



HIP GUIDE FOR MENTOR REPORT (QUADCHART)

Each HIP Project Mentor is required to provide a HIP Project Report Summary as part of the HIP deliverables, to the HPCMP Workforce Development Directorate. Only one HIP Project Report is required regardless of the number of interns funded.

The report will be a PowerPoint slide, using the template (shown below).

Your Service Logo Here	HIP-15-0xx: HIP PROJECT TITLE GOES HERE Mentor: Mentor's Name with Affiliation goes here	
<ul style="list-style-type: none"> ▪ Synopsis <ul style="list-style-type: none"> ○ Provide a brief synopsis of the HIP Project ▪ Value to the Organization <ul style="list-style-type: none"> ○ Describe the expected benefit to the larger project, the Key Mission Priority or Program of Record you identified in the proposal. 	<ul style="list-style-type: none"> ▪ Intern <ul style="list-style-type: none"> ○ Identify your intern(s), provide major and class level ▪ Contribution to Project: <ul style="list-style-type: none"> ○ Briefly describe the objectives accomplished by the intern 	
<ul style="list-style-type: none"> ▪ Results <ul style="list-style-type: none"> ○ Briefly describe the impact the intern's work had on the larger project, Key Mission Priority or Program of Record. 	<ul style="list-style-type: none"> ▪ Importance to Intern <ul style="list-style-type: none"> ○ Describe what you did to give the intern the best possible intern experience, i.e., training, tours, professional networking opportunities, meeting with Human Resources personnel to discuss job opportunities at your facility, etc. ○ If your intern was offered a position (civilian/contractor) as a result of internship, please describe 	
		<i>HPC Internship Program</i> Distribution Statement Goes Here

Please make sure that the slide is marked with the appropriate Distribution Statement.

Use the following naming convention when saving your HIP Mentor Report: 2015HIP_project
no_mentor_your name_MentorReport.ppt, for example,
HIP_15_040_Schwartz_MentorReport.ppt.

Submit to the following email address: 2015-HIP@hpc.mil.

Please note we will only accept Mentor reports that:

- 1) use the TEMPLATE HIP QuadChart for Mentor Report,
- 2) use the naming convention as shown above, and
- 3) submit to the email address above.