



## Guidelines for Paid High School Research Experience Internship

Welcome to the High School Research Experience Internship Program at the University of New Mexico! We have developed the following guidelines to help you get the most from your research experience this summer.

You are expected to be at work according to a schedule devised by your research mentors. If you are going to miss any scheduled workday, you should inform your mentors promptly. If you are being paid for your internship on an hourly rate, please keep a running total of your hours because some internships are limited to a maximum number of hours.

- **Be curious!**

- Researchers are self-motivated. Your goal is to become the expert on your own project. Try to be an active participant in your group, asking questions, suggesting solutions to problems, and thinking about next steps. Try to go beyond simply obeying a supervisor's instructions.
- Be curious about the work going on around you – you are entering an environment where world-class work is in progress. Ask about it! You'll find that everyone loves to talk about their projects.
- **There are NO stupid questions.** In research, questioning is fundamental to progress, and it's often been the most basic questions that have led to radical leaps in our scientific understanding.
- You are invited to attend any research seminar given at the university.
- Please try to participate in all of the research activities of the group, especially group meetings. Do not feel bad if you do not understand most or all of what goes on in group meetings initially – by the end of the summer you will understand much more!

- **Be responsible!**

- Check your e-mail daily. Reply to any phone messages or texts.
- Show up for work! If you can't, through illness or other circumstance, contact your mentor immediately.
- Tackle problems promptly! Your mentor and your PI (Principle Investigator; professor) will help you with issues concerning your project. For personal or personnel issues, please contact Stefi Weisburd.
- Bi-weekly timesheets. You must **obtain your mentor's signature on your timesheet before you turn it in, so allow time to do that.** Ask your mentors to whom you should give your **legible and signed** time sheets and by what day/time. If you are in a paid Engineering Research Center (ERC) internship at CHTM, make sure to email/deliver your time sheets to Jessica Breckenridge (jwawrzyn@unm.edu) in the CHTM office by **Friday at noon.**
- If you are to be paid by stipend make sure you understand your mentor's conditions for you to receive that stipend. Also understand that you may

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have to pay income taxes on the stipend if your total income for the year is above a certain amount. You may have to file a tax return because UNM will send you a 1099 MSC form next year that will also be sent to the IRS.

- Please remember that UNM has a zero tolerance policy for all substance abuse.
- **Be safe!**
  - The research environment has a range of hazards (chemical, electrical, and so on). You must attend lab safety training, and depending on the research group, you may also be given additional training by your mentors on safe working procedures. You MUST obey these instructions. Note that **you may NOT be in a lab alone; your mentor or another experienced person must always be present and watching you**. Your lab participation will be consistent with Child Labor Laws and OSHA guidelines. If you do not understand a lab procedure, ask for help as many times as you need before you begin in order to perform it safely.
  - Make sure you bring a copy of your medical form to your lab to be used in case of an emergency.
  - Just as you would in any large city, use caution when traveling around campus and use care when you are being dropped off or picked up from UNM.
- **Be professional!** Being a good researcher requires good communication skills and courtesy, as well as technical ability.
  - You may be required to present a summary of your work in PowerPoint, report, poster or video format. (this *is* required for ERC students). Practice your presentation. Pick up tips from people you see giving good presentations.
  - In every presentation or seminar you attend, pay attention! AND....
  - ... come up with two questions to ask the speaker. You may not have an opportunity to ask them, but when a speaker has made the effort to give a seminar, it's highly embarrassing (and rude) to have no questions afterwards. (See 'be curious and 'there are no stupid questions' above!) You should make this a habit throughout your career.
  - If required by your mentor, please maintain your lab notebook and record all observations. At the end of the summer, turn in your lab notebook and data files. You may keep a copy for your records.
  - Wear appropriate lab attire: **closed-toe flat shoes, long pants, no tank tops**.
  - You may be invited to participate in outreach events for K12 students. Don't be shy. Please be aware of the academic level of the students you talk with. Convey your enthusiasm for studying science and engineering!
  - You may be asked to answer a short survey or update us on your college/career plans in years to come. **PLEASE respond to our follow up emails**. Your information is vital to the continued funding of programs like this. ERC students at CHTM will be required to fill out assessment surveys at the end of their internships and beyond.

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- CHTM Students: If you are working at CHTM this summer and driving your own car, please obtain a Visitor's Parking Pass from the front office every day to put on your dashboard. Please park on the street in CHTM spaces or in the Dikewood lot to the east of the CHTM lot, not in the CHTM lot.

Please sign below. If intern is a minor, the parent allows the child to be photographed by UNM personnel and agrees to the use of that photograph in promotional materials and reports to funding agencies. Both student and parent have carefully read these guidelines and agree that the student will abide by them, and that if the student violates the guidelines, he/she can be immediately dismissed from the program.

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if student is under 18 years old)

\_\_\_\_\_  
Date

If possible, please sign, scan and email an electronic copy of this SIGNED document to [esscareers@unm.edu](mailto:esscareers@unm.edu). If you do not have a way to scan the document, please bring or send a hard copy to ESS, suite 2080 in Centennial Engineering Center.