



**SAVANNAH RIVER
ENVIRONMENTAL SCIENCES
FIELD STATION**

Intern's Manual Expectations, Roles, and Responsibilities

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Read this manual in its entirety

SRS General Employee Training (G.E.T.)

Once you arrive to Aiken, you will be participating in Welcome Week. During this week you will have the opportunity to participate in team building activities, meet your fellow interns, and obtain your SRS G.E.T. During G.E.T., you will participate in a morning training session, and then you will be badged with SRS. Since SRS is a federal site, everyone needs an SRS badge to proceed through the gate entrance barricade and gain access to the site. At badging, two forms of ID are needed such as driver's license, birth certificate, Passport, Social Security card, etc. Any combination of these listed forms will suffice. It is mandatory that you read the "Acceptable Forms of ID" attachment that was sent to you and bring those two required forms in order to be badged.

Failure to abide by rules and regulations of the program, housing institution, and funding agency will result in dismissal from the program.

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, on the campus of University of South Carolina Aiken. For each session, the stipend is \$3,000, with 2 sessions, the maximum stipend is \$6,000. Earning of stipend is dependent on your ability to abide by the guidelines set forth in this manual and successful completion of the program.

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.

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. Students will be awarded a small sum of their stipend within the first two weeks of the program. The remaining portion of the first half of the stipend will be awarded at the end of session one and session two’s stipend will be awarded at the end of session two.

1. You have satisfactorily completed all course work and assignments

Attendance

Missing a single day of class during the program would be the equivalent of missing a week or more of regular semester classes. There is no time for the instructors to review missed material with students and field trips cannot be repeated. Missed class includes missing any part of class for any reason, class van departs USCA, and you are not in it, leaving campus with no SRS Badge, etc. Please keep in mind there are **NO EXCUSED ABSENCES** at the Field Station. However, should an intern have to miss class due to a medical or legal circumstances (with proper documentation provided), please let your instructor and Director know **BEFORE** you miss your class. You may still face dismissal from the program or forgoing your stipend for the course.

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."

No Electronics During Program Related Meetings/Classes

Electronics are only allowed when necessary to any class activity or at the instructor's discretion. If you need to borrow a laptop from the field station, they will be available upon request.

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 website 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

Housing

Housing accommodations are made for all interns at the Pacer Commons Residence Hall at the University of South Carolina Aiken. The address is 471 University Parkway, Aiken, SC 29801. You will be housed in Pacer Commons Residence Hall on campus. You are expected to arrive by 2:00PM on your check in day. After you check in you will participate in welcome activities. These activities will cover basic rules of the program, residence hall information, Savannah River Site (SRS) training and badging, team building activities, etc. Welcome week will be your first opportunity to provide your own packed lunch. Training days are long, as well as class days. Within 24hrs of your arrival, you should have food arranged for your packed lunches. There is a laundry room on the 1st floor of Pacer Commons where you can wash your clothes. Quarters are needed for the washer and dryers.

Food

While housing is provided free of charge to the students through the program, MEALS ARE NOT PROVIDED BY THE PROGRAM. Each room has a stove and refrigerator provided. Students are encouraged to bring a microwave. USC Aiken's dining hall is not open regularly for summer, so students should plan to buy their own food and prepare it in their room. Students who have minimal experience cooking should use caution when cooking. Due to sensitive fire alarms in the residence hall, SRESFS intern are prohibited from cooking/frying with grease due to high smoke hazard. When cooking, students are encouraged to use the rule thumb, "Cook it low and slow."

Students should be prepared to pack a lunch for days when classes will be working in the field. When packing lunch for the field, interns should pack food that does not need to be reheated. Students should bring a lunch box and ice pack to keep foods cold. You shouldn't bring a hot pocket for lunch if you will be in the field all day. Also, do not use loose ice in a regular plastic

bag to keep your lunch cool, or you may end up with soggy sandwiches (and a mess to clean up!). Ideal "Field Foods" are sandwiches (without mayonnaise), nuts, fruits, granola bars, chips, etc. It is a good idea to take several bottles of water with you to the field. A good method is to freeze one and have one cold, this way it keeps your food cold and you have water for now AND later! Here are a few links to get you started with lunch ideas:

<http://answers.yahoo.com/question/index?qid=20110305114620AAWG7WK>

<http://answers.yahoo.com/question/index?qid=20100715124955AAIpOD7>

Transportation

Transportation will be provided for ALL class/program related activities. All students should arrange their own transportation to and from the USCA at the beginning and end of the summer. The program can and will transport students to/from the airport, train, or bus station. There is a Wal-Mart, Walgreens and Dollar Tree 1 mile from the residence hall, weekly trips will be provided by the program coordinator on Tuesdays and Thursdays after all classes have been dismissed for the day.

Textbooks

Textbooks are provided by the program at no cost to the students.

Clothing

The items listed are based on the unique and varied conditions you will encounter during the SRESFS Internship. Please make every effort to have these items with you upon arrival so you will be better prepared to have the most positive internship experience possible! A laundromat is located in Pacer commons and accepts quarters for you to wash and dry your clothes.

- Shirts-long sleeved, light colored and lightweight
- Pants-long, light colored and lightweight
- Hats-bucket style (with an all-around brim_ preferably, for sun protection and ventilated
- **Shoes-work boots or sturdy, closed toe work shoes suitable for outdoor terrains ARE REQUIRED. NO SNEAKERS OR RAINBOOTS ARE PERMITTED IN THE FIELD**
- Attire- at least one PROFESSIONAL outfit (classic style, appropriate fit, neutral colors-blue, black, tan, brown, or grey). Student interns will need this attire during the end-of-session presentations. Avoid loud colors, trendy, too tight, too short, inappropriately oversized or sagging styles! Business Casual. Professional headshots will be taken during the summer, and you will be required to present your poster at the end of session two.
 1. Ladies' business pantsuit, business skirt suit, or business separates, and polished business dress shoes with a moderate heel.
 2. Gentlemen- business suit, dress shirt, tie, or dress pants, belt, dress shirt with a tie, and polished business dress shoes.

Internet

University Housing has wireless internet access. For more information on system requirements,

please see our PacerNet link at <http://www.Usca.edu/housing>.

General Guidelines

1. Report all illness and injuries to instructor and/or program office staff.
2. After hours transportation will not be allowed in program vehicles. Such vehicles cannot be used for personal errands.
3. Fighting, insubordination/disrespectful behavior, disobeying USCA housing rules, violating SRS protocol, drinking alcoholic beverages, or illegal activity will not be allowed and will result in immediate dismissals.
4. Overnight guests are not allowed. Any overnight guests should be reported immediately to the Field Station Staff.
5. 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 result in dismissal.
6. All students shall refer to their home institutions student handbook for instructions on academic integrity. The highest standard of academic integrity is always expected. 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.
7. Before boarding the van, be sure you have your SRS badge {morning & afternoon}. Badges must be worn to SRS every day. NO exceptions! Do not wear badge in public after class activities are over. All pictures taken at SRS should have NO badge showing. No part of the badge should be visible.
8. Must agree to work as disclosed on the application: Interns are expected to commit to approximately 10 hours per day, Monday-Saturday with occasional meetings on Sunday.
9. Must complete all requirements of the course.
10. The following actions can result in dismissal from the program:
 - Violation of any SRS, dorm or program rule (may be excused from program as will)
 - 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.
- Posture (head down, sleeping, etc.)
- Any illegal activity (will be excused from program)

Essential Household Items That Should Be Brought

School Supplies and Field Supplies

- Re-usable, portable water bottles
- Lunch box (insulated lunch box works best)
- Insect repellent, Insect repellent, and MORE INSECT REPELLANT
- Sunscreen and Sunglasses
- Ink pens, Highlighters, and pencils/Pencil sharpeners
- Notebooks
- Pocket calculators
- Laptop or desktop computer, if you own one. All interns will have access to the internet and access to a computer lab in the residence hall.

Packing Advice from USC-Aiken Housing

Below is the link for a comprehensive list of 'What to Bring' for your apartment-style suite.

<http://www.usca.edu/housing/whattobring.html>

What to Bring To University Housing

Interns will be housed in double occupancy suites in Pacer Commons. Each suite has two rooms, a common kitchen (stove, oven, and refrigerator) and living room space with kitchen table, couch, and chair. Per suite, two students will share a room and bathroom. Since your housing is paid for, no room request will be accepted unless a valid doctor excuse is presented.

Perhaps you're wondering what to bring. While it may seem tempting to pack up everything you own, DON'T! Space is limited. At the same time, it is important for you to feel comfortable in your new surroundings. Consider the following list a guide for items you may want to bring.

Items to consider packing...

1. Shower curtain and rings for show stall

2. Rugs, bathmats for the bathroom/bedroom
3. Garbage cans for dorm rooms
4. Two sets of bed sheets, Mattress pad, pillows, blanket, bedspread/comforter (Pacer Commons Bed Sizes Single Twin, Extra Long 58" length x 35" width)
5. One of those foam "egg crates" that goes on top of your mattress to make it more comfy
6. Personal Hygiene products (soap, deodorant, shampoo, etc.) –if you can, buy 2 of things, especially toilet paper!
7. First aid supplies: Band aids, pain relievers etc.
8. Towels and washcloths
9. Shower curtain and bathmat
10. Clothes hangers
11. Laundry detergent, fabric softener, Laundry Basket and/or bag etc.
12. Ironing board/iron
13. Sewing kit
14. Seasonal clothing, as well as a few items that will get you through an unexpected change in weather
15. Athletic clothes, shoes, or equipment
16. Key ring
17. Backpack
18. Desk lamp
19. Wastebasket
20. Posters, pictures and any special person items that will help you feel at home
21. Crate for storing books, clothes, etc.
22. Alarm clock
23. Any health insurance information (i.e., company name policy number) in case you make an unexpected trip to the hospital/doctor
24. Cleaning supplies (broom, mop, Windex, paper towels, we love those shower cleaners you spray on every day!)
25. Small microwave (Only for residents living in Pacer Downs or Commons.)
26. Microwave safe dishes
27. Eating utensils and dishware
28. Pots/pans, Glasses, cups, and/or mugs
29. Food

30. Computer
31. Stereo
32. TV/DVD player and coaxial cord for cable connection (Basic cable is provided)
33. Telephone and Answering machine (optional)
34. UL listed surge protector with breaker switch (if you have a lot of stuff to plug in)
35. Umbrella

36. Fan
37. Stationery envelopes and stamps
38. Address book with the names/numbers of family and friends
39. Sunscreen
40. Bathing suit (we have a great pool!)
41. Building Name (Pacer Commons)

Please Do Not Bring

1. Pets
2. Dangerous items (fireworks, firearms, air guns, explosives, highly flammable substances, and no knives other than kitchen knives)
3. Road/traffic signs
4. Waterbeds
5. Fire Hazard (Halogen lamps, hot plates, toaster, toaster over, fry-daddy)
6. Neon signs
7. Candles or incense
8. Refrigerator
9. BLUE STICKY PUTTY (USED TO HANG POSTERS)

Final Grades and Transcript:

Grades will be communicated to you by your instructor. Please seek the specific method and timing of communication from your instructor. We offer an Environmental Science tract, Engineering tract, and a Cybersecurity tract. Please make sure your Transfer of Credit form and Transcript Request is filled out correctly with the science tract in which you have taken, failure to do so will result in delaying your grades being transferred.

Scientific Poster Requirement

In each of your classes, you will be required to create and present a scientific poster. Under the direction of your faculty member, you will use information collected in the field from a class project and create a poster. Posters will be presented in class, however there may be opportunities for top projects and posters to present at other local meetings.

The links below are helpful resources and will provide guidance for composing scientific posters. Posters will be developed using PowerPoint software. For printing purposes, the mandatory poster size is 44" x 36". To achieve that size, click on 'Design', and then click 'Page Setup'. Under 'Page Setup' input the width at 44' and height at 36'. Also, select 'Landscape' as the page orientation. Please use a white background for your posters to minimize ink usage.

Please seek the advice from your instructor for content of your poster. For general tips, check out these links. This link is a start-to-finish guide to creating and presenting PowerPoint presentations: projects.cs.dal.ca/DCSI/present.ppt. For examples and guidance for a successful poster presentation, view <http://colinpurrington.com/tips/academic/posterdesign>.

Close Out Procedures Checklist:

Responsibility for the Room/Apartment at USCA

Each student is responsible for the condition of the assigned space and will reimburse the University for any damage to the space and damage or loss of key or fixtures, furnishings or properties. No alterations may be made to the area or furnishings provided by the University. All furniture in the room/apartment at the time of occupancy must remain during the duration of the contract. Furnishings may not be removed, stored or traded. Additional furnishings brought into the room/apartment by the resident(s) must be free standing and clear of existing furniture, fixtures and wall.

- Potential impact is a stipend deduction that will reflect any damage reported by housing and/or any lost or damaged textbooks.

Checkout procedures

Students must follow proper checkout procedures as outlined in the University Housing Community Guide. A Housing staff member will inspect the area and assess for damages, missing property, cleaning.

- Return all keys and access cards to USC Aiken Housing staff. Lost keys carry a cost payable directly to housing.
- Prior to departure, provide results of the residential facility check-out process to the PA or Program Manager verifying cleaning guidelines of USC Aiken Housing are met.

The following should be returned to the Field Station Staff Member:

- Return any equipment, supplies, materials, instruments, and electronic devices used for classroom, laboratory and recreational purposes to the PA.
- At the conclusion of the session(s) return the SRS badge to the PA.
- Signatures {return receipt} are required, indicating textbooks are returned, at the conclusion of each session(s).

Intern Participation Tasks

As an intern, you will be required to participate in preparing materials to help promote the program. All these materials will highlight you and your experiences at the Field Station. What better way to know what this internship is like than from you! The following are tasks that we will be asking you to complete:

- Celebrating you! - This is a list of questions about your experience and how what you have learned at the Field Station will benefit your academic and professional career. Responses are listed in our annual report and may be highlighted in Sponsor publications.
- Professional headshots will be taken at the beginning of the internship.
- Team Building-Students will be required to participate in all team building exercises such as canoeing, hiking, encouragement exercises, etc.
- Model Release Form-Students may have pictures/videos taken of them throughout the internship for website and recruitment purposes. Signing this form gives us permission to use said pictures/videos.
- Program Poster-We have a program poster that is to be updated each year with new information and new highlights of the summer's events. The layout is similar to the scientific posters that you will be creating in your classes, only with different content.
- Recruitment videos-SRESFS has videos updated each year of student's summer experiences. These videos should let students thinking of applying know what your summer has been like.
- Follow and tag our IG page @scstatesresfs and feel free to visit our media section featuring past students. [Interns in Action \(sresfs.net\)](https://www.instagram.com/scstatesresfs). We share information with our Alumni interns (or anyone interested) such as:
 - Career Position Announcements
 - Undergraduate/Graduate Fellowship Opportunities
 - Public and Private Sector Internship Opportunities
 - SRESFS Program Office Official Requests
 - SRESFS Press Releases and Updates
 - Student SMARTS Opportunities
 - General Communications to Current and Former Interns
 - Links to various professional, academic, STEM/ENV. Science related websites found here: [Other Opportunities \(sresfs.net\)](https://www.sresfs.net).

Do You Know...

1. This internship is course driven?
2. Your course credit is awarded by SC State University?
3. You are being housed on the campus of the USC Aiken in Aiken, SC?
4. Classes are conducted at the Savannah River Site (SRS)?
5. You do not report to SC State University for the internship?
6. **SRS requires acceptable forms of identification.** US citizens must bring their birth certificate or social security card and a driver's license or school ID only if it includes a photo and one other picture identification.
7. Space is limited to 11 students per science tract?
8. Applying for the internship is a competitive process?
9. You are required to participate in class and after-hours class activities up to 10 hours a day, Monday-Saturday, with occasional meetings on Sunday?
10. You cannot work another job or be enrolled in a non-SRESFS course during the internship?
11. You cannot arrive late or leave the internship prior to its conclusion for other commitments?
12. Any absences from class will result in dismissal from the program? No exceptions!
13. All required signatures must be obtained on the Transfer of Credit or similar form to be considered completed?
14. The field dress code is a hat, light weight, long sleeved shirts with a collar; longs, and boots?
15. The Transcript Request form fee must be submitted with the acceptance packet to be considered complete for Non-SC State students?
16. Check out is from 9am-12pm the day after the last day of the session?
17. You will be tested on manual information during orientation 😊

