

## 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/2FIh3O>

## 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 browser 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 (ie. 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>
- Contact WISP:
  - Email: [wisp@dartmouth.edu](mailto:wisp@dartmouth.edu)
  - Phone: 603-646-3690
  - People:
    - Holly A. Taylor, Associate Director
    - Barbara Briggs, Department Coordinator