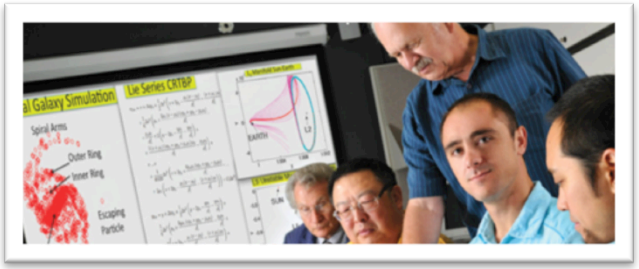


Education Office

Summer Student Programs - Orientation

Adrian Ponce
Manager – STEM Higher Education Group

Education Office
Jet Propulsion Laboratory
California Institute of Technology

About JPL

- Caltech graduate students
- Founded in 1938 by Caltech (Army funding)
- Becomes NASA center in 1958
  - Federally-Funded Research and Development Center (FFRDC)
  - Government facility that is operated by Caltech
- $1.5B business base
- 5,000 employees
- 177 acres

Your Schedule Today
(Divided into Groups)

Group Examples

Time	Group 1
7:30 a.m.	Arrive at JPL. Check in.
8:00 a.m.	Orientation @ von Karman
9:00 a.m.	Mentor Matching
9:30 a.m.	Badging and Foreign National Security Briefing @ building 249
10:30 a.m.	Badge Pick up @ Info desk in front of building 249
11:30 a.m.	IT @167-151
12:30 a.m.	Lunch w/Mentor

- Check the back of your green badge for your orientation day schedule.
- Be on time for all appointments.

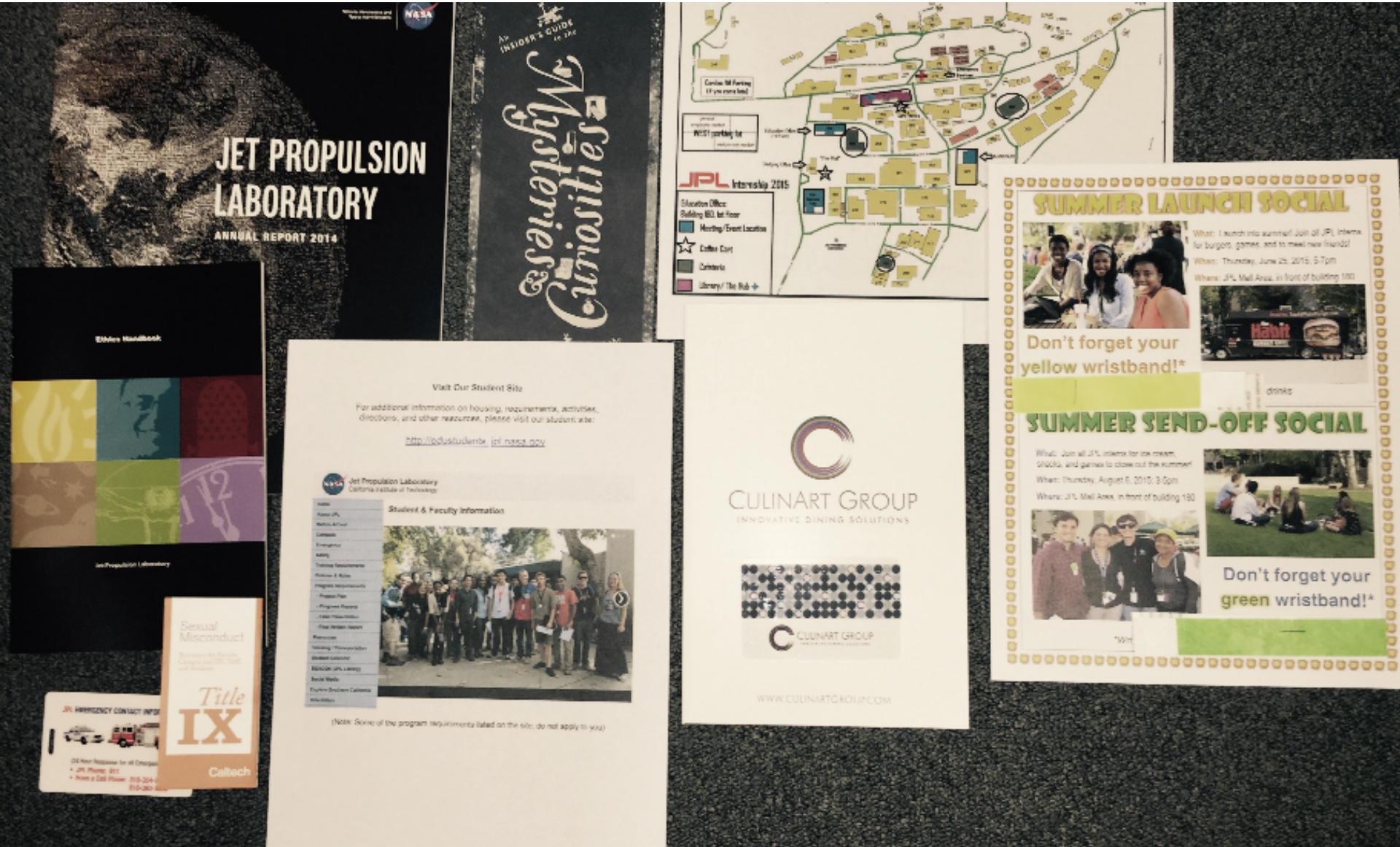
Time	Group 2
7:30 a.m.	Arrive at JPL. Check in.
8:00 a.m.	Orientation @ von Karman
9:00 a.m.	Mentor Matching
9:30 a.m.	IT @ 167-151
10:30 a.m.	Badging @ building 249
11:30 a.m.	Badging Pick up @ Info desk in front of building 249
12:30 a.m.	Lunch w/Mentor

- IT Provisioning

- Badging
- Badge pick up

Time	Group 3
7:30 a.m.	Arrive at JPL. Check in.
8:00 a.m.	Orientation @ von Karman
9:00 a.m.	Mentor Matching @ von Karman; mentor and intern have “together time” until IT appointment (unless intern needs more paperwork time)
10:30 am	IT @ 167-151
11:30 a.m.	Badging @ building 249
12:30 p.m.	Badge Pick up @ Info desk & Lunch w/Mentor

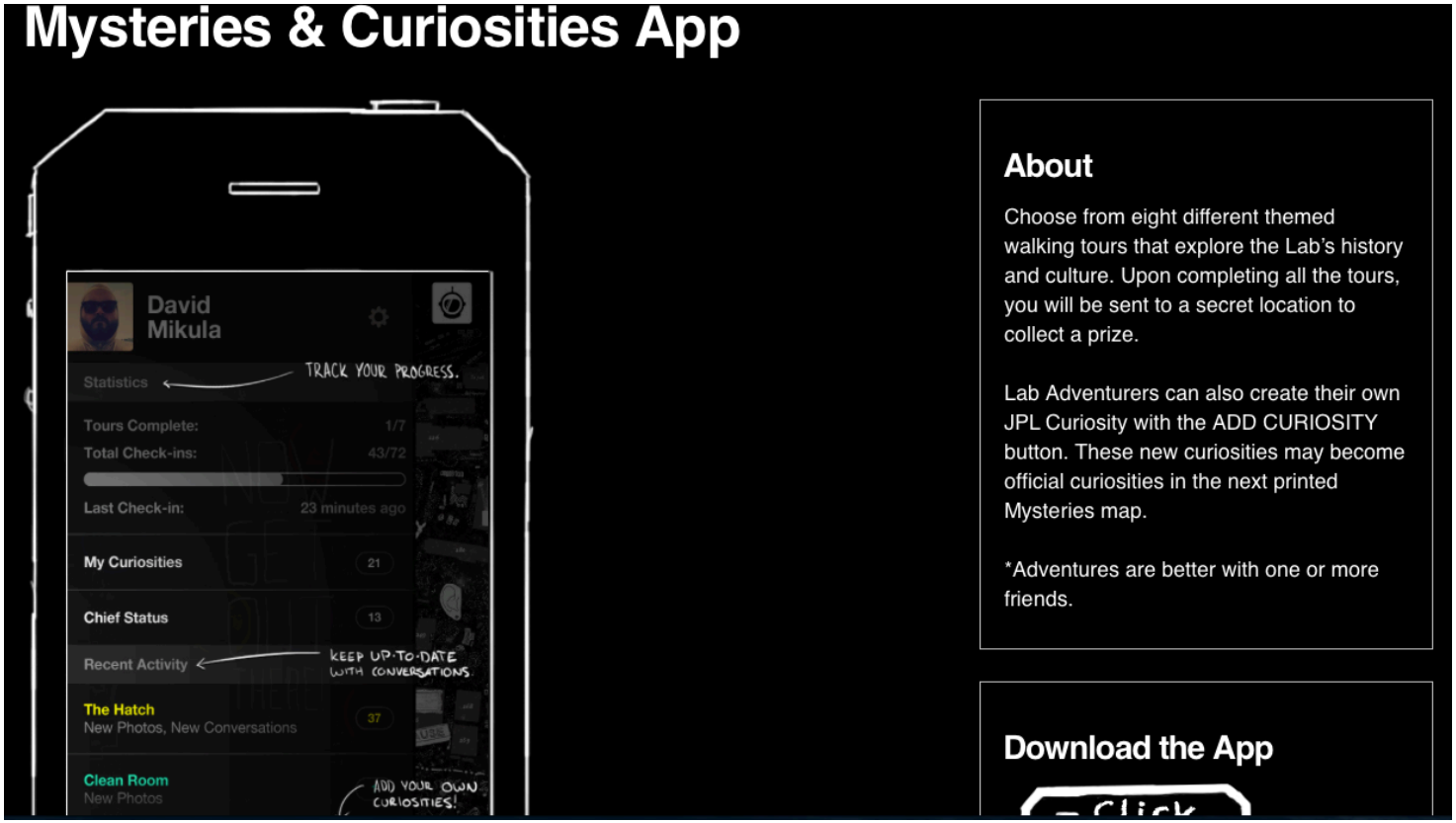
Orientation Packet Materials



Mysteries and Curiosities

Tour Map and App

- To download the app, just type in the website **on your smartphone**: mysteries.jpl.nasa.gov
- You will need to use your **JPL username and password**.
- Using the app is more fun with a friend or in a group of friends.



The Education Office

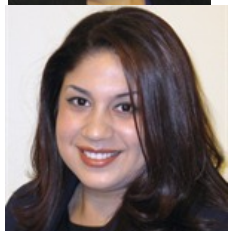
Program Coordinators

Linda Rodgers
SIP, YIP, Space Grant, JPLGF

Jenny Tieu
NASA MUREP, ELAC, JPFP, MSP, Growth Sector

Petra Kneissl-Milanian
CSU STAR, DEVELOP, JSFRP-Faculty, PGGURP, SURF, Wave

Arpine Margaryan
NSTRF, JVSRP

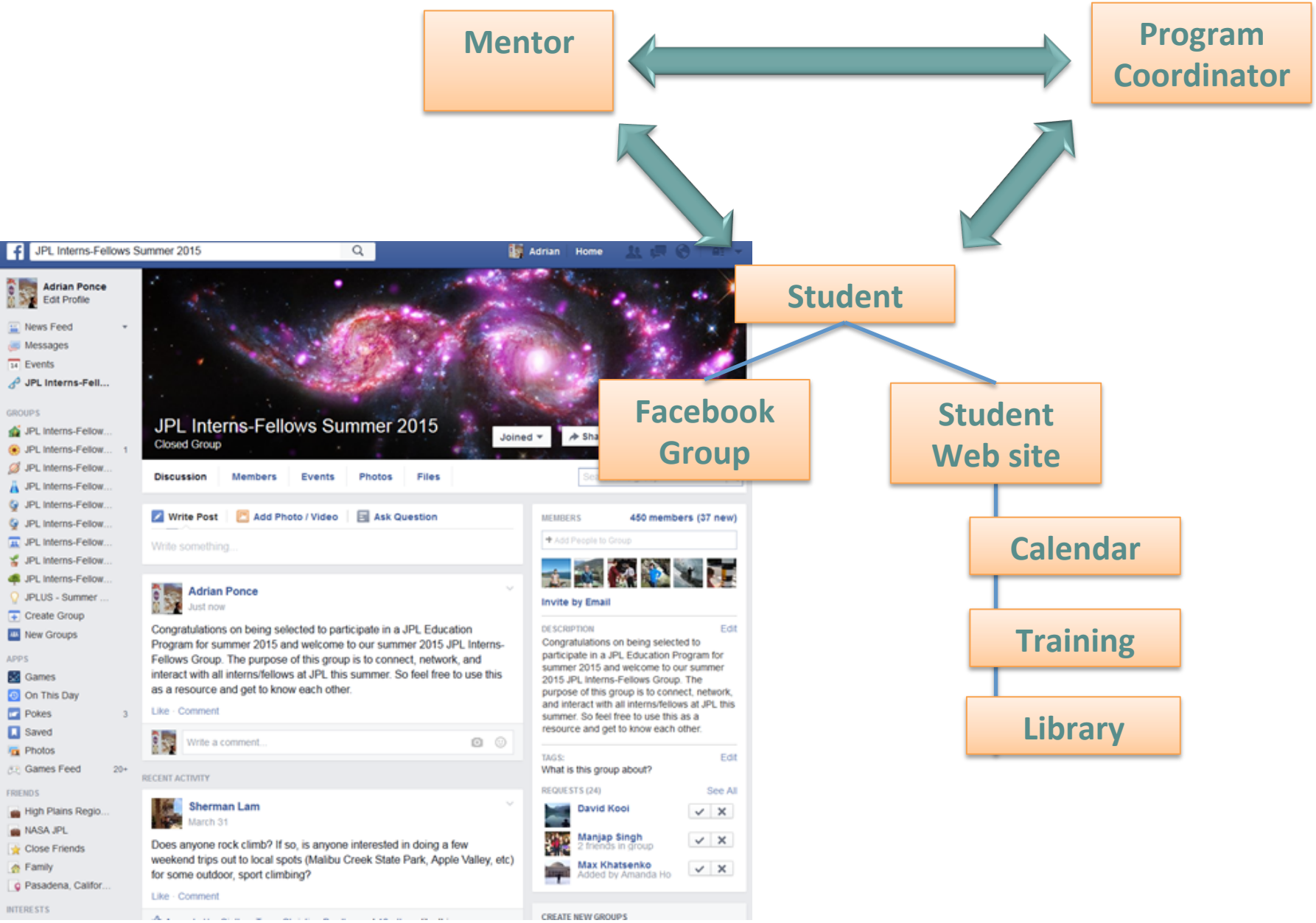


Roslyn Soto
CTECC-Faculty, CURE, JPLUS, SIRI

Education Staff

Shannon Barger
Kelly Gaudet
Andrea Olson

Flow of Information



JPL Interns-Fellows Summer 2015

Adrian | Home

Adrian Ponce
Edit Profile

- News Feed
- Messages
- Events
- **JPL Interns-Fell...**

GROUPS

- JPL Interns-Fellow...
- JPL Interns-Fellow... 1
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPL Interns-Fellow...
- JPLUS - Summer ...
- Create Group
- New Groups

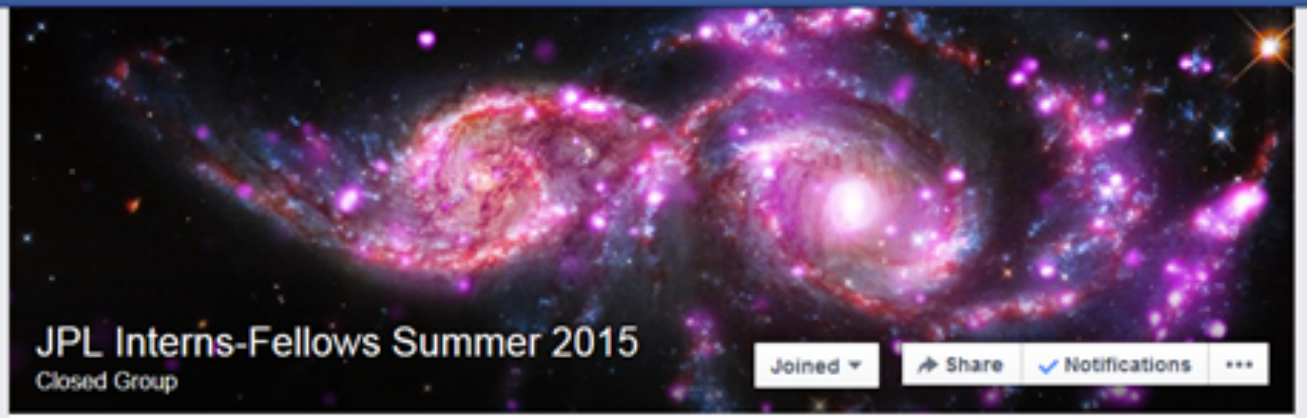
APPS

- Games
- On This Day
- Pokes 3
- Saved
- Photos
- Games Feed 20+

FRIENDS

- High Plains Regio...
- NASA JPL
- Close Friends
- Family
- Pasadena, Califor...

INTERESTS



JPL Interns-Fellows Summer 2015

Closed Group

Joined | Share | Notifications | •••

Discussion | Members | Events | Photos | Files

Search this group

Write Post | Add Photo / Video | Ask Question

Write something...

Adrian Ponce
Just now

Congratulations on being selected to participate in a JPL Education Program for summer 2015 and welcome to our summer 2015 JPL Interns-Fellows Group. The purpose of this group is to connect, network, and interact with all interns/fellows at JPL this summer. So feel free to use this as a resource and get to know each other.

Like · Comment

Write a comment...

RECENT ACTIVITY

Sherman Lam
March 31

Does anyone rock climb? If so, is anyone interested in doing a few weekend trips out to local spots (Malibu Creek State Park, Apple Valley, etc) for some outdoor, sport climbing?

Like · Comment

MEMBERS 450 members (37 new)

Add People to Group

Invite by Email

DESCRIPTION Edit

Congratulations on being selected to participate in a JPL Education Program for summer 2015 and welcome to our summer 2015 JPL Interns-Fellows Group. The purpose of this group is to connect, network, and interact with all interns/fellows at JPL this summer. So feel free to use this as a resource and get to know each other.

TAGS: Edit

What is this group about?

REQUESTS (24) See All

- **David Kooi**
- **Manjap Singh**
  2 friends in group
- **Max Khatsenko**
  Added by Amanda Ho

CREATE NEW GROUPS

edustudents.jpl.nasa.gov/index.cfm

Jet Propulsion Laboratory
California Institute of Technology

http://edustudents.jpl.nasa.gov

- Home
- About JPL
- Before Arrival
- Contacts
- Emergency
- Safety
- Training Requirements
- Policies & Rules
- Program Requirements
  - Project Plan
  - Progress Reports
  - Final Presentation
  - Final Written Report
- Resources
- Housing / Transportation
- Student Calendar
- BEACON (JPL Library)
- Social Media
- Explore Southern California
- Orientation

Student & Faculty Information

PRIVACY | IMAGE POLICY

Site Manager: Arpine Margaryan

Student Programs Calendar/JPL Education Office

JPL Education Office Calendar of Events

May 2015

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select your Calendar

- [x] High School Education Programs
- [x] Higher Education Programs
- [x] HR Student Program

Select: All, None

Search by Event Type

[All Values]

Search by Keyword

Go

Select Calendar View

Table

Prev | Next

PRINT | SUBSCRIBE | iCAL | RSS

Select: All | None

Add To My Calendar | Remind Me By Email | Other Event Actions...

May 2015

Date	Time	Event	Location
May 14	9am	Laser Safety Training	321-127
May 22	12pm	Section 346 noon-time seminar - Regenerative Fuel Cell Systems: Next Generation Energy Storage for Space Applications, Dr. Thomas I Valdez	180-101
May 25		Memorial Day - JPL Closed	

June 2015

Date	Time	Event	Location
Jun 3	4pm	JPL Stories - Matt Golombek, MER Project Scientist; InSight Geology/Landing Site Lead	The Hub, Building 111
Jun 16	12pm	Summer Movies at the HUB - "The American Rocketeer"	The Hub, Building 111
Jun 18	12pm	Student Speaker Series	321
Jun 23	12pm	"How to Give an Effective Presentation"	TBD
Jun 24	4pm	JPL Stories - General Larry James, Deputy Director of JPL	The Hub, Building 111
Jun 25	12pm	Student Speaker Series	321
Jun 25	5pm	Summer Social	Mall
Jun 30	12pm	Summer Movies at the HUB - "JPL Story 1959 & Explorer One"	The Hub, Building 111

July 2015

Date	Time	Event	Location
Jul 2	12pm	Student Speaker Series	von Karman Auditorium
Jul 3		Independence Day Observed - JPL Closed	
Jul 9	12pm	Student Speaker Series	von Karman Auditorium
Jul 13	12pm	Summer Movies at the HUB - "The Changing Face of Mars"	The Hub, Building 111
Jul 14	11:30am	Summer DREC talk for students and mentors - Document Review and Export Compliance	von Karman Auditorium
Jul 15	4pm	JPL Stories - Dan Goods & JPL Design Studio	The Hub - 111

Summer Activities

- Summer Launch Social (The Habit food truck)
- Aerospace Games
- Laboratory Tours
- Technical Seminar Series
- Professional Development Seminars
- Career Week
- Graduating Student Poster Day
- Final Presentations
- End of Summer Social

Searching the Literature

http://library.caltech.edu (Web of Knowledge)

Web of Science®

Search

in Topic

Example: oil spill* mediterranean

AND in Author

Example: O'Brian C* OR OBrian C*

Need help finding papers by an author? Use Author Finder.

AND 91109 in Address

Example: Yale Univ SAME hosp (view abbreviations list)

Page 1 of 2,154 Go

Sort by: Publication Date -- newest to oldest

(0) Save to: ENDNOTE® WEB ENDNOTE® ResearcherID more options

Analyze Results

Citation Report feature not available. [?]

1. Title: **Performance of a 1/4 VGA Format Long-Wavelength Infrared Antimonides-Based Superlattice Focal Plane Array**

Author(s): Rafol Sir B.; Soibel Alexander; Khoshakhlagh Arezou; et al.

Source: IEEE JOURNAL OF QUANTUM ELECTRONICS Volume: **48** Issue: **7** Pages: **878-884** DOI: **10.1109/JQE.2012.2193557** Published: **JUL 2012**

Times Cited: **0** (from Web of Science)

Get It

[View abstract]

Training, Transportation & Schedule

- **Required Training**
  - Safety Training
  - Cyber-security Training
  - Import/Export General Awareness Training
  - Must be completed within two weeks (see 'edustudents.jpl.nasa.gov')
- **Transportation**
  - Buses to/from Caltech (starting on Jun 18th)
  - Bus passes are available from Education Office
  - To JPL 730, 815 am
  - To Caltech 515, 600 pm
- **Schedule**
  - 5/40 vs. 9/80
  - same schedule as mentor/co-mentor

Program Specific Reporting Requirements

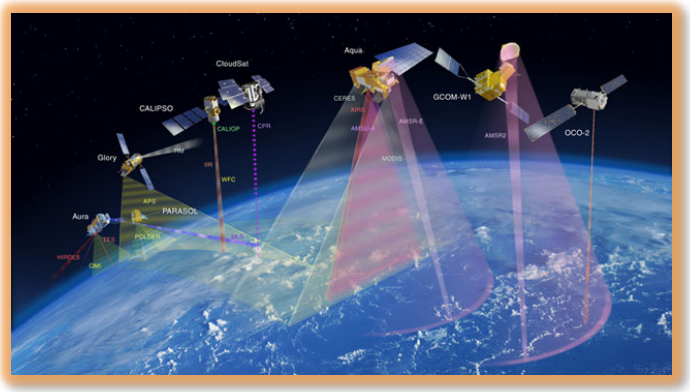
- Proposal or project plan
- Progress reports
- Final Presentation
  - Write Final Presentation Abstract
  - Mentor submits your abstracts to Doc Review
  - Present to your group/section
- Final written report
- Evaluation of JPL Experience

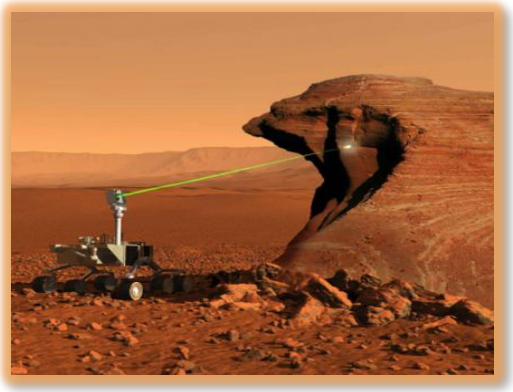
Make the most of your summer

Work hard

Be safe

Have fun





Cyber Security

- Cyber-Security Training
- Password requirements & protection
- Report Security Incidents
  - 4-help (4-4357)
  - security@jpl.nasa.gov
- Physical Security, secure your environment
  - Secure your screen when you leave it alone
  - Lock-up Laptops with a cable tie
- Personal and Work data – keep separate
  - Don't store your personal data on JPL resources
  - Don't store JPL data on personal devices
  - No personal computers are permitted on the JPL network

Hot Topics in Cyber Security

- IT Security monitors appropriate use of resources
- Do not view questionable content
- Unless in support of JPL work, do not use
  - Social networking sites
  - File sharing software (Peer-2-peer)
- Do not
  - Cloud Computing
    - DropBox
    - GoogleDocs
  - Use IRC as malware and viruses are prolific on IRC
  - BitTorrent & BitCoin
  - Game online
  - Download unapproved software

Enjoy, Explore…but do it Ethically

- Keep your commitments
- Observe all rules
- Follow our Honor Code

The JPL Honor Code

- I WILL CONDUCT ALL BUSINESS DEALINGS WITH FAIRNESS, HONESTY, AND INTEGRITY.
- I WILL PROTECT ALL INFORMATION AND RESOURCES AVAILABLE TO ME FROM LOSS, THEFT, AND MISUSE.
- I WILL AVOID EVEN THE APPEARANCE OF CONFLICT OF INTEREST OR ANY OTHER IMPROPRIETY.
- I WILL TREAT MY FELLOW EMPLOYEES FAIRLY AND WITH DIGNITY AND RESPECT.
- I WILL HELP CREATE AND SUSTAIN AN ATMOSPHERE CONDUCIVE TO THE SPIRIT OF THIS CODE.

Ethical Use of Resources

- You are accountable for the resources entrusted to you. Resources include, but are not limited to:

telephones	computers
technology	office supplies
Software	JPL logo
information	e-mail address

- Personal use of phones and computers on an "occasional and reasonable" basis is acceptable. When in doubt…ask.

- Your activities should not affect the reputation or cause embarrassment to the Laboratory, Caltech or our sponsors.

Your Ethics Resources

Inside JPL:	http://eis.jpl.nasa.gov/ethics/	
Location:	Bldg. 114-120 (next to the JPL Store)	
E-mail:	ethics-office@jpl.nasa.gov	
Or Call:	Lani De Benedictis	4-6338
	Karen Beas	3-2597
	Jane-Ann Sanders	4-6853
	Susan Guptill	4-3154

Feel free to contact us with questions or concerns anonymously by calling the JPL Ethics Line on (818) 354-9999.

Hazards

Safety Training Requirements

- Hazard Types
  - Confined Space
  - Cryogen
  - Electrical
  - Falls
  - Chemicals
  - Lasers
  - Machines
  - High Pressure
  - Radiation

- Hazard Assessments (Mentors)
  - Confined Space
  - Pre-Operational Safety Reviews (Pre-OSRs)
  - Chemical Hygiene Plans (CHPs)
  - Job Safety Analyses (JSAs)
  - Material Safety Data Sheets (MSDSs) – if you are working in a lab that uses chemicals

- Students under18 yrs are prohibited from working around hazards.

- Hazard Specific Training Courses
  https://safety.jpl.nasa.gov/training/

- MUST COMPLETE before working around hazards.

Getting around

- Do not read or text while walking.
- Wear safety **helmets** while riding bicycles, mopeds, motorized cycles, and/or motorized scooters.
- Do not use 'razor' scooters, skateboards, roller skates, or any kind of other skates.

General Safety

- If they become injured
  - Report work-related injuries **immediately** to your Mentor.
  - Seek medical attention through Occupational Health Services.
- Know your **evacuation procedures** and be familiar with your exit routes and assembly areas.

What to do if you have an Emergency at JPL

- 24 Hour Response for all Emergencies
- JPL Phone: 911
- From a Cell Phone: 818-354-3333
  818-393-3333

Wildlife

- Be aware that JPL is on the border of a National Forest and we **share the land** with the following residents:
  - Deer
  - Mountain Lion
  - Rattle Snakes
  - Black Widows
  - Tarantulas
  - Bears

- Do not approach or attempt to feed any animals on Lab.
- Do not reach into any area that you cannot see.

Environmental Regulations and Training

- Visit http://eapo/ for information
  - Office Recycling.
  - Hazardous Waste and Pollution Prevention
- Hazardous Waste
  - Use of chemicals **requires Hazardous Waste Generator Training.**
  - **Never** pour any chemical down the drain.

- These regulations are based on federal and state laws!
  - Failure to be properly trained or comply with any of the above may result in disciplinary action and/or regulatory fines.

Title IX: A Range of Issues

- JPL and Caltech are committed to a discrimination free and harassment free work environment.
- Title IX was originally known for addressing issues of athletic equity
- Title IX more recently: Sexual Harassment and Sexual Violence
- Is represented in three policies:
  - Nondiscrimination and Equal Opportunity
  - Prevention of Unlawful Harassment
  - Prevention of Sexual Violence
- All employees and students are expected to conduct themselves
  - in a business-like and professional manner, and
  - not engage in discriminatory or harassing behavior
- Same policies at Campus and JPL

Title IX Overview

- Prohibits discrimination on the basis of sex in education programs and activities
  - Covers all employees and students
  - Covers all operations of an educational institution (includes JPL)
  - Covers conduct on and off site (could have an affect on someone's experience in the workplace)
  - Covers men and women, regardless of sexual orientation and gender identity
  - Covers conduct Caltech/JPL knew about or should have known about
  - **Includes stalking, domestic violence, harassment, sexual assault**
- Report concerns and violations to
  - Mentors, group supervisor (or other line management)
  - Education Office Personnel
  - Human Resources
  - and …

Title IX at Caltech/JPL

- Felicia Hunt – Title IX Coordinator
- Melany Hunt – Deputy Title IX Coordinator for Faculty
- Susan Conner – Deputy Title IX Coordinator for Staff and Postdoctoral Scholars
- Richard Conti – Deputy Title IX Coordinator, JPL

Today's Schedule

Time	Group 1
7:30 a.m.	Arrive at JPL. Check in.
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9:30 a.m.	Badging and Foreign National Security Briefing @ building 249
10:30 a.m.	Badge Pick up @ Info desk in front of building 249
11:30 a.m.	IT @167-151
12:30 a.m.	Lunch w/Mentor

Thank You!
Any Questions?

SCIENCE

The 10 Most Awesome College Labs

Thinking about a science degree? Consider a lab where research meets white-knuckled adventure

By Brooke Borel Posted 08.20.2013 at 10:00 am 0 Comments

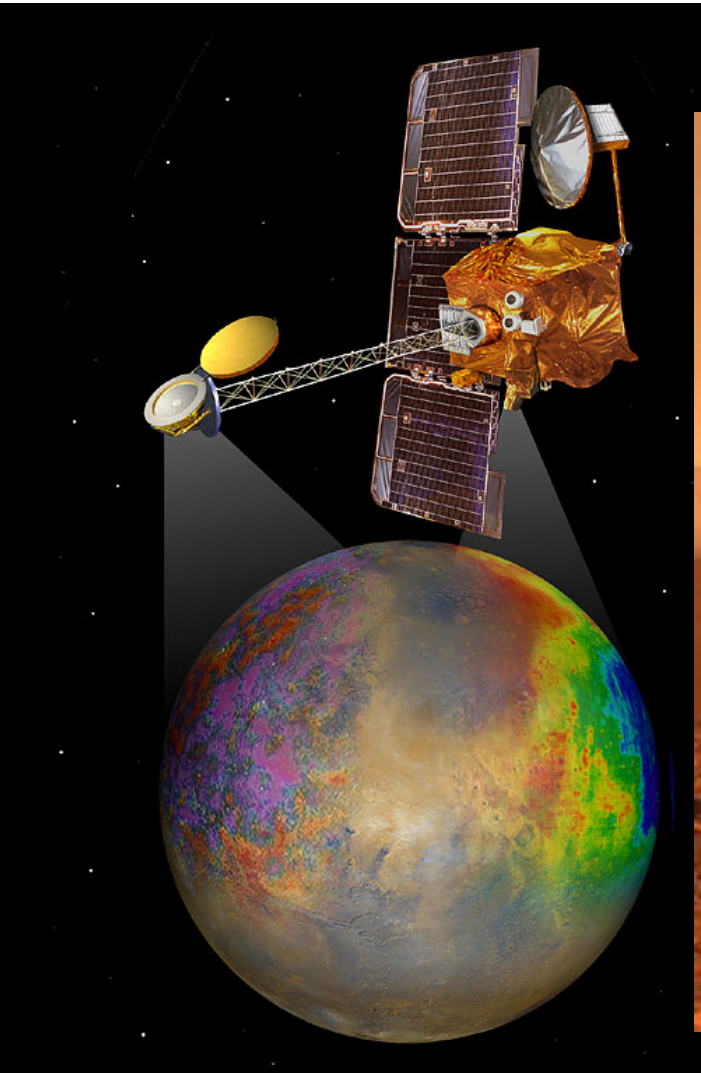
922

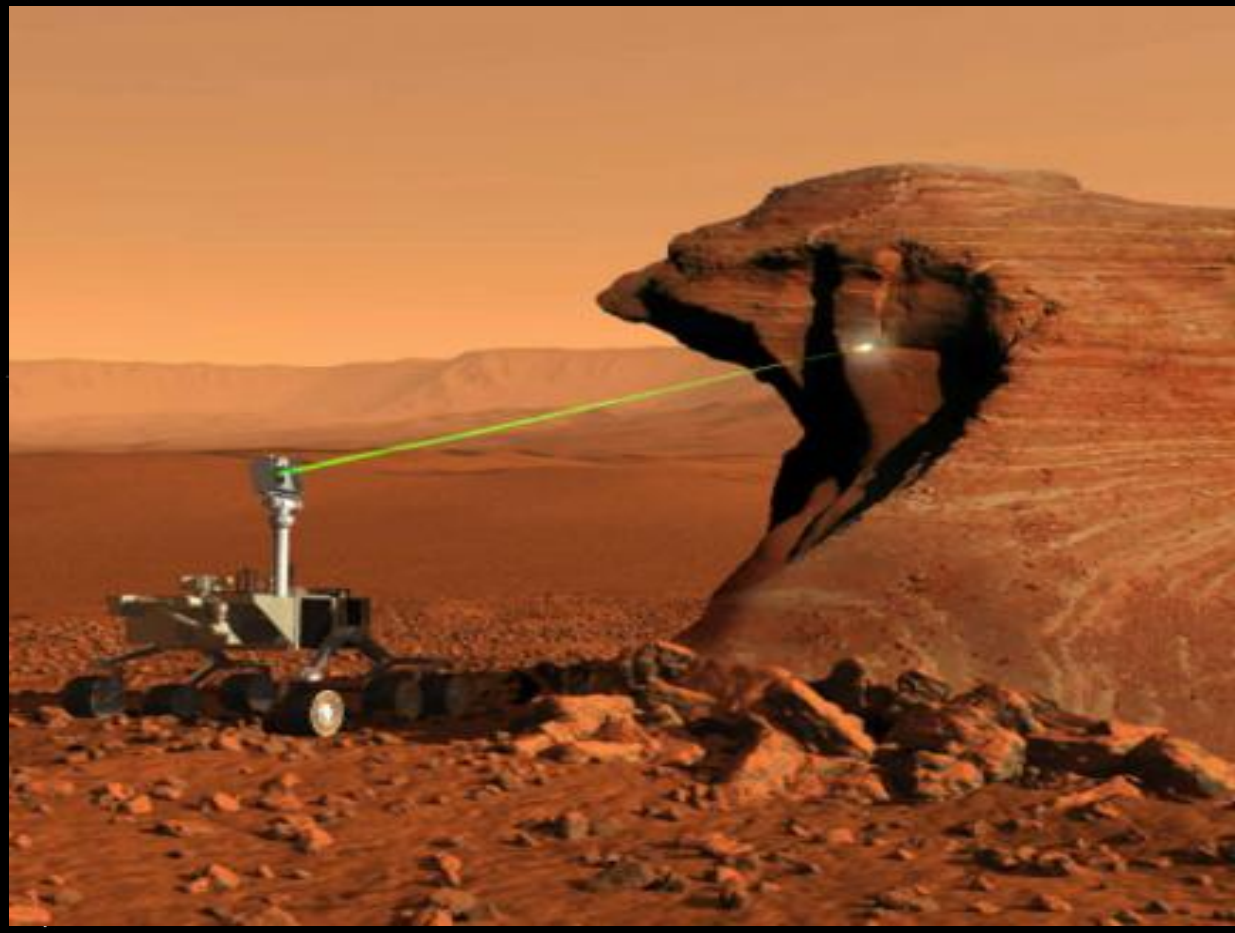
Jet Propulsion Laboratory

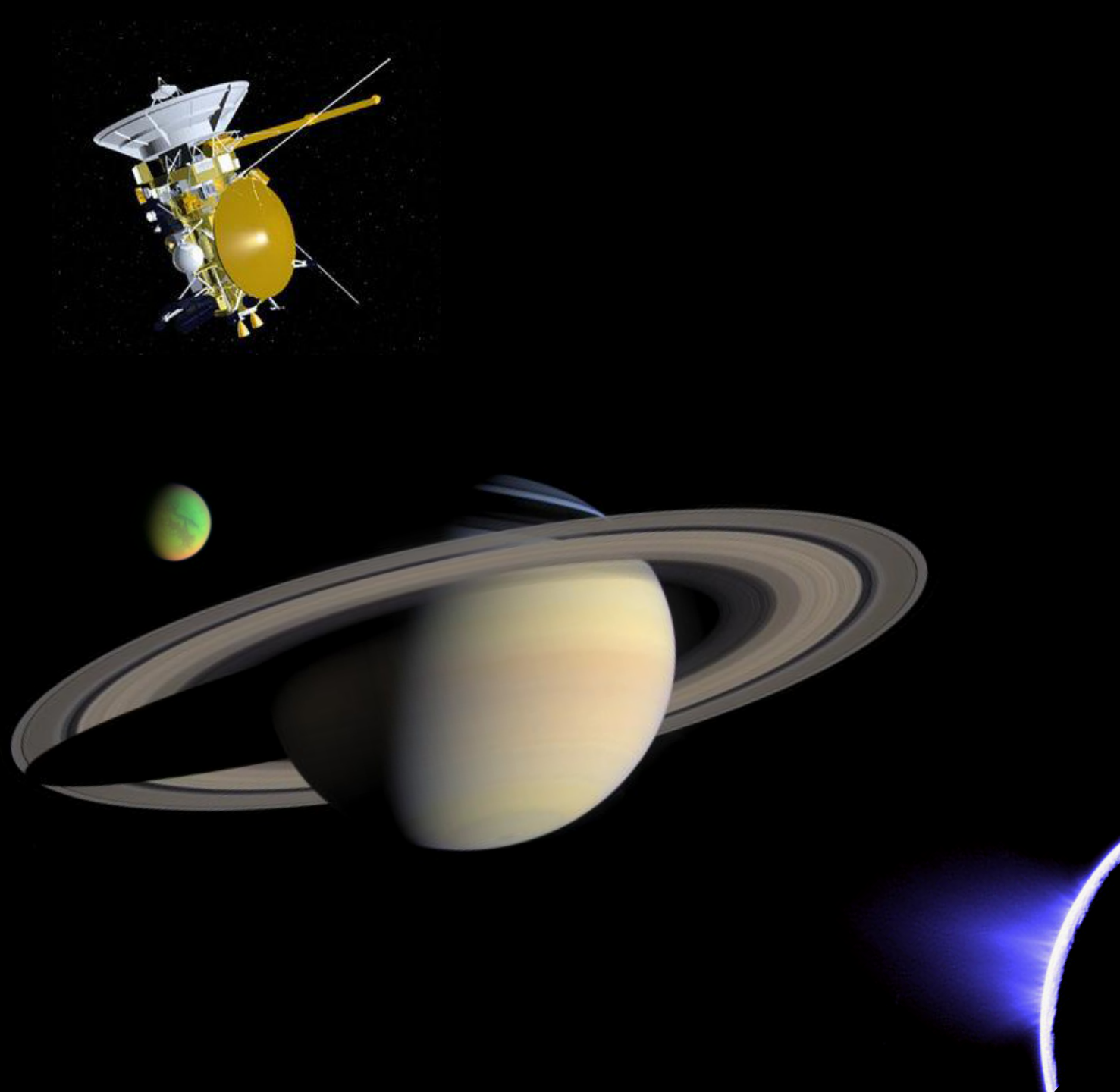
Jet Propulsion Laboratory
California Institute of Technology

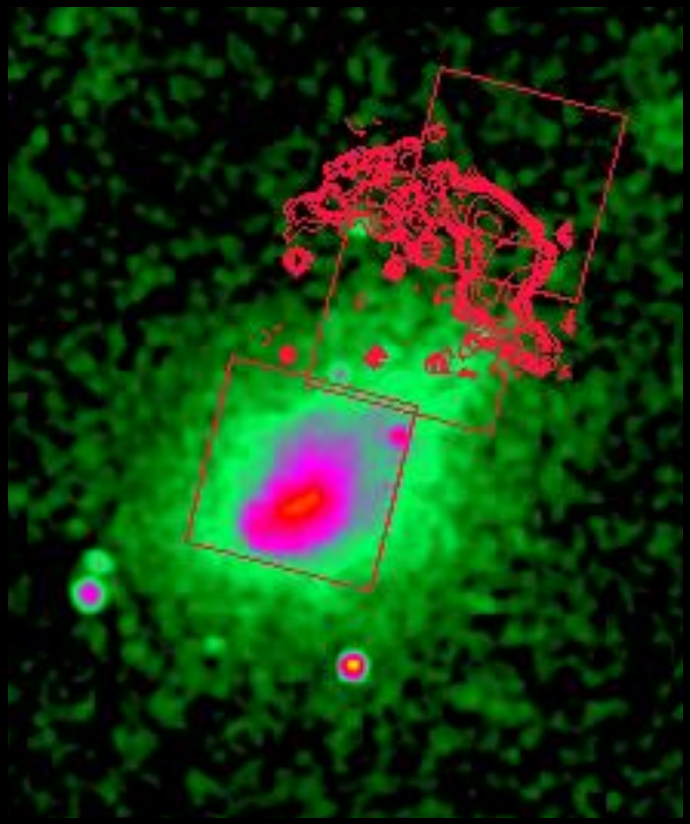
This summer, the Jet Propulsion Laboratory (JPL) in Pasadena, California, is hosting 450 undergraduates from around the country for 10-week-long internships, where they may work on projects in planetary science, astrophysics, astrobiology, or robotics. In the past, students have helped develop instruments on the Mars-bound Curiosity rover; analyzed data sent by the Kepler spacecraft, which is looking for potentially habitable exoplanets; and studied life in extreme environments on Earth, getting a glimpse of how life may exist elsewhere in the universe. The interns "operate at the frontier of human knowledge," says Adrian Ponce, JPL's manager of higher education. Once they graduate, approximately 100 former interns are considered for permanent JPL jobs. **Careers: Astrobiologist, Astrophysicist, Engineer, Computer Scientist**

Continuous Robotic Presence on Mars



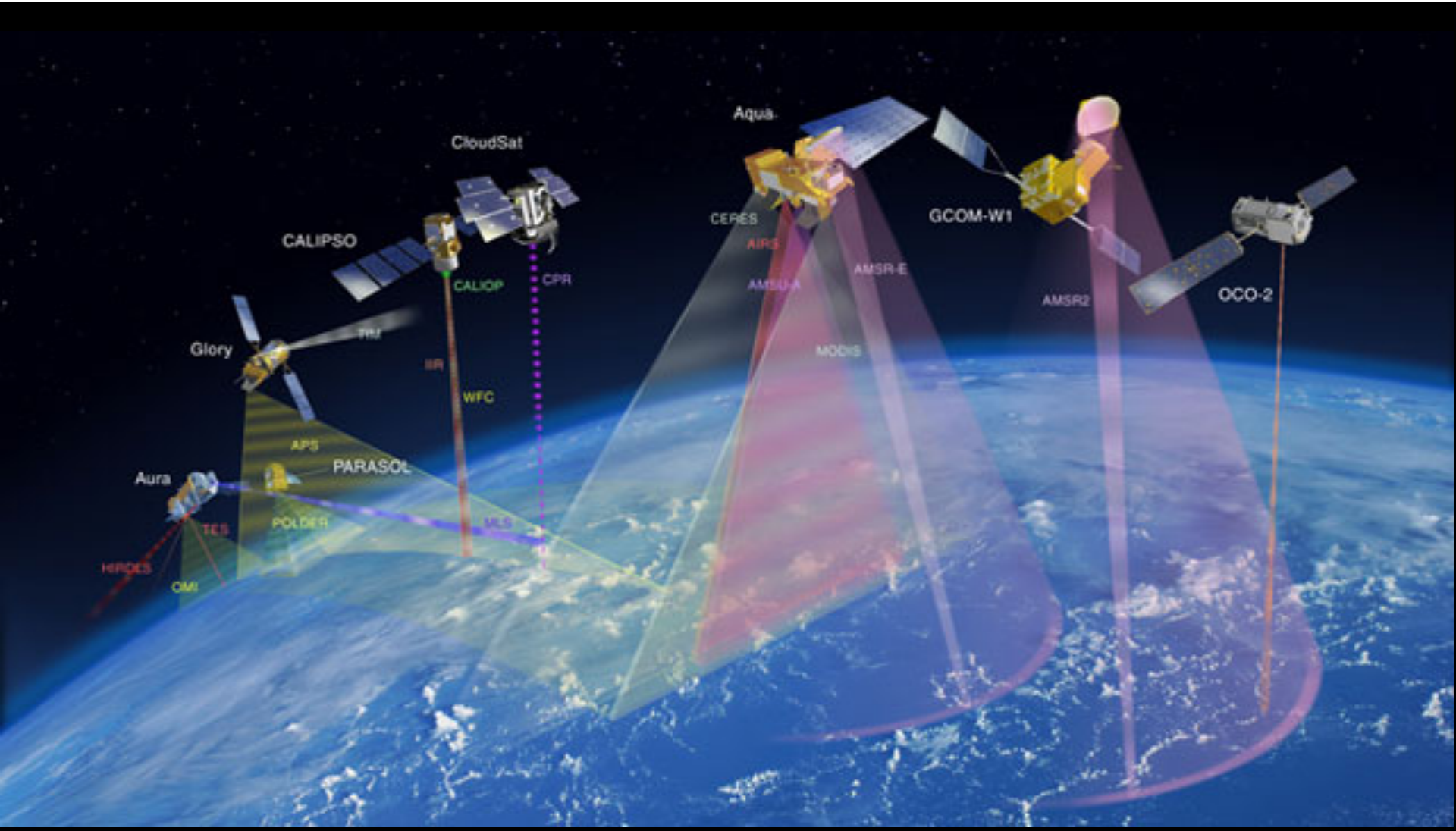






Nuclear Spectroscopic Telescope Array
NuSTAR
Bringing the High Energy Universe into Focus
NASA • Caltech • JPL
ASI/ASDC • Columbia • DTU-Space • Durham • GSFC • KIPAC • McGill • UCB • LLNL • SSU • ATK • OSC

Earth Observations from Space



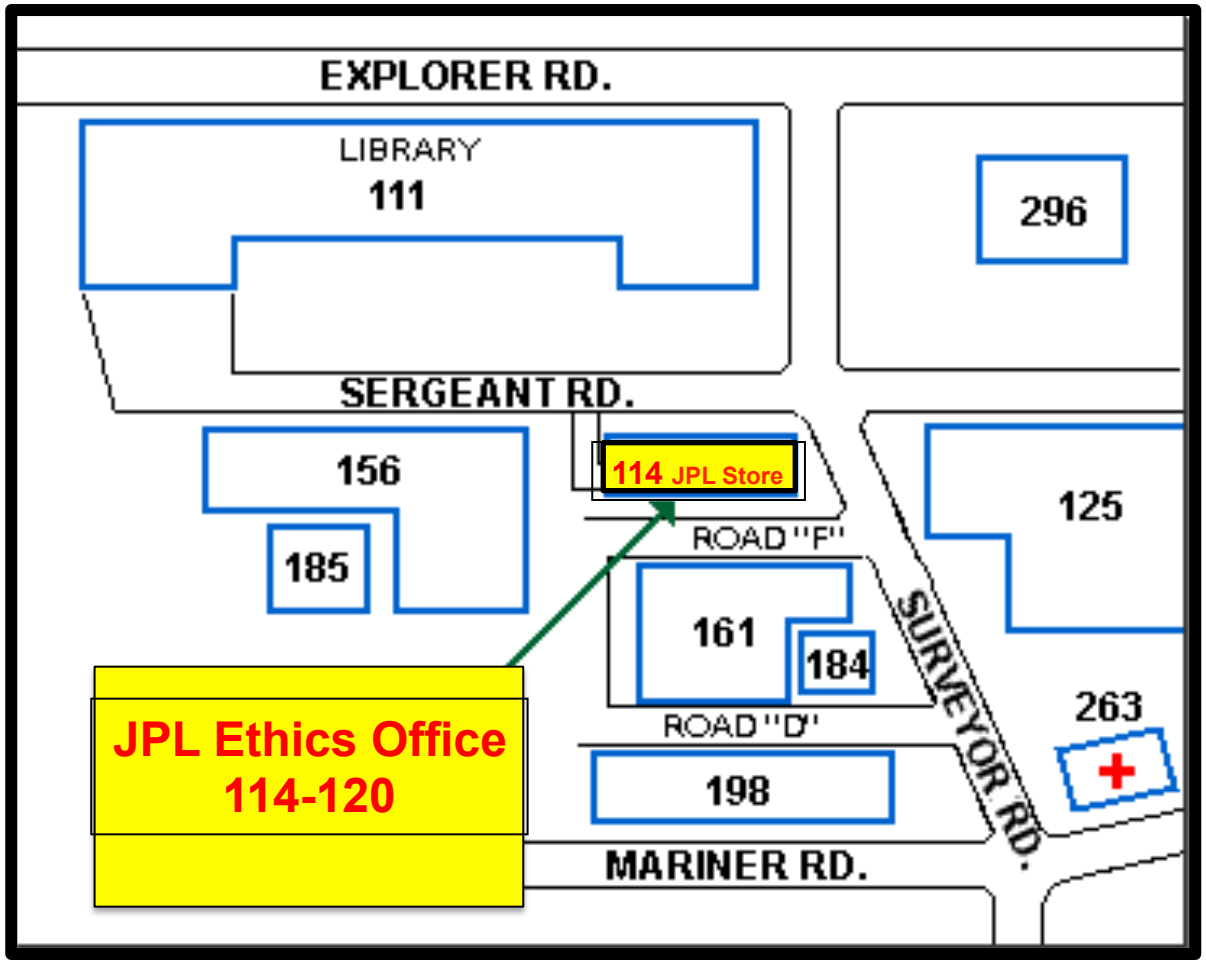
Earth, the only place we have found life...

(so far!)

Take care of it.

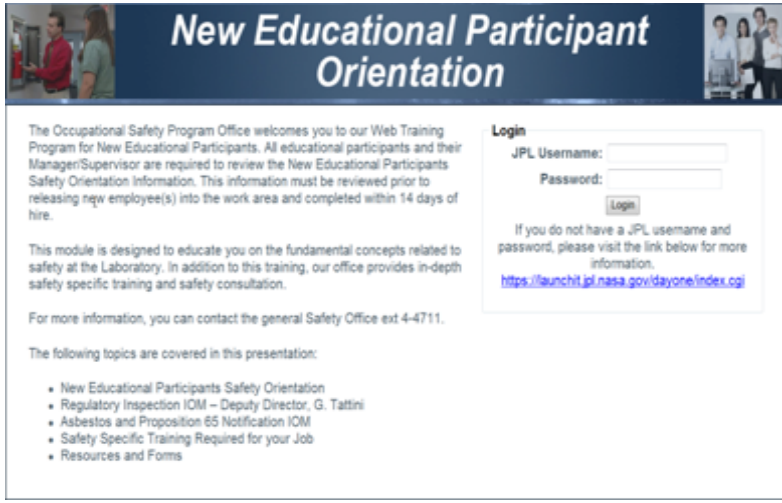
Jet Propulsion Laboratory
California Institute of Technology
JPL
National Aeronautics and
Space Administration
NASA

Ethics Office Location



Student Information

- **Within 2 weeks** of your start date, complete the **New Educational Participant Orientation.**
  - This checklist will discuss the hazards you may be exposed to or hazards that you may be working around.
  - Your **Mentor** must **sign-in and acknowledge** that you have read and understood the contents contained in the New Educational Participant Orientation.



New Educational Participant Orientation

The Occupational Safety Program Office welcomes you to our Web Training Program for New Educational Participants. All educational participants and their Manager/Supervisor are required to review the New Educational Participants Safety Orientation Information. This information must be reviewed prior to releasing new employee(s) into the work area and completed within 14 days of hire.

This module is designed to educate you on the fundamental concepts related to safety at the Laboratory. In addition to this training, our office provides in-depth safety specific training and safety consultation.

For more information, you can contact the general Safety Office ext 4-4711.

The following topics are covered in this presentation:

- New Educational Participants Safety Orientation
- Regulatory Inspection IOM – Deputy Director, G. Tattini
- Asbestos and Proposition 65 Notification IOM
- Safety Specific Training Required for your Job
- Resources and Forms

Login
JPL Username:
Password:
Login

If you do not have a JPL username and password, please visit the link below for more information.
https://launchit.jpl.nasa.gov/dayone/index.cgi

- Your **Mentor** will review applicable **hazard assessments** related to your tasks. These documents will provide:
  - details of the specific hazards associated with those operation
  - control measures to mitigate those hazards
  - personal protective equipment (PPE) that may be required.

What JPL Values

- **Openness** of our people and processes. We use candid communication to ensure better results.
- **Integrity** of the individual and institution. We value honesty and trust in the way we treat one another and in the way we meet our commitments.
- **Quality** of our products and our people. We carry out our mission with a commitment to excellence in both what we do and how we do it.
- **Innovation** in our processes and products. We value employee creativity in accomplishing tasks.