

Hotline

The Princeton Plasma Physics Laboratory is a United States Department of Energy Facility

Outplacement Services in the Works

Outplacement services — from training and job development to counseling and follow-up — will be offered on-site at PPPL during the Laboratory's reduction-in-force, which is scheduled for June. The Lab's Human Resources Office is presently working with the Department of Energy (DOE) and StarAccess, an outplacement consultant contracted by the DOE, to provide the services.

On-site

"Everything will be done on-site," said Human Resources Head Susan Murphy-LaMarche. "Because the DOE wishes to offer equitable outplacement services to all of its Laboratories, there will be much more extensive

outplacement assistance during this downsizing than was offered during the last one."

Multiple services at PPPL will include a variety of training workshops with individualized coaching, as well as job development and counseling.

A two-day job search workshop will teach self marketing and networking, resume writing, career planning, and job searching on the Internet, as well as provide skill assessment and job interview coaching. Other workshops will focus on entrepreneuring, and financial and retirement planning.

Job development will include tapping into external groups such as community agencies, colleges and univer-

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PPPL Rated "Excellent" for 1996

by Anthony De Meo

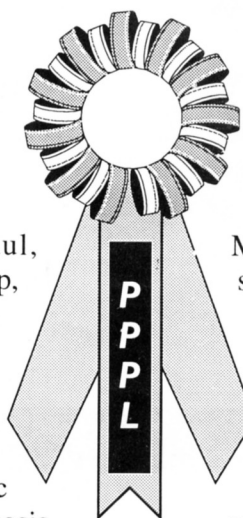
The performance of the Laboratory in 1996 has been rated "excellent" by the U. S. Department of Energy (DOE) in a report issued in March.

The report cited PPPL's consistent excellent scientific and technological achievements, its successful management practices, and included high marks in a host of other areas including environmental management, employee health and safety, human resource administration, science education, and communications.

Outstanding Employees

"There is a tradition of excellence at PPPL which has been maintained by outstanding employees across all functional areas of the Laboratory. We are grateful for the recognition of the Department of Energy evident in their 1996 appraisal," noted John A. Schmidt, Interim Director of PPPL.

Jerry Faul, Princeton Group, this appraisal is
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PPPL man-
DOE's assess-
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goals. On the basis



Manager of the DOE's
said, "The purpose of
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accomplishments
and administrative
of our systematic,
qualitative evaluation we are pleased to assign an overall
rating of 'excellent' for PPPL's performance in 1996." ●

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sities, and major employers. Counseling will cover assistance in negotiating offers, stress management, practice job interviews, education and training programs evaluation, and referrals to community resources and employee assistance programs.

Finally, the outplacement services through StarAccess will feature a guest speaker series in which speakers will be invited based on the relevance of their areas of expertise to the local issues and concerns of the outplaced employees. Examples of topics covered include stress, financial planning, substance abuse, family, entrepreneurship, unemployment, and relocation. In addition, there will be support group meetings in which employees share their success and ask for feedback and a tracking system that follows an individual's progress in finding a job.

Outplacement services will be spread out at the Laboratory. Human Resources and Facilities and Environmen-

tal Management staff are presently scouting out locations for StarAccess, which is a Virginia-based joint team. The StarAccess Outplacement Center at PPPL will have general work areas with computer stations for employees to produce resumes and use the Internet, private offices for counseling, and a large space for orientation training. The Outplacement Center will open when the downsizing occurs.

In the meantime, the Laboratory is offering an "outplacement room" furnished with a Macintosh computer for any employee who is seeking other employment and would like the use of a computer for Internet access and to produce and send a resume. The space, which became available this month in Room 116 of Module I, is private, unmonitored, and available on a first-come, first-served basis.

"Basically, this is for people who don't have private offices or access to a computer," said PPPL's Anthony Contino, who is managing the Outplacement Center.

Watch for more details about PPPL's and the StarAccess Outplacement Services in upcoming issues of the **HOTLINE** and News Alert. ●

Brown Receives "Spirit of Caring" Award



In recognition of PPPL's "unique employee campaign spirit," Mary Ann Brown recently received the Spirit of Caring Award from the United Way. Brown, Chairperson of this year's PPPL United Way Campaign Committee, received the award at the United Way of Greater Mercer County celebration reception in March at the Princeton Marriott. PPPL was one of three organizations to receive the award, which was established to recognize those organizations that go beyond expectations in the development and implementation of their employee campaigns. Congratulations to Mary Ann Brown and PPPL! ●

HOTLINE

Editor/Writer: Patti Wieser
Photography: Dietmar Krause

Graphic Artist: Greg Czechowicz
Layout: Patti Wieser

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PPPL and High School Students Create Robot

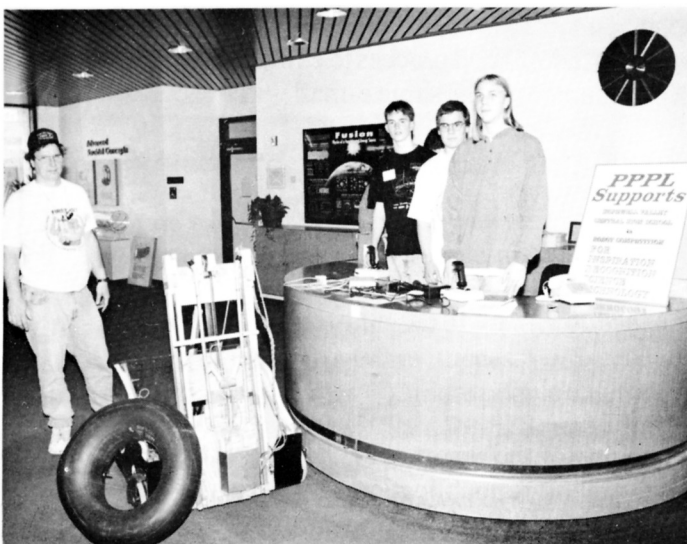
Team Competes at Rutgers and Brings Creation to Lab

Using iron pipes, rubber tubes, old automobile parts, and a bit of ingenuity, PPPL and students from Hopewell Valley Central High School recently designed and built a 96-pound robot. The PPPL/Hopewell Valley team then took their creation to Rutgers University to participate in the Johnson & Johnson Mid-Atlantic Regional FIRST Competition, placing in the middle third out of 35 robots.

FIRST — For Inspiration and Recognition of Science and Technology — is a national engineering contest that immerses high school students in the world of engineering. For six weeks this winter, the team of 15 students from Hopewell Valley Central High School teamed up with PPPL Engineer Alex Nagy to design, construct, and test their robot, receiving a hands-on, inside look at the engineering profession. PPPL's Science Education Program sponsored the Hopewell Valley team's participation in FIRST.

Experience Gained

"The students did the design and I gave them guidance and answered their questions about why some things would not work," said Nagy, PPPL Chief Operating Engineer and TFTR Shift Supervisor who is presently working on a collaboration at General Atomics in San Diego. "There is a lot of learning gained by designing a project and making it work after it has failed the first time. It is the experience gained that has a positive outcome."



Alex Nagy (left) and members of the team brought their robot to PPPL for a demonstration in the LOB Lobby.

Nagy said he and the students spent a total of about 100 hours — after school and on the weekends — producing the robot in the high school's former metal shop. A core group of about five students worked at nearly every session, while others on the team participated for shorter periods. "The students deserve many congratulations for their unending commitment in carrying out this project," said Nagy.

In March, the PPPL-Hopewell Valley team participated in the Mid-Atlantic Regional competition at Rutgers in New Brunswick. Each team's robot competed with other robots within a hexagon-shaped playing field, complete with an eight-foot, freely rotating central goal and a human player. The robot collected, transported, and lifted inner tubes to score points.

The PPPL/Hopewell Valley robot was operated by the student team in a competition comprising 34 other teams in seven heats with one first and six seconds, resulting in placing 16 out of the 35. Besides the main competition, prizes were awarded for "best looking" robot and "funniest" robot, among other categories.

In April, the students brought the robot to PPPL, giving a demonstration of its features in the LOB Lobby.

Nagy said it was his first time, as well as PPPL's, to participate in FIRST. He noted the experience is equally rewarding for students and mentors. "I learned how to better communicate with people and that mentoring students in school is important because it gives them an opportunity to learn about and work with things in the real world."

Added PPPL Science Education Program Leader Pamela Lucas, "FIRST is about motivation and team work. The competition gives the students an opportunity to see what science and engineering is like with real deadlines and real challenges, and how engineers must meet these challenges as part of a team." ●



The PPPL/Hopewell Valley robot.

How to Put PPPL Reports on the Web...

It's Easy!

During this age of computers and automation, the World Wide Web (WWW) is a great way to inform the world of PPPL's accomplishments. The Publications and Reports area on the web contains reports for 1995 and before, 1996, and 1997. Below are some tips for making PPPL reports easier to access and more available to the outside world.



- Type the document using these suggested fonts. Some fonts are more readable than others when using the Acrobat Reader to view PDF files.

TIMES	New Century Schoolbook	Helvetica	New York
Courier	Συμβολ (Symbol)	Geneva	

- Graphics should be included either within or at the end of the text.
- The most preferred format for submitting a PPPL report is:
 - a) Microsoft Word 6.0 text document with graphics drawn in MacDraw Pro (saved as Pict files. If using other types of graphics software, try to save graphics as MacDraw Pro Pict files.)
 - b) Postscript Files with graphics imbedded (request instructions on how to merge Mac figures and LaTeX documents into postscript files).

How to send a report to Publications and Reports:

Send Microsoft Word/MacDraw Pro documents as a Eudora attachment to mhondorp@pppl.gov or send a floppy disk to M. Hondorp, LOB, B-368 *or* send Postscript documents (as ASCII text in an e-mail message) to psreports@www-local (This method sends the e-mail through an automated process to extract the postscript document. Therefore, messages sent along with the postscript document in the same e-mail will not be seen.).

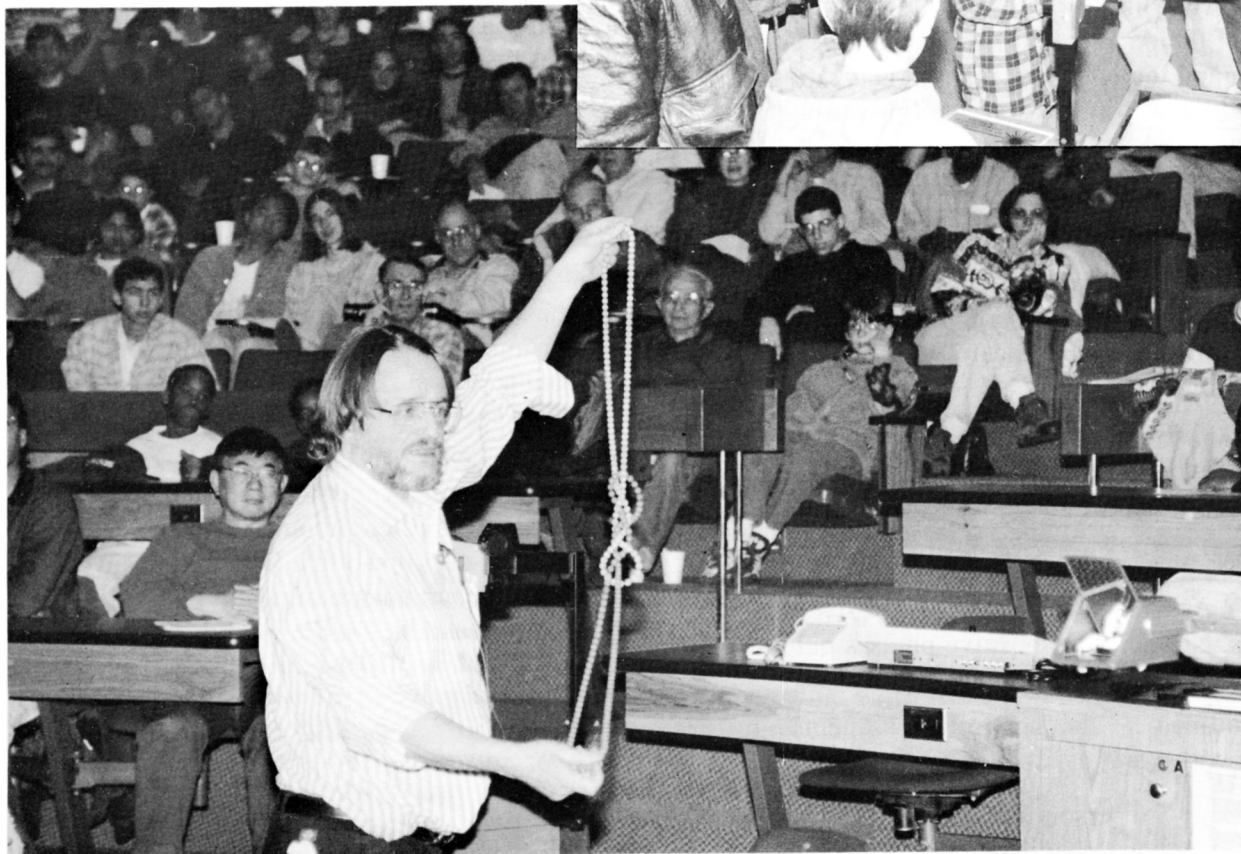
The standard forms are still required for processing PPPL reports and are available from Marilyn Hondorp in LOB, B-368:

- Patent Clearance ORPA form (yellow, signed by division head),
- Library form (green),
- UC-20 form (blue),
- and one paper printout of the document.

Upon receipt of all completed forms and an electronic version of the report, a PPPL report number will be issued. As soon as the Department of Energy patent clears the report for publication, an abstract will be sent out and the report will be posted on the web. Hardcopies will be available upon request. For more information or instructions, contact Marilyn Hondorp, ext. 2656 or e-mail mhondorp@pppl.gov . ●—**Marilyn Hondorp**

Science on Saturday Draws Record Crowd

Below, Princeton University Professor John Conway discusses "Knots, Tangles, and Bangles" during a "Science on Saturday" lecture at PPPL. At right, visitors young and old gather around Princeton University Professor David Spergel to ask questions following Spergel's talk about "The Big Bang Theory."



This year's Science on Saturday lecture series was a hit, drawing nearly 2,500 people to PPPL for talks on topics that ranged from earthquakes and science in the crime lab to diamond making and optoelectronics.

"We just completed another successful Science on Saturday lecture series, with 700 more people entering the doors of PPPL than last year," said PPPL Science Education Program Administrator Chris Ritter. "This outreach program traditionally has a high attendance record, with students, teachers, parents, and community members participating. This year, because of the mild winter and varied guest speakers, we had an even larger crowd.

Among those in attendance were students from thirty-nine pre-college schools and eleven colleges and universities from the metropolitan area."

Science on Saturday is an annual series of free lectures geared toward high school students, but open to the community. The talks are given by scientists and engineers who are leaders in their fields. Started as a grassroots effort 13 years ago, it now attracts more than 300 people — ranging in age from 8 to 80 — each Saturday. The 1997 series began in January and concluded in March. Buses for transporting Trenton students and refreshments were provided through a grant from AT&T. ●

Diversity and Disabilities

By Pamela Lucas, PPPL Diversity Officer

The goal of diversity is to promote an inclusive work environment in which all employees are respected and valued. Diversity is defined as all of the ways in which we differ. Some of these dimensions are race, gender, age, language, physical characteristics, disability, religion, sexual orientation, and other differences irrelevant to one's capacity to perform a job. People with disabilities are the nation's largest minority — and the only one that any person can join at any time. Each person has about a 20 percent chance of becoming disabled at some point during his or her work life.

As a result of the Americans with Disabilities Act, local legislation, and the efforts of many organizations, initiatives are underway to improve accessibility in buildings, to provide access to education, and to prevent discrimination in the workplace. However, many people view persons with disabilities as individuals to be pitied, feared, or ignored. Some of these attitudes may arise from discomfort with individuals who are perceived as different or simply from a lack of information. Below are suggestions for how to communicate with and about people with disabilities.

Words: When writing or speaking about people with disabilities, it is important to put the person first. Group designations such as “the blind,” “the deaf,” or “the disabled” are inappropriate because they do not reflect the individuality or dignity of people with disabilities. In the accompanying box are examples of positive and negative phrases. Note that the positive phrases put the person first.

Actions: Outlined are the “Ten Commandments for Communicating with People with Disabilities.”

1. When talking with a person with a disability, speak directly to that person rather than through a companion or sign language interpreter.

2. When introduced to a person with a disability, offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
3. When meeting a person who is visually impaired, always identify yourself and others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.
4. If offering assistance, wait until the offer is accepted. Then listen to or ask for instructions.
5. Treat adults as adults. Address people who have disabilities by their first names only when extending the same familiarity to all others. (Never patronize people who use wheelchairs by patting them on the head or shoulder.)
6. When speaking with a person who uses a wheelchair or crutches, place yourself at eye level in front of the person for ease in conversation.
7. To get the attention of a person who is deaf, tap the person on the shoulder or wave your hand. Look directly at the person and speak clearly and slowly to determine if the person can read your lips.
8. Relax! Don't be embarrassed if you happen to use accepted, common expressions such as “See you later,” or “Did you hear about that?” that seem to related to a person's disability. Don't be afraid to ask questions if you are unsure of what to do.

Additional information: The President's Committee on Employment of People with Disabilities (202) 376-6200 or jan@jan.icdi.wvu.edu; DO-IT (Disabilities, Opportunities, Internetworking, and Technology) sponsors programs to increase the participation of individuals with disabilities in academic programs, and careers, including a program for high school students with disabilities who have an interest and aptitude in science, engineering, mathematics, or technology. (206) 685-DOIT or doit@u.washington.edu . ●

Positive Phrases

person who is blind, person who is visually impaired
person with a disability
person who is deaf, person who is hard of hearing
person with epilepsy
person who uses a wheelchair
physically disabled
person without a disability

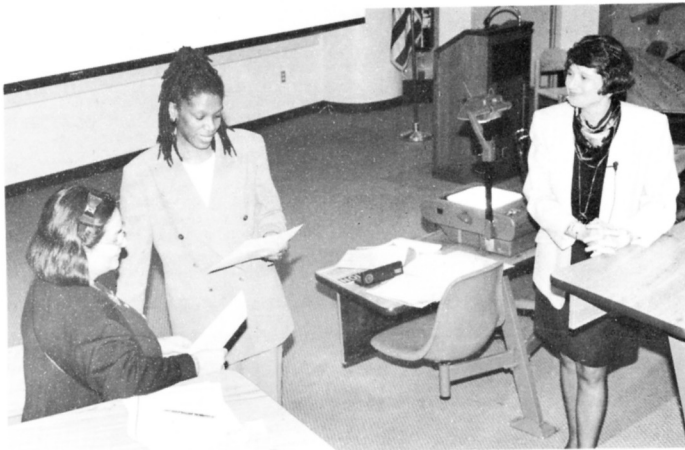
Negative Phrases

the blind
the disabled, handicapped
the deaf, suffers a hearing loss
epileptic
confined to a wheelchair
crippled, lame, deformed
normal person (implies person with a disability isn't normal)

Communications Highlight DACW Open Meeting



Terry Greenberg (left) says "hello" to DACW Chairperson Sharon Warkala at the Open Meeting in the LOB Auditorium.



Pamela Lucas (middle) and Terry Greenberg (left) read scripts during an exercise in communications given by guest speaker Carol Kivler (right).



The attendees review communications materials. From left are Dolores Lawson (back to the camera), Mary Ann Brown, a visitor, Ellen Riscoe, and Gloria Pollitt.

About 40 Lab women, visitors, and PPPL managers picked up tips about how to communicate effectively during the Director's Advisory Committee on Women (DACW) Open Meeting on March 21.

Guest speaker Carol Kivler, of Kivler Communications, discussed "Powerful Communications Skills for Women," identifying the six "lightweight" appearances and mannerisms that sabotage women, as well as speech patterns that send the wrong message. Examples of lightweight mannerisms include a weak handshake and excessive smiling, while excessive apologies and chit chat were among the speech patterns that can undermine credibility. DACW Chairperson Sharon Warkala and PPPL Interim Director John Schmidt offered welcoming remarks prior to the Kivler presentation in the MBG Auditorium.

The presentation was followed by an open forum, a chance for staffers to hobnob, and refreshments in the LOB Lobby. ●

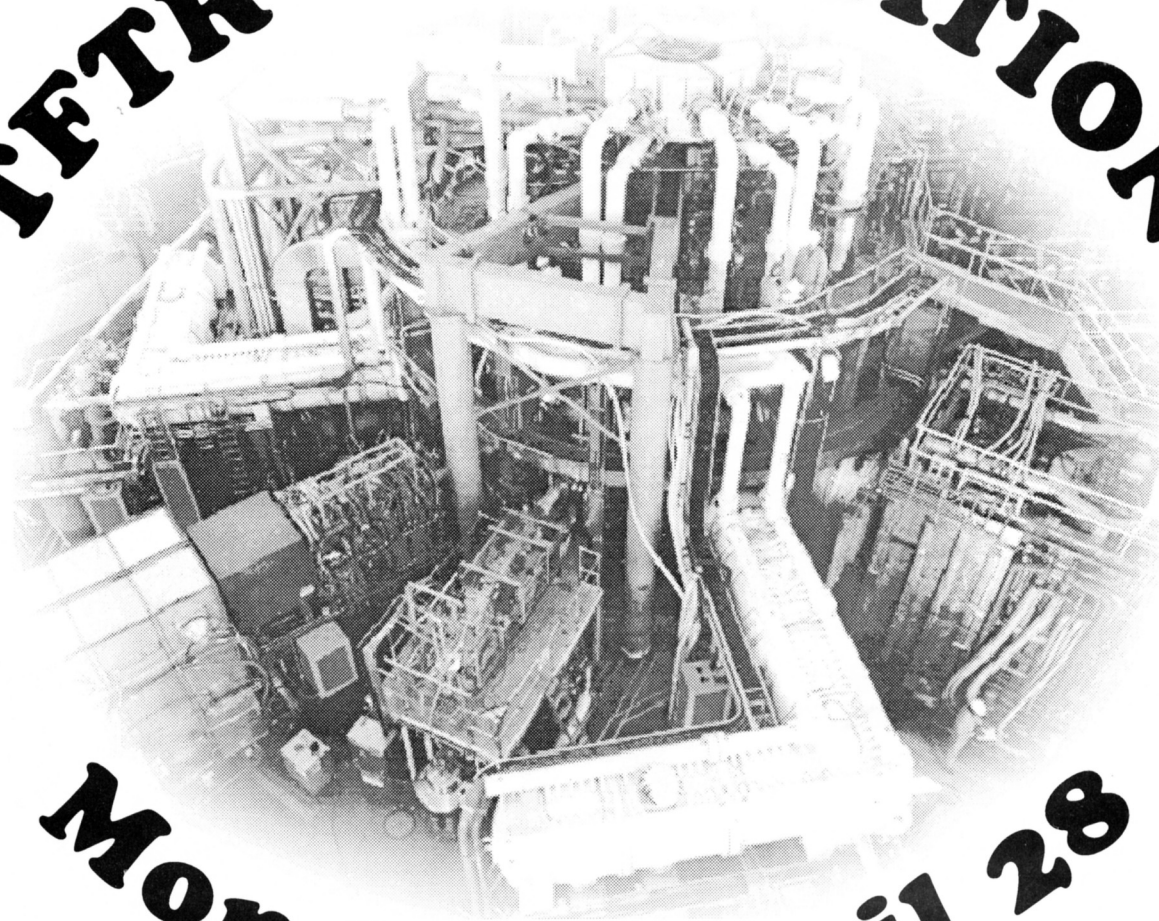


Following a talk by Carol Kivler, PPPL'ers enjoy refreshments and a chance to co-mingle in the LOB Lobby. Judy Malsbury (first in line), Cheryl Such, Pat Shangle, Ed Winkler, and Sallie Citrolo lead the way.

DACW
Directors Advisory Committee on Women

TFTR

TFTR CELEBRATION



Monday, April 28

**All Staff Invited
Tours and Photographs
TFTR Test Cell 12pm-3pm
Celebration in LOB Lobby at 3pm**

TFTR