

Things to Know As a QoLT Intern

Work Hours

- REU students are required to work a full time schedule. You should discuss your start and end time with your faculty advisor on the first day.
- You will be provided with an excel template for tracking your hours each week. Please complete this time sheet each week and email it to Dr. Ding (dad5@pitt.edu) and copy (cc:) the email to your advisor by 2pm every Friday.

Absence

- If you need to take time off, please email your request in advance to your advisors to get approval. If you are sick and cannot report to work, please notify your office point of contact first thing in the morning.
- You are permitted up to 3 days of absence (e.g. sick or personal). Adjustments to the stipend will be made for absences exceeding 3 full-time working days.

Dress Code

- Generally casual, but depends on work site assigned. Please consult your work site policy for details.

Expectations

- You will be assigned a research project that can be completed over a 10-week period.
- Faculty advisor, graduate-student mentors, and REU students will meet frequently to discuss the project tasks and track progress. You are encouraged to seek the advice or assistance of their primary mentors and other team members.
- You are expected to attend the Summer Lecture Series and Field trips. An event calendar will be provided during the orientation.
- You will be asked to turn in a technical report of your research work at the end of the program. You are also encouraged to work further with their mentors after the program to prepare a paper for related conferences organized by professional societies such as the International Rehabilitation Engineering and Assistive Technology Society of North America's (RESNA), the Gerontological Society of America, IEEE Robotics and Automation Society, and IEEE Engineering Medicine and Biology Society (EMBS), etc. Conference travel (up to \$600) will be available, should your paper be accepted for publication/presentation.
- Toward the end of the internship, we will organize a REU symposium where you will present your research project to QoLT faculty and students for 15 minutes including 10-12 minutes for presentation and 3-5 minutes for questions.
- Note that there may be times where your help is needed on other unrelated projects or tasks. Please offer your help as best as your can.

Survey and Exit Interview

- You will be asked to complete a survey and an exit interview prior to departure. Also please provide us with your permanent contact information (if agreed) before you leave us so we can follow-up with your successes in the years to come.