



**SAVANNAH RIVER
ENVIRONMENTAL SCIENCES
FIELD STATION**

Virtual Intern's Manual

Expectations, Roles, and Responsibilities

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Disclaimer

This version of the SRESFS Intern Manual was adapted for the virtual experience.

Nature of Internship

The Savannah River Environmental Sciences Field Station internship is a hands-on, field oriented, lab and experiential experience for students from Field Station member institutions in programs that utilize math and science principles to solve complex real-life problems in agriculture, environmental science, natural resource management, and engineering by using the expertise available at the member institutions, government agencies, private sector, and the natural and technological resources. Many words may come to mind when you think “Internship”. For example, you may think of words like networking, experience, job, money, new friends, etc. Although you will be taking classes, doing field work, gaining lab experience and earning credit, it is also a job you will be working for the program. As you take courses, things such as your attendance, attire, attitude, and program participation is very important. You will be participating in other activities such as creating a program poster, and cataloguing pictures of summer activities. After reading this manual, you will know your role and expectations while you are in the program. We want you to come to the field station ready for a fun filled, hardworking summer full of memorable experiences!

Earning of Stipend

The Savannah River Environmental Sciences Field Station prides itself in accepting intelligent, respectful, and rule abiding interns. While you are participating in the internship, you will be representing SRESFS, your home institution, your family, and of course yourselves. For each session, the stipend is \$3,100, with 2 sessions, the maximum stipend is \$6,200. Earning of stipend is dependent on your ability to abide by the guidelines set forth in this manual and successful completion of the program. All requirements must be met to ensure payment. There will be one payment per session. For the first session, you will be paid via direct deposit on or around June 15th. For the second session, you will be paid on or around July 31st.

Payment of Stipend

Since completion of your course is required, stipends may not be awarded after you complete each session. Stipends will be direct deposited into your account at the end of each session. Your final stipend will be provided to you after you have satisfactorily completed all course work and assignments. These include:

1. Attending ALL virtual lectures and meetings
2. Passing courses with a ‘C’ or higher
3. Presenting during the ending virtual presentation.
4. Return necessary instrumentation that may have been sent out during the summer.

1099 Tax Form

The 1099-MISC is a form used to report to the IRS income paid to an independent contractor. Interns should expect to receive a 1099 IRS tax form for the stipend funds received. Perhaps, the scholarship funds paid by the SRESFS for course fees might be included on the 1099. The 1099 form will be generated by SC

State University. Please consult with your tax advisor or other resources regarding the purpose and IRS tax guidelines for the 1099.

Infractions

Infractions are violations of the rules and regulations of the Field Station program and/or University guidelines. An accumulation of infractions (total of 3 across all courses) will result in dismissal from the program. Interns are emailed by Field Station staff when an infraction has been reported.

Classroom Decorum

Attendance

To ensure the virtual internship is comparable to the in-person experience, the courses are set up for synchronous learning. Instructors will designate their classroom meeting times in Eastern Daylight Time. Attendance during these times are **MANDATORY**. Any outside engagement that prevents students from participating fully in the virtual experience will result in dismissal from the program. If students are encountering temporary technology issues that are preventing logging on for a day (loss of power, loss of internet, etc.) they are to notify their instructors and the program coordinator as soon as possible. Each absence counts as an infraction.

Tardiness

Punctuality is an important life skill that you will need to be successful in any classroom, work, or life setting. The motto at the field station is a common one, “If you are early, you are on time. If you are on time, you are late. If you are late, that is unacceptable.”

Please log into meetings and lectures at least 5 minutes ahead of time to ensure no connectivity issues arise. Being tardy is equivalent to being absent and counts as one infraction.

Evening Enrichment

Each week, there will be **MANDATORY** evening enrichment activities. Enrichment activities will occur on Wednesday of each week, and interns should know that whenever these activities are held, attendance is **MANDATORY**. Refer to the SRESFS Google calendar schedule of activities for further details. Receipt of full stipend will be dependent on your attendance during these meetings. The list below contains potential enrichment topics that may be delivered in the evening during your internship.

- Career Speakers from representatives from our sponsor organizations such as department of Energy, U.S. Forest Service, USDA NRCS, etc.
- Dressing for Success at the Field Station; Proper Business Attire and Etiquette
- Poster Development
- PowerPoint Presentations
- Presentation Skills
- Conflict Resolution Workshop
- Teambuilding Exercises
- Leadership Skills Development
- Avoiding Plagiarism

➤ Preparing for Graduate School

Textbooks

E-books are provided by the program at no cost to the students.

General Guidelines

1. All students are expected to attend all scheduled class meetings. In case of an emergency, call your professor or other field station staff. Remember absentees and tardiness will affect your stipend.
2. Interns must have camera on during meeting times. (Can use cell phone camera if computer camera does not work.)
3. All students shall refer to their home institutions student handbook for instructions on academic integrity. The highest standard of academic integrity is expected at all times. Academic dishonesty includes, but is not limited to cheating on examinations, unauthorized collaboration on individual assignments, unauthorized access to examination materials, completing work of any kind for another student, submitting work that is not your own, and plagiarism. Plagiarism is defined as unauthorized use of ideas and/or phrases represented as your own, intentionally or unintentionally. Interns may use language, ideas, phrases, or sentences verbatim from another's writing only if credit is given to the writer by quotation and citation. Interns found guilty of plagiarism will fail the course, be dismissed from the program, be reported to his/her institution and forfeit all stipend. Persons found completing work for others will be expelled from the program and forfeit their stipend. If any intern is unsure whether an act may violate the academic integrity, please consult with the Instructor before engaging in the act.
4. **Must** complete all requirements of the course.
5. Virtual interns must provide their own headshots to the virtual coordinator.
6. If any of the requirements to complete this virtual internship cannot be fulfilled, the students will be dismissed from the program. Any repeat offenses of the following also warrants dismissal from the program:
 - Absence from class for any reason
 - Tardiness
 - Rudeness to professors, TAs, or any staff member
 - Poor attitude
 - Being unprepared for classes to include written homework, completing readings, field trips where pre-trip reports and questions are to be composed, etc.

Final Grades and Transcripts

Grades will be communicated to you by your instructor. Please seek the specific method and timing of communication from your instructor. Official transcripts can be ordered upon completion of the term

from SCSU from the following web address:
<http://www.scsu.edu/admissions/registrarsoffice/transcripts.aspx>. All transient students are responsible for providing an official transcript to their home institution, and your institution will use their own process to place course(s) on your own official record. It is up to your institution to decide how the courses will be used in your degree program. The transient form from our institution (where applicable) should provide you with this information.

Each student will be reimbursed for **1** transcript copy. Email transcript receipt to field station staff.

Final Presentation Requirement

To replace the ending poster session, a virtual presentation will be held. Instructors will give more information on the presentation as you matriculate during the course. Interns are expected to do a PowerPoint presentation