

7 The Internship Requirement

7.1 Overview

One objective of the DHS Scholarship and Fellowship Program is for participating students to learn more about DHS by becoming involved in DHS projects and activities. To accomplish this, you will be required to complete a 10-week summer internship during the first summer of your appointment.

DHS will invite DHS agencies, national laboratories, DHS Research and Education Centers, and other facilities working in collaboration with DHS to host DHS Scholars and Fellows. You will be provided with a list of agencies and facilities affiliated with DHS and a description of some of the projects available at each facility.

7.2 Project Selection

One of the objectives of the internship requirement is to provide you with a research experience directly related to the mission of DHS. Not all projects carried out at the hosting facilities qualify as an acceptable internship project; you must be assigned to a DHS-funded project or to a project carried out in direct collaboration with DHS in support of one of the DHS research portfolios. These projects must be reviewed and verified by the DHS management before you can be assigned to the project. Internship coordinators at the hosting facility will be responsible for submitting the necessary project information for DHS approval to ORISE, who will coordinate with the DHS University Programs Administrator to verify the projects.

7.3 Assignments

7.3.1 As a Scholar or Fellow, you will be assigned to a specific project at the hosting facility. Final internship assignment is subject to the DHS University Programs Administrator and ORISE approval.

7.3.2 ORISE will make hosting facility information available through the DHS Participants' website at <https://www.ornl.gov/dhsparticipants/>. You should visit this website frequently for updates and information about the hosting facilities before the Orientation Meeting in November. You should be prepared to ask questions and to discuss your interests and needs with the hosting facility representatives.

7.3.3 From the information provided on the DHS Participants' website, you must select three internship facilities. However, you may select more than one project per facility. Before selecting a project, you must contact the hosting facility mentor(s) listed for each project and discuss the project goals and needs, and how these relate to your academic interests.

7.3.4 DHS and ORISE reserve the right to assign you at their discretion if you do not submit your internship preferences to ORISE by the established deadline.

7.3.5 ORISE will provide the hosting facilities with information on students who selected that facility and indicate the project(s) the students selected at that facility. Hosting facilities will review the student's information and reply to ORISE indicating the students they would like to host. After a review period by both DHS and ORISE, hosting facilities and students will be notified by ORISE of their assignments.

7.3.6 If you have any relationship with a hosting facility during your first academic year of appointment as a Scholar or Fellow, you may not complete your internship requirement at that hosting facility.

7.3.7 You may not complete your internship requirement at your academic institution.

7.4 Poster/Oral Presentation Requirements

7.4.1 During your internship, you are required to participate in a poster session or make an oral presentation to the scientific community at your hosting facility. Hosting facilities will be asked to provide Scholars and Fellows the opportunity to make this presentation. Hosting facility mentors will be asked to evaluate this presentation for DHS.

7.4.2 You may also be asked to participate in presentations during your internship if DHS or other laboratory guests visit your internship site.

7.5 Written Presentation

At the end of your internship, you are required to submit an eight to ten page paper about your internship experience. This paper is meant to be a summary of your overall internship experience including a description of your research project, your accomplishments and the benefits you received. Detailed information about the written paper will be provided to you before the completion of your internship. You will also be asked to complete a feedback instrument on your internship experience.

7.6 Intellectual Property Rights at Hosting Facility

Guidelines and procedures for publications, copyrights and patents related to your internship project must be discussed with your mentor. You must follow the policies of the hosting facility regarding intellectual property rights and dissemination of research information.

Posters and/or portions of your paper might be shared with DHS and other DHS Scholars and Fellows. Your mentor will be asked to approve the release of information concerning your internship project.

7.7 Transportation Expenses

7.7.1 Transportation expenses for one round trip between your current address and the assigned internship location, with some limitations, will be covered by this award. ORISE will make travel arrangements and purchase the plane or train tickets for you. You will be responsible for any non-emergency cost related to any changes made to the itinerary after the ticket has been issued.

7.7.2 If you choose to drive, you will be reimbursed for actual mileage up to a designated dollar limit that will be provided prior to the start of your internship.

7.7.3 You will not be reimbursed for the cost of taxi fare or mileage to and from the airport or train station, parking, meals, car rental, lodging or other expenses related to getting to the internship site.

7.7.4 The award does not cover moving expenses to your internship location.

7.7.5 If offered by the hosting facility, you are allowed to accept travel allowances during your internship to cover expenses not covered by the DHS award.

7.8 Housing

You are responsible for making housing arrangements for the internship. Hosting facilities may be able to assist you in locating temporary rental apartments or homes. Housing will not be provided and will not be reimbursed under your DHS award. But if offered by the hosting facility, you are allowed to accept a housing allowance.

7.9 Time Off

7.9.1 You do not earn sick leave or personal leave during your internship period. You are responsible for notifying your hosting facility mentor immediately if you will be absent from your internship due to illness. You must notify ORISE of absences for more than three consecutive days.

7.9.2 Time away from your summer internship due to illness and/or personal emergencies will be considered on a case-by-case basis. You must notify your hosting facility mentor and ORISE in advance, when possible, or as soon as you are able.

7.9.3 For holidays, you must follow the same schedule as the hosting facility.

7.10 Meeting Hosting Facility Expectations

You are expected to meet the expectations required from your hosting facility, including all the facility rules, regulations and requirements.

7.11 Additional Internships

We encourage you to complete an additional internship after your required summer internship. If you choose to complete an additional internship, you must follow the same selection and assignment process as defined for required internships that year.
