

## Orientation Checklist

Name: \_\_\_\_\_

Know the locations of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Adam's office             | <input type="checkbox"/> Equipment lab                |
| <input type="checkbox"/> Mary's office             | <input type="checkbox"/> Pre-biotech lab              |
| <input type="checkbox"/> Alejandro's office        | <input type="checkbox"/> Intern study room and key    |
| <input type="checkbox"/> Tyler and Nicole's office | <input type="checkbox"/> Open computer lab            |
| <input type="checkbox"/> Doug's office             | <input type="checkbox"/> Bathroom                     |
| <input type="checkbox"/> Craig's office            | <input type="checkbox"/> Stairs in building           |
| <input type="checkbox"/> Shauna's office           | <input type="checkbox"/> Itineris cafeteria           |
| <input type="checkbox"/> Staff lunch room          | <input type="checkbox"/> Grill in HTC                 |
| <input type="checkbox"/> Copy/printer room         | <input type="checkbox"/> Bookstore in HTC             |
| <input type="checkbox"/> Biotech classroom         | <input type="checkbox"/> JATC lab                     |
| <input type="checkbox"/> Library                   | <input type="checkbox"/> Gina Sanzenbacher and Nicole |

Documents and forms completed

- |  |  |
|--|--|
| <input type="checkbox"/> Memorandum of understanding for concurrent enrollment (HS only) | <input type="checkbox"/> Long-term act. authorization (HS) |
| <input type="checkbox"/> Internship application  | <input type="checkbox"/> Safety agreement                  |
| <input type="checkbox"/> Student agreement   | <input type="checkbox"/> Training packet                   |
| <input type="checkbox"/> Intern contact information                                      | <input type="checkbox"/> Google calendar                   |
| <input type="checkbox"/> Sign up for Google Groups                                       | <input type="checkbox"/> Volunteer release form (optional) |
| <input type="checkbox"/> Parking permit (optional)                                       |  |

Lab resources

- |  |   |
|--|---|
| <input type="checkbox"/> SOP binder            | <input type="checkbox"/> Molecular cloning techniques |
| <input type="checkbox"/> Skills resource chart | <input type="checkbox"/> Wall of fame                 |
| <input type="checkbox"/> Lab chores list       | <input type="checkbox"/> InnovaBio intern website     |
| <input type="checkbox"/> Available books       | <input type="checkbox"/> Electronic databases         |

Assignment of lab space

- |   |  |
|---|--|
| <input type="checkbox"/> Bench space  | <input type="checkbox"/> Freezer box/space           |
| <input type="checkbox"/> Refrigerator space   | <input type="checkbox"/> Pipettors w/ Artel training |
| <input type="checkbox"/> Lab coat (option to buy with your name embroidered on front) |  |