Internship Guidebook for Interns

Student Programs Office
FY 2024
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**Student Programs Office**

The Laboratory’s Student Programs Office (SPO), under the Partnership Pipeline Office, is committed to providing high-quality educational opportunities to interns while introducing them to professional careers in science, engineering, and administration fields. The role of the SPO is to ensure programmatic compliance and support positive internship experiences for the interns and the mentors. SPO assists mentors, student liaisons, managers, and interns with needs relating to work plans, mentor/intern relationships, policy, exceptions, and other concerns.

**Mission Statement**

In service to the LANL mission, the Student Programs Office (SPO) builds relationships, provides opportunities, and cultivates a diverse and inclusive community. We do this through professional development, student advocacy, intentional outreach, and collaboration.
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Introduction

Los Alamos National Laboratory (LANL) Student Programs Office supports students at all stages to advance their careers and academic pursuits. The quality of the experience is a shared outcome resulting from the collaborative efforts of interns, mentors, managers, Division Student Liaisons, and other support staff. This guidebook provides tools for creating an effective education and work experience for mentors and interns.

Appointment Types and Terms

High school internship program

Summer and year-round internships offer qualified New Mexico (NM) high school seniors the opportunity to develop skills and gain work experience while being introduced to a variety of technical and administrative fields. Interns contribute to the Laboratory’s mission while working with state-of-the-art equipment and instruments.

Eligibility requirements:

• Must attend high school in 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.
• Those taking a gap year between high school and college are not eligible for this internship.
• 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 Academic Review 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 (UGS) intern. The mentor or delegated staff must complete the Student Action Request Form to request the extension. To convert to an undergraduate intern, the intern must submit a letter of acceptance via the Student Action Request Form.

Undergraduate (UGS) student internship program

Summer and year-round internships are available through the UGS internship program, which provides interns with relevant experience while they pursue an undergraduate degree. Part-time or full-time Internships are designed to complement the intern's education with work experience related to their fields of study and can range from science and research to administrative/professional work. Internships are limited to six years for those pursuing a bachelor’s degree and three years for 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 equivalent
- Must enroll in and receive credit for at least one hour in the last semester prior to graduation
- 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 Academic Review Process in early spring.
- If an intern plans on taking a year off of classes between finishing their bachelor’s degree and starting a graduate program into which they have already been accepted, the intern will be transitioned to a post-bachelor’s and not a graduate intern.
- UGS internships are limited to six years for interns pursuing a bachelor’s degree and three years for interns pursuing an associate degree.
- UGS interns who have completed a bachelor’s degree and wish to move into post-bachelor’s status or have completed an associate degree and wish to move into post-associate’s, must submit a Student Action Request form and upload a transcript showing degree conferral.
- UGS interns who have been accepted to a graduate program and wish to move into Graduate Research Assistant (GRA) 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.).

UGS post-associate’s internship program
The post-associate’s internship program 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’s 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 plan to enroll in 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:
- Must have attended an accredited post-secondary institution.
- 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’s interns who have been accepted to a baccalaureate program and wish to move into undergraduate intern 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:
- Interns not interested in pursuing a baccalaureate degree are limited to a two-year appointment.
- If applying for a staff position, an intern must have completed a one-year minimum or 2,080 hours unless given approval by management (P701).
- In cases where a conversion process is in progress, an intern’s appointment can be extended for up to 90 days.
UGS post-bachelor’s internship program

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

Eligibility requirements:

- Must have attended an accredited post-secondary institution.
- 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-bachelor’s program.
- Cannot be accepted into a graduate program.

Policies and procedures:

- Interns not interested in pursuing a graduate degree are limited to a two-year appointment.
- If applying for a staff position, an intern must have completed a one-year minimum or 2,080 hours unless given approval by management (P701).
- In cases where the conversion process is in progress, an intern’s appointment can be extended for up to 90 days.

Graduate research (GRA) internship program

The GRA program is a year-round educational program that provides interns with research experience while pursuing a graduate degree. In some cases, interns can arrange to conduct master’s or doctoral thesis research at the Laboratory. Interns who are transitioning into this category from a UGS program must provide SPO their final transcript, official acceptance letter, and intent to enroll in a graduate program through the Student Action Request Form.

Eligibility requirements:

- Must be accepted into an accredited post-secondary 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 one 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 Academic Review Process in early spring.
- Interns in their dissertation phase must enroll in a minimum of one credit hour until they graduate.
- Students who graduated with a doctoral degree have 90 days from their date of graduation to convert to a staff position, start a Postdoc assignment, or terminate.
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 an intern at LANL without converting to a staff position after two years, participants must be accepted and enrolled in another graduate program, which would move them to a GRA intern.

Eligibility requirements

- Must have attended an accredited post-secondary institution
- Must have maintained a GPA of at least 3.2
- 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

Policies and procedures:

- Interns not interested in pursuing a doctoral degree or a second master’s are limited to a two-year appointment.
- If applying for a staff position, an intern must have completed a one-year minimum or 2,080 hours unless given approval by management (P701).
- In cases where a conversion process is in progress, an intern’s appointment can be extended for up to 90 days.

Internship time limits

<table>
<thead>
<tr>
<th>Internship Level</th>
<th>Degree Pursued</th>
<th>Degree Obtained</th>
<th>Maximum Time in Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>High School Diploma</td>
<td>None</td>
<td>1 year</td>
</tr>
<tr>
<td>UGS</td>
<td>Associate</td>
<td>High School Diploma</td>
<td>3 years</td>
</tr>
<tr>
<td>UGS</td>
<td>Bachelor’s</td>
<td>High School Diploma</td>
<td>6 years</td>
</tr>
<tr>
<td>Post-Associate’s</td>
<td>None</td>
<td>Associate</td>
<td>2 years</td>
</tr>
<tr>
<td>Post-Bachelor’s</td>
<td>None</td>
<td>Bachelor’s</td>
<td>2 years</td>
</tr>
<tr>
<td>GRA</td>
<td>First Master’s</td>
<td>Bachelor’s</td>
<td>4 years</td>
</tr>
<tr>
<td>GRA</td>
<td>Doctorate</td>
<td>Master’s</td>
<td>4 years</td>
</tr>
<tr>
<td>GRA</td>
<td>Second Master’s</td>
<td>Bachelor’s</td>
<td>2 years</td>
</tr>
<tr>
<td>GRA</td>
<td>First Master’s/Doctoral</td>
<td>Bachelor’s</td>
<td>7 years</td>
</tr>
<tr>
<td>GRA</td>
<td>Master’s or Doctorate in a new field</td>
<td>Any Degree</td>
<td>6 years</td>
</tr>
<tr>
<td>Post-Master’s</td>
<td>None</td>
<td>Any Degree</td>
<td>2 years</td>
</tr>
</tbody>
</table>
Post-assignment salary process and guidelines

All post-assignment interns (post-associate’s, post-bachelor’s, and post-master’s) do not participate in the annual Academic Review Process. Please see below for more information:

- post-interns are limited to a two-year appointment.
- Once the intern has reached their two-year limit as a post-associate’s/post-bachelor’s/post-master’s intern, they must enroll in another academic program, convert to staff, or terminate the internship.
- If a post-intern has decided to attend a graduate program, please submit an Education Update request using the Student Action Request Form.

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, and/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. Students who are funded entirely by an external program, in an amount near or equivalent to the Lab’s salary structure are typically onboarded as student guests. The Student Guest Onboarding Checklist is available on the Mentor & Liaisons website.

Intern Work Schedules, Status, and Benefits

Summer interns

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

Year-round interns

Interns must adhere to the information below unless given prior approval by SPO through the Student Action Request Form.

- High school interns and undergraduate interns (with fewer than 60 credit hours completed) are limited to a maximum of 50% work time/20 hours per week. High school interns are always classified as “casual” and cannot work more than 832 hours in 12 consecutive months.
- Advanced undergraduate interns (with more than 60 credit hours completed) and graduate interns completing coursework are limited to a maximum of 75% work time/30 hours per week and a minimum of 20 hours per week for part-time interns.
- 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 should be uploaded as part of the pay status request via the Student Action Request Form.
- Post-associate’s interns, post-bachelor’s interns, post-master’s interns, students enrolled in the CFO MBA program, and graduate students in the dissertation/research phase may work full time/40 hours per week.
- Any intern who works more than 832 hours in a year must be classified as part-time/full-time, rather than casual.
- During a part-time intern’s vacation period, they may work up to 39 hours.
9/80 schedule

All interns in casual and full-time status are eligible to work a 9/80 schedule, except those that are remote nonexempt. 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 or Division Student Liaison to make the change in Oracle.

Status changes

To update an intern’s work schedule status (e.g., casual, part-time, or full-time), the mentor, liaison, or admin must complete the Student Action Request Form two weeks prior to the proposed change. 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 SPO.

Nonexempt and exempt student status

- Only part-time or full-time GRA and post-master’s interns who are categorized as scientists/researchers (technical) are classified as exempt. As exempt employees, interns in these appointment categories are not eligible for overtime pay.
- Nonexempt interns are eligible for overtime pay when working outside their designated work schedule. Overtime must be pre-approved by the organization’s management.
- When working six hours or more, nonexempt employees must take a 30-minute meal break, as well as two 15-minute breaks, one during the first half of the day and one during the second. See P765 Employee Time and Labor for more information.
- Nonexempt remote students may only be assigned a 5/40 work schedule (regardless of full-time, part-time, or casual pay status).
- Nonexempt student employees who are approved to work remotely must adhere to state specific overtime laws. Please see P765, P761, and P554 for more details.

<table>
<thead>
<tr>
<th>Program</th>
<th>Classification</th>
<th>Nonexempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGS</td>
<td>Professional</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>UGS Post-Bachelor’s</td>
<td>Professional</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GRA</td>
<td>Professional</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GRA Post-Master’s</td>
<td>Professional</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Appointment type changes upon graduation

Interns who have graduated from their academic programs must submit a final transcript (unofficial is accepted) with their degree conferral date using the Student Action Request Form. A title change to post-associate’s, post-bachelor’s, or post-master’s will be initiated in Oracle, effective the closest Monday to a pay period from the date the documentation was received. Interns will not receive back pay from the date they graduated.

If an intern plans to continue onto a graduate program (MA/MS or PhD), additional documentation is needed. An acceptance letter and the intent to enroll in the program (e.g., response to the university, orientation receipt, letter from advisor or an upcoming semester schedule) should be submitted through the Student Action Request Form. Once this documentation is received and processed, a title change will be initiated in Oracle effective the closest Monday to a pay period.
Nonstandard Academic Programs

Interns pursuing a nonstandard academic program such as combined baccalaureate and master’s degree program, who believe their title and compensation has not been properly evaluated, may submit an Education Update request in the Student Action Request Form.

Offsite Intern Appointments

The Laboratory policy P554: Work Locations applies to interns, who may be assigned to work under all categories available to regular employees (onsite, hybrid, telework, or remote). Work with your line manager to ensure that all necessary workspace assessments and management approvals are consistent with your manager’s local implementation of the policy. Offsite interns are identified in the Student Work Plan (SWP) application when a work plan is first created or updated. The SWP application automatically routes the work plans for interns identified to be working offsite to the appropriate managers for approval.

Offsite interns working within the seven NM counties considered to be within commuting range are approved by the associated group-level manager. These seven counties include the following: Los Alamos, Santa Fe, Rio Arriba, San Miguel, Taos, Sandoval, and Mora. Offsite interns working within NM but outside of commuting range and interns working within the United States but outside of NM are approved by the group-level manager and the division-level manager. Offsite interns working outside of the United States require the additional approval of the relevant ALD. Management approvals of the offsite appointments must be renewed annually as part of the mandatory SWP update and approval process. Once a SWP has been completed and approved by all necessary managers, the intern is thereby authorized to work offsite.

Nonexempt remote students may only be assigned a 5/40 work schedule (regardless of full-time, part-time, or casual pay status). Additionally, nonexempt student employees who are approved to work remotely must adhere to state specific overtime laws. Please see P765, P761, and P554 for more details.

Work Locations (P554)

- P554: Work Locations

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 (BEL16) Benefits Enrollment

Policies

- Overtime Pay Time Entry for Non-Exempt Employees
- P761: Work Schedules
- P764: Types of Appointments and Assignment Categories
- LANL Benefits
**Annual academic review**

Interns must submit current official transcripts to SPO on an annual basis by uploading their most recent transcript to the FERPA/HIPPA compliant Academic Review Form as a PDF or JPEG. This process ensures that interns continue to meet the eligibility requirements, progress in their academic programs, and are compensated in accordance with their level of academic attainment. This review process applies to interns pursuing a high school diploma or any level of degree (associate, bachelor’s, master’s, or doctoral).

If a student is found to be ineligible for the internship program due to a low GPA or part-time enrollment, they will be placed on probation status, meaning that the student must submit an additional transcript in December after another term. If the student has not returned to eligibility by the December probation check, the student may be terminated.

If an intern fails to submit an academic transcript by the below deadlines, they will be subject to termination. It is the responsibility of the mentor to communicate these important deadlines to interns who are away at school. A memo will be sent to mentors and year-round interns notifying them of the review process every December.

- Transcript submission due dates:
  - February 23: Semester system interns
  - April 26: Quarter system interns

The academic review process does NOT apply to any intern that is a post-associate’s, post-bachelor’s, post-master’s, new summer hires, or student guest affiliates.

**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.

**New Student Hire Orientation**

New student hire orientation takes place over the first day of the intern’s appointment, but full onboarding may take three to seven days. During onboarding, new student hires will pick-up their badge, pick-up their zToken or PIV, schedule a new-employment drug test, complete General Employee Training (GET), and be assigned the required trainings in UTrain. GET and the associated exam can be completed online.

- New Student Hire Orientation
- Badging, Badge Office
- CRYPTOCard
- zToken
- New-Employment Drug Testing
- New Hire Offer Letter, Forms
- New Hire On-boarding Process
- Personal Identity Verification (PIV) Cards
- Required training to begin work
- Includes General Employee Training (GET)
- The GET exam can be completed online (Course# 43114)
**Student Work Plan (SWP)**

A complete SWP defines the type of work that interns 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 an intern’s classification as technical or professional. Interns 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. Interns 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 student programs webpage.

In cases where an intern’s coursework and internship project—as outlined in the SWP—are deemed clearly technical, the student may seek an accommodation to have their salary categorization reconsidered by SPO through the SAR form.
### Professional (Administration) Degree Majors

<table>
<thead>
<tr>
<th>Degree Major (A-E)</th>
<th>Degree Major (F-Z)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Finance</td>
</tr>
<tr>
<td>Administration Science</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Animation and Game Design 3D</td>
<td>General Studies</td>
</tr>
<tr>
<td>Agriculture 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>
</tr>
<tr>
<td>Dental Assistant</td>
<td>Public Administration</td>
</tr>
<tr>
<td>Digital Media Studies</td>
<td>Social Work</td>
</tr>
<tr>
<td>Drama/Theater arts</td>
<td>Sociology</td>
</tr>
<tr>
<td>Economics</td>
<td>Theology/Theological Studies</td>
</tr>
<tr>
<td>Education</td>
<td>University Studies</td>
</tr>
<tr>
<td>Engineering Management</td>
<td>Web technology</td>
</tr>
<tr>
<td>English Literature</td>
<td>Web Graphics</td>
</tr>
<tr>
<td>Entrepreneurship</td>
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</table>
### Scientist/Researcher (Technical) Degree Majors

<table>
<thead>
<tr>
<th>Degree Major (A-D)</th>
<th>Degree Major (E-L)</th>
<th>Degree Major (M-Z)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical Science</td>
<td>Earth and Planetary Sciences</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Engineering</td>
<td>Materials Science</td>
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<tr>
<td>Agriculture Science</td>
<td>Engineering Physics</td>
<td>Mathematics</td>
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<tr>
<td>Applied Mathematics</td>
<td>Environmental Science</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>Exercise Science*</td>
<td>Medical Technology</td>
</tr>
<tr>
<td>Applied Science</td>
<td>Fire Protection</td>
<td>Medicinal/Pharmaceutical Chemistry</td>
</tr>
<tr>
<td>Astronautic-Electric and Opto-Electric</td>
<td>Forestry</td>
<td>Metallurgy</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Astrophysics</td>
<td>Geochemistry</td>
<td>Metals Technology</td>
</tr>
<tr>
<td>Atmospheric Sciences and Meteorology</td>
<td>Geography</td>
<td>Microbiology/Bacteriology</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Geophysics and Seismology</td>
<td>Neuroscience</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>Geology</td>
<td>Nanoscience</td>
</tr>
<tr>
<td>Biology</td>
<td>Health Sciences</td>
<td>Nuclear Engineering</td>
</tr>
<tr>
<td>Biopsychology</td>
<td>Health Physics ad Radiologic Health</td>
<td>Public Health</td>
</tr>
<tr>
<td>Bioscience</td>
<td>Hydrology</td>
<td>Statistics</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Integrated Science and Technology</td>
<td>Structural Administration</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Kinesiology*</td>
<td>Systems Administration</td>
</tr>
<tr>
<td>Computer and Information Sciences</td>
<td>Life Sciences</td>
<td>Wildlife Biology</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td></td>
<td>Wildlife Science</td>
</tr>
<tr>
<td>Computer Science</td>
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<td></td>
</tr>
</tbody>
</table>

*Exercise science and kinesiology are technical degrees, however the only Laboratory organizations that typically hires students with those degrees in the Wellness Center. Wellness Center jobs fit into the professional structure.

### Institutional Training

All staff and students, including guest/fellowship students, must complete the institutional trainings found on the Required Trainings to Begin Work website.

### Site specific training

In addition to the required training to begin work, some organizations have their own additional training requirements. Mentors should determine if additional training is required and schedule this training through Institutional Training Services 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 with LANL email addresses will be added to SPO’s mailing list to receive information about events, deadlines, and policies.

Computers

All interns 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 and must not be used for personal business. Inappropriate use of the internet, especially to access pornographic or gambling websites can result in an employee’s immediate termination from the Laboratory. Interns must additionally ensure that only authorized Laboratory personnel have access to their computer system. Contact EasyIT (easyit@lanl.gov) 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.

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 and Transportation

Students should secure housing for the summer months by late March or early April. Information regarding housing:

Disclaimer: Triad National Security, LLC (Triad) provides these listings as a convenience for students and postdocs who will be working or participating in programs at Los Alamos National Laboratory. Triad does not endorse or recommend any particular property or landlord, makes no representation regarding the accuracy of the information contained in the listings or the condition of the rental properties listed, and does not assume any liability for any actions arising from these listings. This information is provided as is without any warranty, guarantee, or contract intended or implied in any manner, shape or form.

General Housing

- Apartments.com
- Los Alamos Daily Post Classifieds
- Craigslist – search for Los Alamos
- Furnished Finder
- Zillow
- Discover Los Alamos
- VRBO
- Airbnb

Facebook Groups

- Rentals in Los Alamos & White Rock (NM)
- Students @ LANL
- Los Alamos Global Housing

Los Alamos Apartment Complexes

- Canyon Village Apartments
- Ponderosa Pines Apartments
- Casa De Luz
- Chapel Apartments
- Plateau Property Management
- Thirty301 Apartments
- Mountain Vista Apartments

Transportation

- Atomic City Transit (Los Alamos)
- NMDOT Park & Ride (Santa Fe, Pojoaque, & Espanola to Los Alamos)
- Rail Runner Express (Santa Fe to Albuquerque)
Safety Resources

- **Rental Listing Scams** – cross reference the rental address with the owner names using the assessor office searches below
- **Eagleweb** (Los Alamos County only)
- **Santa Fe County Assessor** (Parcel Map Property Search)
- **Eagleweb** (Rio Ariba County)
- **New Mexico LegalAid Renter’s Guide (pdf)**
- **Renter’s Guide**
- **RentCafe College Apartment Checklist**

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 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 hosts events to connect interns during their time at the Lab.

Student Listserv

All student hires with LANL email addresses are automatically put on the student listserv (studentinfo@lanl.gov). Students on guest agreements without LANL email addresses cannot be put on 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)**

**Employment Process (P701)**

Full-time and part-time interns may apply as an internal applicant to a staff position after having completed 2,080 hours of their appointment. This does not apply to casual interns, as they are not considered internal applicants.

**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 situation. P721 prohibits sexual harassment and inappropriate flirtatious behavior or sexual relationships involving mentors and interns. 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.

**Substance Abuse (P732)**

The Laboratory strives to maintain a workplace free from illegal use, possession, or distribution of controlled substances. All interns must read and comply with the Drug and Alcohol-Free Workplace 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. Interns 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. An intern's manager may not unilaterally decide to terminate an intern’s employment during their term. If a manager would like to end an intern’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 SPO.
**Termination for Cause – Misconduct**

Interns 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 whether intended as a joke, are not tolerated. P724 includes policy details and instructions taking corrective action.
Key Resources for Mentors and Interns (A-Z)

Conversion Process

UGS, post-bachelor’s, GRAs, and post-master’s, and post-associate’s interns 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 interns.

- Conversion: UGS, GRA, and Postdoc Appointments

Departure Process

Prior to the intern’s departure from the Laboratory, interns should express their intent to their mentor. Even if they intend to return, all interns must return their badges to the Badge Office and leave their CRYPTOcards with their mentors. A CRYPTOcard and zToken may be brought back to a student’s home institution only if an approved off-site agreement is on record.

If an intern does not anticipate returning to the Laboratory, the intern’s group office must issue a termination request. Mentors should collect any equipment (e.g., computer, mobile device, CRYPTOcard, zToken, and badge) issued to the intern and return all items. See Property FAQs for more information.

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 at the discretion of the group leader. Tuition reimbursement is available for graduate students only.

- Benefits Office: Education Assistance
- P782-1: Education Assistance

Employee Assistance Program (EAP)

EAP Counseling & Referral provides confidential, caring, professional counseling to all LANL badge holders (including subcontractors) and their family members. Whether the difficulties are related to work or to personal life, EAP is there to help employees discover new strategies for making their 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 (ERG)

Participating in an ERG can be an exciting and engaging part of one’s experience with LANL. ERGs encourage employees to participate and enjoy the many opportunities provided. To join an ERG, contact the group’s chairs. LANL ERGs recommend, develop, and/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 ERG
- Connect: New Employee and Early Career ERG
- Dependent Caregiver ERG
- DiverseAbility ERG
- HOLA: Hispanic ERG
- Prism: LGBTQ+ ERG
- Veteran and Transitioning Service Members ERG
- Women of Computing ERG
- Women's Institutional ERG

**Student Programs Advisory Committee**

The Student Program Advisory Committee (SPAC) is chartered by the Laboratory to serve as an advocate for the quality of each intern’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 student programs. SPAC is an advisory committee and partners with SPO.

- 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
- Fitness for Duty

**Ombuds Office**

The Ombuds Office provides a confidential and impartial alternative for assistance with informal complaint resolution, problem-solving and communication, including using 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 the 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
Human Resources
Payroll Office
RASSTI & ROSY Help
Research Library
Student Housing
Student Programs Office
Student Travel Reimbursement
Taxi Service

Revision history

- 04/2024 - Updated content
- 10/2023 – Updated weblinks, contact information
- 04/2023 – Updated weblinks, updated contact information, added “Student Action Request Form” link.

Guidebook Feedback: schoffman@lanl.gov

Questions: feel free to reach out to the SPO email at studentprograms@lanl.gov