



# INTERN Orientation Checklist

To be reviewed with Mentor **within one week of internship start date**

## Building and Account Access

- I have obtained a CAC and have access to my work area
- I have a pIE account
- I have access to the HPC account on which I will be working

Contact the HIP team if you are having issues accessing HPC resources

## Work Area Safety and Protocol

- I have discussed the following with my mentor:
  - Safety rules/training in the unit
  - How to locate and follow lab standard operating procedures (SOPs)
  - First aid facilities
  - Evacuation plans and shelter-in-place (SIP) locations
  - Procedures for securing equipment, tools and supplies
  - Rules on leaving work area, use of phones & computers, requesting leave, etc.

## Interns Briefcase

- I have reviewed the contents of the Interns Briefcase

## Task Assignment Agreement (Highly encouraged but not mandatory)

- I have reviewed, completed and signed the Task Assignment Agreement with my Mentor

## Weekly Activity Report (Highly encouraged but not mandatory)

- I have reviewed the Weekly Activity Report (WAR) form with my mentor and have determined regular mentor/intern meeting times and frequency

## Bio slide and Emergency Contact Form (Required)

- I have turned in my Emergency Contact Form
- I have turned in my Bio slide