

SOCKS Undergraduate Internship Expectations and Timeline



Expectations

We expect interns to take full advantage of the opportunities provided within the summer internship program, including networking in the research community and working on professional development.

All interns are expected to attend every seminar and workshop. If you are sick, or have an unavoidable conflict, please contact Program Coordinators as soon as possible.

Additionally, please keep your mentor informed of any meetings that you are unable to attend.

Everyone in the SOCKS community must be committed to cultivating an inclusive and welcoming environment. We must treat one another with respect, recognizing the impact that their decisions and biases may have on others. Disrespect and hate will not be tolerated. Interns have support available (mentors, near-peer mentors, program coordinators, etc.) regarding any problem they are experiencing and are encouraged to promptly seek help with any issue.

Deliverables

- **Final presentations:** Near the end of the program, each intern will give a final presentation at our Symposium that goes over your summer research question, background on literature in your research area, your methods for approaching that question, results from your work over the summer, and ideas for future directions.

Each intern will have a 20-minute window to present their work; we recommend a 10–15-minute presentation with 5-10 minutes for audience questions.

- **Final reports:** At the end of the 10-week period, each student (all students must complete an individual report even if working in a group) will be expected to turn in a 10-page (excluding references) report formatted in overleaf that covers the following sections:
 - Abstract
 - Introduction and Literature review
 - Methods
 - Results
 - Conclusion
 - Acknowledgments
 - References
 - Appendices (if needed)

Program Timeline

Before Summer

Upon being accepted into the program, student should:

- Complete all forms requested in a timely manner to ensure that your pay and housing are secured. Requests for forms will come from the Programs Coordinators via email.
- Working alongside the Program Coordinators, arrange travel to UVM before your start date. Travel is funded by the NSF grant (up to \$1500 per intern). Program Coordinators must pay for the travel, so please do not book your own arrangements without consulting us.
- Read all materials provided, including the intern handbook and your orientation packet provided by your mentor. Feel free to start digging in to related literature (optional).
- Reach out to the Program Coordinators with any questions you may have. We want you to be as prepared as possible for your summer experience and are here to help.

During Summer

This is a basic outline of the 10-week summer program. Changes and additions to the schedule, and more detailed information will be provided during the summer.

Throughout the summer:

- We will have many exciting lectures and workshops throughout the summer, but most of your time will be dedicated to doing one-on-one research with your mentor.
- Meet at least weekly with your mentor to discuss your research, data analysis, dissemination of results, progress, and any questions or concerns.
- Attend workshops, seminars, and events put on by SOCKS staff. A schedule will be available before the program starts.
 - Workshops, seminars, events, one-on-ones, and office hours will be included in a shared Outlook calendar with event details.
- Complete experience surveys to help us improve the program in the future.

Week 1:

- Move in to UVM dorm accommodations on Sunday before your first day.
- Cohort icebreakers, getting to know each other. We will take you out to lunch and to a fun activity on the first day.
- Attend the orientation seminars, discussions, and workshops each day to get acquainted with the program and begin planning your summer project.
- Meet with your mentor to discuss summer plans and expectations. Fill out the mentor-mentee expectations document to outline your working relationship and goals for the summer (**due Friday of week 1**)
- Complete required training for your position, if applicable.
- Mentors will work with the intern to define their research question.

Week 2:

- Professional headshots.
- Work with your mentor to determine your research question, methods, and literature review guidelines.
- Review literature, get acquainted with the field of study.
- Project proposal **due Friday of week 2.**

Weeks 3 - 8:

- Work through the research lifecycle: Reviewing literature, designing research methodology, collecting and analyzing data, and beginning writing final papers/building research presentations.
- One-on-one check-ins with Program Coordinators.

- Partial paper draft **due at the end of week 4.**

Week 9:

- Final revised version of abstract and presentation title **due at the end of week 9.**
- Finish making presentation slides and practicing delivery.
- Working on final papers.

Week 10:

- SOCKS Undergraduate Research Symposium: Students are required to present their project in the Undergraduate Summer Research Symposium.
- Submit final papers **by the last day of the program.**
- Work with mentor to decide if/how you will continue to work on or contribute to the project.
- Tie up all loose ends and ensure that your mentor has the most current version of your data, analysis, presentation, and paper.
- Clean dorms. Move out of UVM dorms on the Saturday after the last day of the program.

After Summer

- If appropriate, students are expected to disseminate results from their summer research by giving a talk/poster at their home institution, preparing a paper for publication, or presenting at a research conference.
- Students are expected to participate in alumni surveys which helps us evaluate longer term program goals.
- Program Coordinators may reach out to offer you opportunities to present your work at a conference or future internship.

Important Contacts

Program Coordinators/Emergency Contacts

Responsibilities:

- Manage program logistics including housing, scheduling, transportation, and reimbursements.
- Serve as emergency contacts and general support.
- Coordinate check-in, orientation, and day-to-day operations.
- Assist with scheduling meetings and resolving logistical issues.



[Renée Simkins](#) - Emergency Contact

STEM Program Manager

Renee.Simkins@VermontState.edu, or text/call 802-369-8724.



[Maggie Jones](#)

Educational Outreach Coordinator

Maggie.Jones@VermontState.edu, or text/call 802-369-8112.

Code of Conduct

- Treat all members of the UVM and SOCKS community with respect, fostering an inclusive and welcoming environment.
- Discrimination, harassment, and retaliation are strictly prohibited, including any acts of sexual misconduct.
- Be responsible stewards of the campus, maintaining a safe, clean, and respectful living and learning environment.
- The University encourages prompt reporting of any incidents to the Office of Equal Opportunity or University Police Services, as appropriate.
- No disciplinary action will be taken against individuals who disclose incidents involving alcohol or drug use unless others' safety was at risk.
- Violations of this policy may result in disciplinary action, including dismissal or referral for criminal investigation.

- Full policy details are available in the [UVM Code of Student Conduct](#) and the full list of [UVM policies](#).

Land Acknowledgement

We acknowledge that the land on which our research internship takes place is the traditional territory of Vermont's Indigenous people, the Abenaki People of the Dawn, who have cared for this land for generations and continue to do so today. We value their connection to this land and the rich cultural heritage they have contributed to Vermont. We pay our respects to the elders past and present. We honor with deep gratitude this land and all it gives us. As we explore this land and conduct our research together, we honor this history and strive to create an inclusive environment that respects all voices. We are committed to learning from the past and fostering a sense of community that embraces diversity and collaboration in our technological endeavors.

ELNU ABENAKI TRIBE

NULHEGAN ABENAKI TRIBE

ABENAKI NATION OF MISSISQUOI

KO'ASEK TRADITIONAL BAND OF THE KOAS ABENAKI NATION