



“GEARING UP” EMAIL

Email Subject: [WD&E INTERNS & MENTORS] Gearing up for Fall 2025 Term!

Hi Interns,

We are excited to welcome you to Berkeley Lab for your internship this term, and look forward to meeting you at Orientation. Workforce Development & Education (WD&E) staff members are ready to assist you now and during the Fall 2025 term. All of the information below is available at [this link](#) and we encourage you to bookmark this as a reference page.

Interns and Mentors should review the following information about the Fall 2025 term.

WD&E Staff Contacts

Brieanna Wright (she/her) is the Internship Coordinator and the main point of contact for Interns. She coordinates logistics for internship-related events, guides Interns through the program, and helps to prepare guest speakers for WD&E events. Interns can email her with questions about assignments, deliverables, tours, internship events, and general questions about how to access resources at Berkeley Lab. She will hold regular office hours, and will also be available to meet with Interns by appointment. -- BrieannaWright@lbl.gov

Janique Ernest (she/her) is the Internship Program Assistant. She facilitates WD&E operations, processes stipend checks, housing checks, monitors online safety training, coordinates Intern travel, and supports the Internship Program Manager. Interns can contact her with questions about paperwork, stipend, housing supplements, online safety training, travel, Site Access, badge appointments, etc. -- JE Ernest@lbl.gov

Julio Jaramillo Salcido (he/him) is the Special Projects Analyst. In partnership with Noah Schwartz, he supports Interns with health and safety-related questions, borrowing ergonomic equipment, and preparing for events. Interns can email him with questions about health & safety, ergonomics, resources at the Lab, etc. -- JulioCJS@lbl.gov

Apple Zhu (she/her) is the Student Assistant. She supports WD&E team members with live events, tours of User Facilities, checking intern deliverables, event announcements, media projects, and website updates. -- AppleZhu@lbl.gov

Nakeiah Harrell (she/her) is the Internship Program Manager. She manages internship programs and supports undergraduate, post baccalaureate, graduate, and faculty programs. She collaboratively works with the WD&E Director to provide support and coordination in

program development and new initiatives for WD&E. She is the supervisor of record for all WD&E intern and faculty participants. She also oversees the work of the Internship Program Assistant and Student Assistants working within WD&E. Lab staff can contact her with questions about the application process, selecting an intern, online safety training, work mode, intern and mentor expectations, etc. -- NHarrell@lbl.gov

Laleh Coté, Ph.D. (she/her) is the STEM Education Program Manager. She develops program content, conducts assessments and educational research, and supports the development of grant proposals, programs, workshops, and special events. She oversees the work of the Internship Coordinator, Student Assistants, and Interns working with WD&E. Interns can email her with questions about resources at the Lab, attendance at conferences or field work requested by the Mentor Group, and time off for (invited) graduate school visits. Lab staff can email her with questions about events for mentors, teaching and mentoring approaches (or challenges), intern participation in conferences, field work, etc. -- LECote@lbl.gov

Faith Dukes, Ph.D. (she/her) is the Lab Education Director (LED) for Department of Energy Office of Science, Workforce Development for Teachers and Scientists (WDTS) programs. She provides strategic guidance and support to the WD&E office and partners with team Managers and Special Projects Analyst to maintain and implement undergraduate, post-baccalaureate, graduate, and faculty programs. She acts as a point of contact for WD&E stakeholders in coordination with appropriate team leads. Lab staff and interns can email about program governance, partnerships, and challenges that need additional support beyond frontline management. -- FMDukes@lbl.gov

Intern To-Do List

1) Communicate with your Mentor Group about the schedule for your FIRST WEEK

Step 1. Prior to Orientation, Interns and Mentors should schedule a meeting (either a Zoom call or phone call) to discuss and complete this paperwork.

- [Internship Work Plan](#)
- [Memorandum of Understanding](#)
- Once both documents are completed and signed, *please submit to WD&E by uploading a PDF to the Intern's Google Drive folder (created by WD&E and shared with the Intern).*
 - For participants beginning their program on Monday, August 25, 2025, these forms are **due on Friday, August 15, 2025.**

Step 2. Orientation. All Interns will begin the program on Monday, August 25, 2025, except for those participants who have a "late-start" appointment.



A Mentor or Designee from the Mentor Group will meet the Intern or Faculty Collaborator on the LBNL Main Site at Building 70A, Room 3377 after Orientation is complete. Email JErnest@lbl.gov with questions.

Step 3. LBNL Badge

Please follow the instructions on the “[WD&E - Affiliate Badge Instructions](#)” letter to book your badge appointment. All Fall 2025 Interns will attend our Orientation on Monday, August 25, 2025 from 9:30 AM - 12:00 PM in Building 70A, Room 3377, so please **do not** schedule your appointment during this time frame.

If you need assistance booking your badge appointment, please email JErnest@lbl.gov.

Note about parking: *Parking permits will **not** be issued to Interns (e.g., SULI, CCI) while participating in WD&E internships and/or other programs hosted on-site at Berkeley Lab. On the first day of the program, you will have access to the Lab’s shuttle service. Visit the Lab’s [Shuttle Bus Page](#) for more information.*

*However, if you are a **disabled driver** with a placard from the California Department of Motor Vehicles, you can park in any available disabled, general parking, or blue triangle parking spot at Berkeley Lab. If there is not sufficient designated accessible parking next to the building you work in or in a location convenient for you, contact Commute@lbl.gov for assistance.*

2) Add “WD&E Program Events” to your Calendar

You will need to stay organized with the **Google Calendar** tied to your LBNL Google account, especially with respect to WD&E events throughout the term.

For Interns:

WD&E is hard at work organizing a collection of in-person and virtual activities (speakers, workshops, social events, tours, etc.) for you to attend, to support your learning and professional development goals. Additionally, we hope that your participation in these activities will teach you more about Berkeley Lab and the DOE complex, academic and career pathways, and how to be successful in a professional environment. Many of these activities will be optional, but several of them will be marked as “mandatory,” and we expect that Interns and Mentors will prioritize these few events, as they are opportunities for all interns to gather together as a cohort. Our very first event is **Orientation (see info below)**, and your attendance is required. We have already invited you to this event via Google Calendar and/or you have received some instructions from Brianna.

3) Intern Orientation. *This event is mandatory for Interns and optional for Mentors.*



The first day of the program is Monday, August 25, 2025, except for those participants who have a “late-start” appointment.

All participants will attend Orientation in-person, in Building 70A, Room 3377. Registration begins at 9:30 AM, and the event itself will run from 10:00 AM - 12:00 PM. After that, a Mentor or Designee from the Mentor Group will meet Interns as determined ahead of time. Please email Janique with questions about the process of “Meeting your Intern on their First Day.”

WD&E has invited Interns and Mentors to the Google Calendar event for Orientation. If you currently have access to your lbl.gov email account, please RSVP while signed in. Please "accept" to RSVP for this event. A packet of information related to Orientation has been uploaded to the Google Drive folder created for Interns by WD&E.

Questions about Orientation? Interns should contact BrieannaWright@lbl.gov.

4) Mentor Orientation

We will host an Orientation on **Tuesday, August 19, 2025** at 10:30-11:30 AM PST on Zoom, for WD&E Mentors.

This event will provide attendees with an “overview” of the Fall 2025 term, including the activities we provide for interns, roles of the WD&E staff, required deliverables, Internship Work Plan, Memorandum of Understanding, Mentor Approval Form, etc. After the presentation, we will leave time for some Q&A with WD&E staff.

We will record this event, and the link to the recording will be emailed to all WD&E mentors working with interns during the Fall 2025 term. Email LECote@lbl.gov with questions.

5) Interns and Mentors should discuss expectations, ways of working together, etc.

If you have established regular email communication in preparation of the internship term, that's great! If you have not, Interns should take the time to send their Mentor Group an email to check in (you will also need to meet and discuss the [Internship Work Plan](#) and [Memorandum of Understanding](#)). If it makes sense to do so before the program begins, Interns can ask for some background reading and/or context about the topic you'll be working on.

- Mentors can support the team's success by dedicating time to communicate their expectations to their Interns, and learning the specific goals Interns hope to achieve. As the internship progresses, Mentors and Interns may *modify* their shared goals. Regular check-ins are important to make sure everyone stays “on the same page,” so it's a good idea to check in and ensure that you're “on the same page.”



- Interns who are new to the discipline or our work environment at the Lab may need additional resources. Mentors can support their success by clarifying which situations and outcomes are typical, and those that may require additional assistance.
- Check in to make sure that the communication strategy you have set up is effective for everyone involved, allows for work-life balance, and mental wellness. When needed, be open to changing this to increase comfort level and clarity of communication. For example, you may change the date/time or frequency of your meetings, create a Slack channel, or establish other norms for your working relationship.
- Many Interns have decided to participate in the internship program to learn more about the professional community, learn about different career pathways, and engage in the activities of STEM professionals. We encourage Mentors to introduce Interns to other students and colleagues, share information about national/regional conferences, and inquire about Interns' career goals. These efforts have the potential to make a lasting impact on Interns' academic and career activities after the internship ends.

Contact LECote@lbl.gov for more information about this topic, or for advice about teaching or mentoring Intern(s).

6) Connect with Interns and others at LBNL.

Most Intern cohorts choose to start a messaging group on **GroupMe**, **Discord**, or **Slack**; you can communicate in this way, as desired. We have sent an email to help facilitate this activity, if you'd like to opt-in.

A **LinkedIn** group has been created to offer communication, updates, schedules, and other information about WD&E. To join this group, create a profile at LinkedIn. Once logged in, type in "Workforce Development & Education Interns and Alumni Group" in the search box at the top of the page, selecting this group in the drop-down menu that appears. Once on the "Workforce Development & Education Interns and Alumni Group" page, select the blue "Join" button in the center of the page. An admin will verify that you are an LBNL Intern and then approve access to the group.

You can also follow our **LinkedIn** page, "[Berkeley Lab Workforce Development & Education](#)." Once logged in, type in "Berkeley Lab Workforce Development & Education" in the search box at the top of the page. Select the 'Follow' button and updates (such as related articles and videos) appear on your news feed.

7) Learn about the Lab's approach to working safely.



You will learn a lot about safety through our training courses and orientation. The team wants to ensure that every WD&E participant is safe before coming on-site, during the work day, and when leaving our campus. Here are some of the key ways we make that happen:

- [Noah Schwartz](#) is our Division Safety Coordinator for the WD&E programs and you may have another Safety Coordinator for the Division your mentor is working in. Feel free to reach out to him with any safety related questions or concerns.
- [Integrated Safety Management](#) (ISM) – This approach is how safety measures are planned and reviewed to ensure that they meet the needs of the work being done, regardless of what it is.
- [Activity Manager / Work Planning and Control](#) (WPC) – This is the system that defines the work you are doing, what controls are in place and which training courses you will need to complete. Prior to starting any work, you must be fully authorized through this system.
- [Ergonomics](#) – This is about protecting your body from the strains of repetitive movements that can happen when working on a computer or in a laboratory setting. If you are experiencing an ergonomic discomfort or are concerned that your work may lead to discomfort, reach out to Noah Schwartz for an ergonomic evaluation.
- [Health and Wellness](#) – While the depths of the pandemic are behind us, the Lab still takes a serious approach to keeping staff healthy and encourages anyone who is feeling ill to stay home. If you are working on-site, daily self-monitoring is strongly encouraged to help prevent the spread of cold, flu, COVID-19, and other illnesses. If you do test positive and have been on-site recently, we encourage you to stay home and contact Health Services at 1-510-486-6266 for guidance.

8) Bookmark the appropriate Assignments/Deliverables page, based on your program.

Each program has its own requirements, and so it's important to follow along with your individual program's page. Note: these pages are only accessible through your LBL.gov account

[Assignments/Deliverables - CCI](#)

[Assignments/Deliverables - SULI](#)

[Assignments/Deliverables - WD&E Partnership Programs \(including BLUR\)](#)

Contact our Internship Coordinator at BrieannaWright@lbl.gov with questions about Deliverables.

Feel free to reach out to us with questions about the program. See you at Orientation!

Thanks,
Brieanna Wright
Internship Coordinator
Workforce Development & Education (WD&E) Office
Berkeley Lab