the Security Office.

- **Security Office**

**Additional Laboratory Contacts**

- **Badge Office**
- **Benefits Office**
- **Bradbury Science Museum**
- **Compensation Office**
- **Human Resources**
- **Otowi Cafeteria**
- **Payroll Office**
- **RASSTI & ROSY Help**
- **Research Library**
- **Student Housing**
- **Student Programs Office**
- **Student Travel Reimbursement**
- **Taxi Service**

**Revision history**

04/2023 – Updated weblinks, removed “Transportation” section, updated contact information, added “Student Action Request Form” link.

Guidebook Feedback: schoffman@lanl.gov