Index cards

- Write down one or more thoughts about your upcoming internship (no need to put your name)
- Examples of topics:
  - What you are excited about?
  - What you are worried about?
  - What you are wondering about?

WISP Research Internship Program
Winter and spring 2018

http://students.dartmouth.edu/wisp

Program Goals

- Hands-on research experience that will:
  - Supplement your science education
  - Help you develop:
    - research skills
    - a better understanding of the scientific process
    - awareness of science and/or engineering career possibilities
  - Provide you with mentors (faculty and others in the lab)

Should be complete!

- Online acknowledgement form
- Student payroll forms
- Kronos training information review (timesheet and payment process)
- Plan for completing any training sessions or online modules
- The pre-internship online questionnaire http://bit.ly/2FlHyO
Next up!

- Finish the I-9 verification process
- Contact your faculty research mentor and make a plan for getting started
- Set up a regular weekly work schedule (6-10 hours/week)
- Track hours worked and submit biweekly timesheets in Kronos
  - The first student pay period ends Jan. 12 at 11:59 PM

To do your entire internship!

- Track hours worked and submit biweekly timesheets in Kronos
- Entire hours immediately after you work them.
- The first student pay period ends Jan. 12 at 11:59 PM
  - All other pay period end dates listed on WISP web site

Tips for a successful internship

- Know your “point of contact”
- Ask the research "big picture." This way you understand the context of the research
- Find out the internship expectations and responsibilities for you. These may change over time, so check in about them periodically.
- Let your mentor know your own goals for participating in WISP
- Ask questions and keep track of explanations in a notebook
- Get actively involved right away—learn people’s names, ask questions, be proactive
- Be reliable and responsible: show up when you say you will; do what you’re supposed to do!
- Monitor and respond to emails from WISP.
- Attend mandatory meetings and adhere to deadlines
- Notify WISP promptly if issues arise

IMPORTANT: How to get paid

- $10/hour for 6-10 hours per week (maximum of 100 hours/term)
  - Payment is biweekly
  - Paychecks are distributed the Friday after the pay period end date
  - Record hours in the Kronos system immediately after you work
  - Do not wait and do it later.
  - All work time for a biweekly period must be entered no later than 11:59pm on the pay period end date (always a Saturday)
  - If you fail to enter your time into Kronos on time, you will need to complete an extensive timecard correction process.
  - If you do not enter your hours worked for 3 or more pay periods:
    - You will be automatically removed from Kronos
    - You may be discontinued from the internship program
Using Kronos

- On a desktop computer, navigate to http://kronos.dartmouth.edu
- Login w/ Dartmouth NetID
- * Kronos uses Flash and may not display on some mobile devices and tablets.
- Record the hours worked in military time (i.e., 1:00 PM = 1300).
- Once you record your hours, you must click the SAVE button in the top right of the screen. If it displays in orange, you have not yet saved.

Problems with Kronos?

- Review the Kronos training materials online (again)
- Kronos does not work on a mobile device
- Read the "Top 5 Student Employee Kronos Issues" document (linked on the WISP website)
- For technical problems, contact the IT Help Desk

DO YOUR EMPLOYMENT PAPERWORK ASAP!!!

(If you haven’t done it already)

If you have questions about this, please come talk to us TODAY!

Spring Term

- Set up new hours either before or as soon as you return for spring term.
- Present a poster at the Wetterhahn Science Symposium in May
- Consider applying for sophomore research programs (WISP and/or UGAR)
- Complete the post-internship questionnaire
Questions?

- Use the resources available to you:
  - **People:** faculty mentor, others in the lab, your WISP peer mentor, your professors and peers, the WISP staff
  - **Online:** the WISP website has the answers to many questions
    [http://students.dartmouth.edu/wisp](http://students.dartmouth.edu/wisp)
- **Contact WISP:**
  - Email: wisp@dartmouth.edu
  - Phone: 603-646-3690
  - **People:**
    - Holly A. Taylor, Associate Director
    - Barbara Briggs, Department Coordinator