

## What You Need to Know to Host a High School Intern

Revised June 26, 2015

To protect faculty PIs, lab staff, students and the university, these steps should be followed prior to a high school student's entry into a lab assignment at Stanford (whether paid or unpaid).

### PLEASE NOTE:

1. All interns, whether paid or unpaid, must be at least 16 years old to hold an internship or be trained in a Stanford lab, per the university's liability coverage. Interns within Stanford hospitals must be 18 years old.
2. It is the lab's responsibility to check intern's age via passport, Driver's License, or birth certificate. If the participant is under the age of 18, many forms require the signature of a parent or guardian.
3. The host PI is responsible for monitoring compliance of these actions. Labs must keep these completed documents on file for at least one year.
4. *Employing a minor* requires a Work Permit. *Hosting a minor in an internship* (whether paid or unpaid) does not.

### REQUIRED ACTION/DOCUMENTATION:

- Intern Project Description Form (*required by HR*) (Page 3)
- Obtaining the Intern's SUNet ID (Page 4)
- Completing Health & Safety Training (Page 5)
- Release of Claims and Hold Harmless Agreement (Page 6-7)
- Consent Form for Being Present in Potentially Hazardous Areas (Page 8)
- Medical and Emergency Information (Page 9)
- Mentor/Supervisor Guidelines and Expectations (Page 10)
- Appropriate Behavior with Minors (Page 11)
- Mentor and PI Acknowledgement of Mandated Reporter Status Form (Page 12)
- Criminal Background Checks/Training to Work with Minors (Page 13)
- Intern should be given a copy of Code of Conduct (Page 14)
- Stanford Patent and Copyright Form, link in Axxess available at [http://otl.stanford.edu/inventors/resources/inventors\\_formsandagree.html?headerbar=1](http://otl.stanford.edu/inventors/resources/inventors_formsandagree.html?headerbar=1)
- Process for Obtaining Library Borrowing Privileges for Interns (Page 15)
- Chemistry Department Internship Protocol (*for internships in chemistry department only*) (Page 16)

### OPTIONAL:

- Participant Commitment and Acknowledgement Form (*Optional*) (Page 17)
- Field Trip Permission Slip (*Optional*) (Page 18)
- Getting a High School Intern Paid (Page 19)
- FAQs About International Students (Page 20)

**OTHER CONSIDERATIONS:****Internship or Employment?**

The Department of Labor uses six criteria to determine whether a student working in your lab is an intern or a university employee. To be classified as an internship:

1. Training is similar to that which would be given at a school;
2. Training is for the benefit of the trainee;
3. Intern does not displace regular employees;
4. Intern works under close observation;
5. Stanford derives no immediate advantage from the activities of the intern and on occasion, the department/lab's operations may actually be impeded;
6. Interns are not entitled to a job at the completion of the training/internship period.

*(Adapted from Helene Robertson, International Student and Scholar Services, The Catholic University of America.)*

If your position meets all six criteria, you can treat the student as an intern. Interns can be unpaid, or they can receive educational stipends as long as the internship opportunity meets the criteria above. In that case, use the SU-21 form (found at <http://fingate.stanford.edu/docs/su21.pdf>) to pay the intern stipend.

If your position does not meet all six criteria, the student would be considered an employee. In that case, work with your HR department to complete all necessary employment paperwork. Please note, before an offer of employment is made to an applicant under 18 years who has not graduated from high school, the hiring department must obtain a work permit from the applicant's school district and retain it in the department file.

**More....**

If intern will be working with lab animals, there are additional requirements and documentation, described at <https://labanimals.stanford.edu/resources/faq/protocolfaq.html#highschool>

Consult Stanford's Administrative Guide for policies on:

- Health & Safety Requirements for Minors in Stanford Laboratories <http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/11-038.pdf>
- Exclusion of Minors in the Workplace [http://elr.stanford.edu/forms/Children\\_Work\\_10\\_02.pdf](http://elr.stanford.edu/forms/Children_Work_10_02.pdf)
- Sexual Harassment and Consensual Sexual Relationships [http://adminguide.stanford.edu/23\\_2.pdf](http://adminguide.stanford.edu/23_2.pdf)

## Intern Project Description Form *(Required by HR)*

### Mentor/Supervisor Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Lab Phone: \_\_\_\_\_  
 Cell (with Area Code): \_\_\_\_\_ Email: \_\_\_\_\_

### Principal Investigator Information

Principal Investigator: \_\_\_\_\_ Email: \_\_\_\_\_  
 Program/Department: \_\_\_\_\_

### Intern Project Description

Location where student will be working:

Brief description of the role of the high school intern or tasks that will be assigned:

Principal Investigator must review the Health & Safety Requirements for Minors in Laboratories at Stanford University found here; see especially Section 4.0: <http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/11-038.pdf>

**Health and Safety** - What ONLINE Health and Safety training courses should student complete before arriving at the lab?

Required for All Interns on Main Campus:

- ✓ EHS 4200 General Safety, Injury Prevention (IIPP), and Emergency Preparedness
- ✓ EHS 1900 Chemical Safety for Laboratories

Other Courses That May Be Required on Main Campus (check all that apply):

- EHS 1500 Biosafety
  - EHS 2200 Compressed Gas Safety
  - Other (Please list): \_\_\_\_\_
- 

Required for All Interns in School of Medicine:

- ✓ EHS 4200 General Safety, Injury Prevention (IIPP), and Emergency Preparedness
- ✓ EHS 4875 Life Sciences Research Laboratory Safety Training

Other Courses That May Be Required in School of Medicine:

- Other (Please list): \_\_\_\_\_

Please check one of these (Main Campus and School of Medicine):

- Any additional lab-specific H&S training will be provided in person before intern begins working in lab.
- No additional H&S training will be required.

## Obtaining the Intern's SUNet ID

***(Note: this procedure changed 4/12/13)***

Paid or unpaid interns or paid employees must get a Stanford ID by creating a "SUNet ID" so that they can complete required Health & Safety training, access online resources, and get paid. The SUNet ID is a unique 3-8 character account name that identifies them as a member of the Stanford community.

Previously, the person receiving the SUNet ID began the process. Now, the account sponsor (host department) searches for an existing SUNet ID record before activating an existing account or having the system issue an email invitation to create a new SUNet ID. The sponsor (host department) must have at least the following information about the participant to complete the process: last name, date of birth, and working personal email address. When a sponsorship is created, the Stanford system issues an [email invitation](#) to the participant and a confirmation of sponsorship email to the sponsor or their designated contact.

Please note: graduate students cannot be the account sponsor; it must be faculty or staff.

Further instructions for creating a SUNet ID can be found at <https://itservices.stanford.edu/service/sponsorship/process>.

## Completing Health and Safety Training

Once SUNet ID is “sponsored,” intern is ready to complete the Health and Safety (H&S) training courses the lab requires. Most of this training is available online, and the expectation is that intern will complete it and send documentation to the lab contact prior to the first day of the internship. Any additional in-person lab-specific training that is required must be provided by the lab on the first day of the internship.

- All interns must complete EHS 4200 General Safety, Injury Prevention (IIPP), and Emergency Preparedness.
- Interns working in the School of Medicine must complete EHS 4875 Life Sciences Research Laboratory Safety Training.
- Interns working in labs on the main campus must complete EHS 1900 Chemical Safety for Laboratories.

Additional training requirements will depend upon the potential hazards the intern may be exposed to and/or department specific requirements (consult your home department for guidance).

Once the lab tells the intern what courses are required, intern completes the training following these steps:

1. Visit <https://axess.stanford.edu/> and log in using your SUNet ID and password.
2. At the next screen click on <https://axessauth.stanford.edu>
3. Click on STARS (Training) tab at top.
4. Search for the required courses, one at a time, by entering the course code (e.g., EHS-4200) in the Search Catalog text box. Next to the course that is Web (self-paced) click on “Continue” under Availability. Click “enroll.” (This can take a few seconds; be patient.)
5. Once you have signed up for a course, you can begin it by clicking the “launch” button. (Make sure pop-up windows are enabled on your browser.)
6. Click on the course titles for more insight into how long course will take and what to expect. You can take part of a course, then save your work and return later.

### Documenting Completion

Once you have completed all the required online classes, the next step is to create a “snapshot” of this screen showing all the classes marked as complete:

1. Visit <https://axess.stanford.edu/>, and log in using your SUNet ID and password.
2. Click on “Training/STARS” at top tab, then click on the “My Learning” link.
3. Once you see a list of all your completed classes, go to the “Edit” menu of your web browser and “Select All,” then “Copy.”
4. Open a new Word document, and “Paste” the information into the Word Document, then save the document with a name like “H&S Complete – Your Name” and give or email the document as an attachment to your lab contact.
5. If you don’t see a course that you have completed, you may have to wait a day or two for it to show up on your completed list.

## Release of Claims and Hold Harmless Agreement (Page 1 of 2)

The parties to this Release are \_\_\_\_\_ (Participant), \_\_\_\_\_ (Participant's parents or legal guardian, if Participant is under 18), all referred to hereafter jointly and severally as "Participant" and the Board of Trustees of the Leland Stanford Junior University its officers, trustees, faculty, agents, representatives, volunteers, students and employees (collectively referred to hereafter as "Stanford").

Participant is a voluntary participant in this internship. Participant understands and agrees that such activities may be dangerous and that Stanford cannot guarantee the safety of Participant.

**Assumption of Risk.** Participant expressly understands and agrees that the internship presents risks to Participant and her/his property. These risks can include, among others: disability access, driving practices, disease risks, health care, injury to the head, neck or spine, injury to the muscular or skeletal systems, injury to internal organs, scratches, bruises, strains, sprains, contusions, falls, fractures, physical violence, verbal abuse, loss or damage to sight, teeth or hearing, paralysis, concussions, brain damage, long/short-term disability, loss of income/career opportunities, serious injury and/or death or other risks, including risks related to explosion, fire, chemical exposure and/or risks associated with field trips. Participant is responsible for researching and evaluating the risks he/she may face and is responsible for his/her actions. Any activities that Participant may take part in, whether as a component of the internship or separate from it, will be considered to have been undertaken with Participant's approval and understanding of any and all risks involved. This includes, but is not limited to, risks associated with the consumption of alcoholic beverages and/or drugs, property loss, injury to person or property, or death arising out of traffic accidents, assault, and theft or other activities.

***It is Participant's intention that this assumption of all risks shall be legally binding and a complete bar to Participant, Participant's heirs, personal representatives, relatives and assigns. This assumption of risk applies to all activities arising out of, associated with or resulting directly or indirectly from Participant's participation in the internship, including but not limited to those risks listed above.***

Participant further recognizes, understands and agrees that Stanford assumes no responsibility for any liability, damage or injury that may be caused by Participant's negligence or willful acts committed prior to, during or after participation in the internship, or for any liability, damage or injury caused by others, including other participants.

**Adherence to Standards.** Participant understands and agrees to abide by all Stanford policies, rules, and regulations and to all parameters and codes of conduct prescribed by the internship.

**Release of Claims.** In consideration of being accepted into and participating in the Internship, Participant agrees for Participant and on behalf of Participant's heirs, executors, administrators, employers, agents, representatives, insurers, and attorneys, to release and discharge Stanford from any and all claims which may arise from any cause whatsoever, including any negligent act or omission by Stanford. Participant further releases and discharges Stanford from liability for any accident, illness, injury, loss or damage to personal property, or any other consequences arising or resulting directly or indirectly from Participant's participation in the Internship. The Participant acknowledges and agrees that Stanford assumes no responsibility for any liability, damage, or injury that may be caused by Participant's negligent or intentional acts or omissions committed prior to, during, or after participation in the Internship, or for any liability, damage, or injury caused by the intentional or negligent acts or omissions of others, including participants.

Participant intends that both the assumption of risk and the release of claims be complete defenses to any and all actions, claims or demands that Participant, Participant's heirs or legal representatives have or may have for injuries to person or property, including death, as a result of the participant's decision to participate or participation in the Internship.

**Indemnification and Hold Harmless.** Participant hereby agrees to indemnify, defend, and hold harmless Stanford from any injury, loss or liability whatsoever including reasonable attorneys' fees and/or any other associated costs, from any action, claim, or demand that Participant, Participant's heirs or legal representatives, has or may have for any and all personal injuries Participant may suffer or sustain, regardless of cause or fault as a result of Participant's voluntary participation in or decision to participate

*This entire packet is meant to be a Job Aid to assist faculty who wish to host high school interns. It was compiled by Stanford's Office of Science Outreach, in collaboration with Stanford's Risk Management, Health & Safety, the General Counsel and Human Resources offices. It is not intended to provide legal advice. Questions? Kaye Storm, Office of Science Outreach, 650.724.4332 or kstorm@stanford.edu.*

## Release of Claims and Hold Harmless Agreement (Page 2 of 2)

in the Internship or related activities, on or off of Stanford’s campus. ***This Indemnification and Hold Harmless Agreement is intended to be all encompassing.***

**Physical Condition and Insurance.** Participant attests that she/he is physically and mentally capable of participating and has no known health restrictions that might jeopardize her/his safety or health or the safety or health of others during their participation in the Internship. Participant gives permission for Stanford or its representative to provide immediate and reasonable emergency care should it be required.

Participant agrees to be solely responsible for payment in full of all costs of medical care she/he may receive in connection with participation in the Internship.

**Activities Outside Internship.** Should Participant choose to remain at the Internship location or elsewhere either before or after participation in the Internship, the Internship will cease to act as a sponsor for Participant. Should Participant drop out of the Internship voluntarily or involuntarily, the Internship will cease to act as sponsor for Participant thereafter. In the event of either of the foregoing, this release shall remain in full force and effect.

**Internship Modification and Cancellation.** Stanford reserves the right to cancel or modify the Internship before or during its operation for any reason, including emergencies or unavailability of facilities or personnel.

**Termination of Participation.** Participant shall not engage in inappropriate conduct. Participant understands that, in its sole discretion, Stanford or its representative may terminate at Stanford’s sole discretion Participant’s participation in the Internship at any time, including during the Internship. Reasons for termination may include, but are not limited to: inappropriate conduct or other behavior by Participant deemed detrimental to the best interests of the Internship, or health or safety considerations. Such termination shall not diminish or otherwise alter Participant’s obligation to make any payment required for the Internship, nor shall Stanford be required to make any refund.

**Severability.** It is understood and agreed that, if any provision of this release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this release which can be given effect without the invalid provisions or applications. To this end, the provisions of this release are declared severable.

**Governing Law and Venue.** This release shall be construed in accordance with, and governed by, the laws of the State of California. The venue for any action arising out of this Agreement shall be the County of Santa Clara, State of California. The parties agree to submit to jurisdiction in Santa Clara County, California.

**Construction and Scope of Agreement.** The language of all parts of this release shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This release is the only, sole, entire, and complete agreement of the parties relating in any way to the subject matter hereof as to Stanford. No statements, promises, or representations have been made by any party to any other, or relied upon, and no consideration has been offered or promised, other than as may be expressly provided herein. This Liability Release, Indemnification, Hold Harmless and Waiver supersedes any earlier written or oral understandings or agreements between the parties.

**Participant acknowledges that he/she has read this Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement, understands its meaning and effect, and agrees to be bound by its terms.**

**Date: \_\_\_\_\_ Participant Signature: \_\_\_\_\_**

**Participant’s Name Printed: \_\_\_\_\_**

**Date: \_\_\_\_\_ Parent/Legal Guardian Signature (if Participant under 18): \_\_\_\_\_**

**Parent or Guardian Name Printed: \_\_\_\_\_**

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Participant Name \_\_\_\_\_

## Consent Form for Being Present in Potentially Hazardous Areas

Participant and Parent (if Participant is under 18, collectively "Participant") understand that he/she will be present in potentially hazardous areas (e.g., laboratories, warehouses, shops) within Stanford University.

Participant will be:

- provided necessary personal protective equipment;
- provided appropriate safety training\* and direct supervision from trained staff;

### OR

- personally accompanied at all times by the designated University sponsor who is trained and knowledgeable of the area's potential hazards.

\* Documented safety training will include:

- General safety (including emergency procedures & personal protective equipment)
- Site-specific safety training (i.e., chemical safety, radiation safety, blood borne pathogens)

Participant is aware of and accepts the risks and dangers of entering and being present in potentially hazardous areas under the conditions stated above. Participant agrees to contact lab supervisor if s/he has any concerns or questions after completing safety training.

**Participant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** (if participant is under 18 years old at the start of the internship)

\_\_\_\_\_ **Date** \_\_\_\_\_

**Parent or Guardian Name Printed:** \_\_\_\_\_

*(The section below is to be completed by the supervisor of the potentially hazardous area after student has completed the training.)*

I attest that the minor named above has received safety training as necessary and that I have specifically designated an adult University sponsor who is trained and knowledgeable of the area's potential hazards to directly supervise and/or personally accompany the minor within the potentially hazardous work area. This document will be kept on file by the associated lab.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area Supervisor/Safety Officer

Signature

Date



Participant Name \_\_\_\_\_

**Medical Insurance Information**  
**Consent for Emergency Medical Treatment Form**  
**Emergency Contact Information Form**

**Medical Insurance** (Please note, coverage is required for interns in the Chemistry Department.)

Is the student covered by medical/hospital insurance?     Yes     No

If so, list the policy/group number: \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Name of Insured: \_\_\_\_\_

Relationship of Insured to Student: \_\_\_\_\_

**Medical Information**

Please list any medications that would need to be administered to intern in case of an emergency.

Please list any allergies to medications, food, insect bites, etc, and indicate if intern carries an EpiPen for allergic reactions.

Please list any other special needs or medical issues that would be important for lab personnel to know about in case of an emergency.

Intern Home Phone \_\_\_\_\_ Intern Cell Phone \_\_\_\_\_

**In Case of Emergency, Please Notify:**

Primary Contact's Name: \_\_\_\_\_ City \_\_\_\_\_

Relationship to You:     Parent     Legal Guardian     Sibling     Other, describe:

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

**AND/OR**

Secondary Contact's Name \_\_\_\_\_ City \_\_\_\_\_

Relationship to You:     Parent     Legal Guardian     Sibling     Other, describe:

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

**Consent for Emergency Medical Treatment**

I hereby give consent to Stanford University to obtain all emergency medical care under whatever conditions are necessary to preserve the life, limb or wellbeing of the Participant named above.

**Participant Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Legal Guardian Signature** (if parent/guardian's plan covers the participant or if participant is under 18 years old at the start of the internship) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

## Mentor/Supervisor Guidelines and Expectations

1. Mentor agrees that intern will not be left alone in a research lab but will have the supervision of mentor or a lab member at all times.
2. Mentor agrees that intern will not be given a card key or personal after-hours access to any Stanford building.
3. Mentor agrees to provide (or arrange for another lab member to provide) all necessary lab-specific Health & Safety training to intern on the intern's first day in the lab.
4. Mentor agrees to uphold the Stanford Code of Conduct (found at <http://adminguide.stanford.edu/1.pdf>).
5. Mentor has read and agrees to adhere to Stanford's Policies on Sexual Harassment and Consensual Sexual or Romantic Relationships in the Workplace and Educational Setting (found at <https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1> and <https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-22>).
6. (If intern is a minor) mentor has signed the Acknowledgement of Mandated Reporter Status Form as required by law (see next page for instructions).
7. Mentor has read and agrees to follow the guidelines on Appropriate Behavior with Minors (found on page 11).
8. If mentor drives intern in his/her personal car as part of the internship, mentor's insurance is primary and mentor agrees to have automobile insurance for at least these amounts:
  - bodily injury coverage of \$100,000 per person,
  - \$300,000 per accident, and
  - \$100,000 property damage or \$300,000 combined single limit.

I have read these Guidelines and Expectations and agree to adhere to them.

**Mentor/Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

## Appropriate Behavior with Minors

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the University. Adults working with Minors must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
- Do not be alone with a single Minor unless it is essential to the activities of the program (e.g, private music lessons.) If one-on-one interaction is required, whenever possible meet in open, well illuminated spaces or rooms with windows observable by other adults. Do not meet with Minors outside of established times for internship activities. Any exceptions require written parental authorization and must include more than one adult from the department or laboratory.
- Do not invite individual Minors to your home. Any exceptions require authorization by the PI of the lab and written authorization by a parent/guardian.
- Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters.
- Do not engage or communicate with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the internship and the University.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs (e.g., treatment of an injury).
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the PI of the lab and the Minor's parent/guardian.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- Do not transport a Minor alone in any vehicle. Avoid using personal vehicles if possible. No adult who has been convicted of a DUI or other driving offense within the past five years, other than minor traffic violations, and no person under the age of 18, may transport Minors.
- Possession of or use of any type of weapon or explosive device is prohibited.
- Do not tell a Minor "this is just between the two of us" or use similar language that encourages Minors to keep secrets from their parent/guardian.

## Mentor/PI Acknowledgement of Mandated Reporter Status Form

(Required only if intern is a minor)

California law changed on January 1, 2013 and expanded the definition of who must report child abuse. Now included with teachers, police officers, and physicians are University faculty, students and staff who have regular contact with those under age 18.

The University requires these individuals to sign an online Acknowledgment of Mandated Reporter Status form. Individuals who must sign can be graduate students, staff, faculty, postdocs, tutors, or teachers **and** their supervisor. The supervisor could be the graduate student's advisor or the program manager/director or faculty member.

### Accessing/Signing the Acknowledgement Form

A copy of the [Acknowledgement Form](#) and [Penal Code provisions](#) should be downloaded and reviewed prior to signing the Form.

After reviewing the materials, follow the instructions below to enroll and launch the online form, "Stanford University Acknowledgement of Mandated Reporter Status." (It seems as if you are signing up for a training course, but you only need to read and sign the form.) Make sure the popup blocker is turned off for your browser before you launch the following link.

### Instructions

- Login to [Axess](#) (SUNet ID required) and click the STARS (Training) tab
- Search catalog for "Mandated Reporter"
- Click the "Enroll" button
- On next page, click "Continue" button
- Click "Launch" button
- Click "I agree"
- Click "Submit" to complete your acknowledgement

Additional information can be found at the Mandated Reporter website: <http://uhr.stanford.edu/mandated-reporter>.

### Documenting Completion

When you sign this form, you will receive and email documenting your completion. Please forward that message to your department administrator or whomever is keeping the paperwork related to this internship.

## **Criminal Background Checks/Training to Work with Minors** (updated 6/4/15)

Stanford's Office of General Counsel recently sent a notice that all Stanford faculty, staff and students working one-on-one with minors must register their program (even if this is just an informal activity such as hosting a minor in a lab) and complete a one-time criminal background check. This background check should be completed prior to working with minors in University programs and activities.

More information about these requirements and appropriate documents are available at <http://protectminors.stanford.edu/>. You should also review the training documents under "Resources and Training Materials" and share them with others in your lab/department who may be working closely with a minor.

### **Documenting Completion**

When you complete your LiveScan, you will receive one copy of your paperwork ("Request for LiveScan Service") with a date/time stamp on it. Please email that form to your department administrator or whomever is keeping the paperwork related to this internship.

## Stanford Intern Code of Conduct

Stanford interns are expected to adhere to the highest standards of good citizenship, honesty, and integrity in their academic work and in their personal conduct.

- Interns are expected to show courtesy and respect for their fellow students, for Stanford University personnel, and for University visitors.
- Interns shall not take part in or facilitate discrimination of any kind, including, but not limited to, discrimination based on gender, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
- Interns are expected to show respect for and take reasonable care of University property, including laboratories, classrooms, and other Stanford facilities, equipment and furnishings (for instance, course materials, computers, sports equipment, street signs, and other structures in outdoor areas).
- Interns are expected to respect the belongings of their fellow students. They shall not borrow, use, or disturb items belonging to other students or staff without clear prior permission. Interns also are expected to respect the belongings of the participants of other programs at Stanford, and other Stanford visitors.
- Interns shall not use, possess, or distribute alcohol, tobacco, or drugs, with the exception of prescription and over-the-counter medications.
- Interns are expected to be well-behaved and follow the instructions of the residential staff, instructional staff, and other University personnel. Unruly behavior will not be tolerated.
- Interns shall not commit acts of violence on persons or property, nor shall they threaten to commit any act of violence.
- Interns shall not engage in any form of sexual harassment. Sexual harassment includes sexual conduct, or conduct with sexual overtones, which has the purpose or effect of unreasonably interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- Interns shall uphold high standards of academic integrity through honesty, trust, fairness and responsibility. Interns are expected to demonstrate a spirit of cooperation and exploration within the academic guidelines provided by their instructors, and to meet the intellectual challenges of their internship through honest effort and hard work.
- Interns are expected to know and to follow all rules listed in this Code of Conduct.

## Process for Obtaining Library Borrowing Privileges (New as of June 2015)

A SUNet ID allows interns to access library materials, but not to check them out. It costs \$10 per person to arrange borrowing privileges. Please request these privileges for interns who will be in your lab for 6 or more weeks. All other attendees are not eligible. This is the procedure:

1. Process a journal payment for library access and/or borrowing to PTA 1026748-1-AABNK-48110 from your department. The note on the journal entry must include:
  - Fund transfer is for (Name of your lab or department) sponsored library privileges
  - The participant's name
  - Amount transferred (\$10 per card)
2. Send an email to [shorsfal@stanford.edu](mailto:shorsfal@stanford.edu) with copy to [whuggins@stanford.edu](mailto:whuggins@stanford.edu); [sul-privileges@stanford.edu](mailto:sul-privileges@stanford.edu) to notify them of the transfer. The email should include the following:
  - The journal number
  - The participant's name
  - If more than one, the total number of participants you are funding.

You will be notified when the card is ready for pick-up. Interns go to Green Library Circulation Desk during their operational hours in order to finalize the card issuance. (See hours here: <http://library.stanford.edu/libraries/green/about>)

Interns should bring photo ID and know their SUNet ID. Interns will complete application at the Circulation Desk. Library will take their photo, add their contact information into the SUL system, and print the card. This should take about 5 minutes.

Questions?

William Huggins, Operations Manager, Privileges, [whuggins@stanford.edu](mailto:whuggins@stanford.edu), 650-498-0679

## Chemistry Department Internship Protocol

In addition to following all the guidelines in this packet, Stanford's Chemistry Department also requires:

### Confirmation of Age of Intern

Interns must be at least 16 years old to work in Chemistry labs. Make photocopy of intern's proof of age documentation (passport, Driver's License, or birth certificate) and keep on file with this packet of completed paperwork.

### Confirmation That Intern Has Medical Insurance Coverage

Interns working in the Chemistry Department must be covered by medical insurance (see page 9). Submit medical insurance information to the Chemistry Department's Administrative Services Manager Ed Caron, [ecaron@stanford.edu](mailto:ecaron@stanford.edu).

### Departmental Approval of Intern's Project

Submit a completed Project Description Form (Page 3), to Chemistry Administrative Services Manager Ed Caron ([ecaron@stanford.edu](mailto:ecaron@stanford.edu)) for review and approval, prior to offering an internship to a high school student.

### Health & Safety Documentation

Submit documentation showing intern has completed all required safety training prior to the intern's arrival in the lab to:

Chemistry Administrative Services Manager: Ed Caron, [ecaron@stanford.edu](mailto:ecaron@stanford.edu)

Chemistry Health & Safety Specialist: David Strick ([djstrick@stanford.edu](mailto:djstrick@stanford.edu))

### Mentor Orientation

Mentors must attend a one-on-one Orientation Session prior to the intern's arrival. Topics will include:

- Confirmation of intern contact information, start date, and work schedule;
- Any additional training specific to the lab that must be arranged by the mentor, completed in first week, and documented by the Safety Officer;
- Mentoring requirements and expectations, including supervisory responsibilities.

To arrange this orientation contact Chemistry Administrative Services Manager Ed Caron, [ecaron@stanford.edu](mailto:ecaron@stanford.edu)



## Participant Commitment and Acknowledgement Form (Optional)

*(This form is optional. If used, the host lab/department will need to tailor it to the specific internship.)*

I,                     Intern name                    , am voluntarily participating in a volunteer/unpaid internship at Stanford University's                     (Name of lab/department)                    . I understand that this is a rigorous program, and it requires substantial commitment on my part. I understand it is of primary importance that I participate with the intention of making this a rewarding experience for myself and my hosts.

Furthermore, I understand that my host lab/department has the right to terminate our relationship at any time, in the event that Stanford or the host lab has determined, in its sole discretion, that such release is in Stanford's best interest, or in my best interest.

By signing this form, Participant and Parent (if Participant is under 18, collectively "Participant") understand Participant will participate in this internship on Stanford campus from Approximate start date to Approximate end date. The person at Stanford who is supervising my work is Name of mentor and the person in charge of the lab is Name of PI.

Participant hereby grants Stanford and its representatives, employees, agents, and assigns, the irrevocable and unrestricted right to use, reproduce and publish Participant's image, including photographs, videos, and likenesses, for editorial, trade, advertising or any other purpose and in any manner and medium now known or hereafter created to alter the same without restriction; and to copyright the same. Participant hereby releases Stanford and its trustees, officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability relating to its use of such images.

Participant acknowledges that s/he has read and agrees to follow the Stanford Sexual Harassment Policy Guidelines and the Stanford Code of Conduct found in this packet.

**Participant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** (if participant is under 18 years old at the start of the program)

\_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name Printed:** \_\_\_\_\_

Participant Name \_\_\_\_\_

### Field Trip Permission Slip (Optional)

*(This form is optional but necessary if intern will be driven by any university personnel or students as part of the internship.)*

I hereby give my permission for the intern named above to **ride in vehicles driven by university faculty, staff or graduate students** that are part of this internship.

Yes       No

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if participant is under 18 years old at the start of the internship)

\_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Name Printed: \_\_\_\_\_

## Getting a High School Intern Paid

Read the questions related to Internship or Employment on page 2. If you and your HR Manager agree that your project is an internship, the intern can be paid a stipend or not. Stipends are lump sum payments (not hourly) and they can be in any amount (there are no restrictions about minimum wage). They are meant to compensate the intern for transportation and other expenses incurred as part of the internship. Stipend amounts are agreed to upfront. Typically half of the stipend is paid at mid-point and half at end of the internship.

The process for getting a high school intern paid a stipend isn't spelled out very well in Fingate. Student completes and signs one or more SU-21 forms, (found at <http://fingate.stanford.edu/docs/su21.pdf>).

It is highly recommended, that in the notes section of the SU-21 you indicate which Expenditure Type to use. Only 3 Expenditure Types can be used on the SU-21:

- 52435 (NSF Participant Support Costs)
- 57860 (Non-matriculated Student Aid)
- 56005 (Senior Scholar Support)

If you don't indicate the appropriate Expenditure Type, Payroll may select one at random. You should copy the original SU-21 before you send it to Payroll.

Interns must have a SUNet ID (see page 4) and it is helpful to write the SUNet ID on the SU-21.

The person who processes SU-21 forms in payroll is Tina Wirattigowit. [peangjun@stanford.edu](mailto:peangjun@stanford.edu), 736-1008

If you and your HR Manager agree that this project constitutes employment rather than an internship, your HR manager will help you with appropriate paperwork, including a Work Permit from student's school and other employment documents and procedures.

## FAQs about International Students

### Can international students receive pay for their internships?

According to the Stanford Bechtel International Center, “International students (both F-1 and J-1) who are on Stanford's sponsorship (have an I-20 or DS-2019 issued by Stanford) are allowed by immigration law to work on campus for up to 20 hours a week while school is in session, and full time during any break periods. Students in F-1 status do not need any special work authorization for on campus work, and can receive stipends.

Students in J-1 status are also allowed to work on campus up to 20 hours a week during the school year, but these students must apply for work authorization prior to engaging in work by submitting on-line application in Axxess. They can also receive stipends. *(For more visa information, please consult Stanford's Bechtel International Center, <http://icenter.stanford.edu/students/current/employment.html>.)*

### Can international students begin working *before* the academic school year begins?

International students may only hold *unpaid* internships and they may only intern in the summer (not during the academic year). Check with Stanford's Bechtel International Center to confirm that the intern's visa allows him/her to participate in an unpaid internship.

*(<http://icenter.stanford.edu/students/current/employment.html>.)*