



# INTERN Orientation Checklist

To be reviewed by mentor and intern **within one week of internship start date**

Building and Account Access	
<input type="checkbox"/>	Intern has obtained a CAC and has access to the work area
<input type="checkbox"/>	Intern has a pIE account
<input type="checkbox"/>	Intern has access to the project's HPC account
Contact the HIP team if any issues accessing HPC resources	
Work Area Safety and Protocol	
<input type="checkbox"/>	Mentor and intern have discussed the following: 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.
HIP Online Briefcase	
<input type="checkbox"/>	Intern has reviewed the contents of the HIP Online Briefcase
Task Assignment Agreement (Highly encouraged but not mandatory)	
<input type="checkbox"/>	Mentor and intern have reviewed and completed the Task Assignment Agreement
Weekly Activity Report (Highly encouraged but not mandatory)	
<input type="checkbox"/>	Mentor and intern have reviewed the Weekly Activity Report (WAR) and have determined regular mentor/intern meeting times and frequency
Bio slide and Emergency Contact Form (Required)	
<input type="checkbox"/>	Intern has completed the Emergency Contact Form and emailed it to a member of the HIP team
<input type="checkbox"/>	Intern has turned their Bio slide into a member of the HIP team