



We at the Stanford Master of Science in Community Health and Prevention Research (“CHPR”) program are very excited that you are interested in engaging as an Internship Partner. The Service Learning internship is a vital part of the CHPR Masters program. In their Service Learning internship, students will leverage the curriculum they have learned in their CHPR courses to address opportunities around preventive medicine in the community and assess the impact of their work.

We require all Internship Partners to follow the following guidelines. Please sign below to confirm that you and your organization will agree to and will follow the guidelines.

By signing below, the student you are matched with confirms that he/she has been notified of the Internship Partner Guidelines contained herein.

Please do not hesitate to contact our Program Associate, TO Preising at preising@stanford.edu with any questions or concerns before, during, or after the internship.

Kind regards,
Sonoo Thadaney
CHPR Program Staff Director & Director of SPRC Education Programs

_____ confirms that it agrees to and will follow the guidelines
Name of Organization

below.

Signed: _____ Date: _____
Internship Partner Representative

Print Name: _____

I have been notified of the Internship Partner Guidelines contained herein.

Signed: _____ Date: _____
Student

Print Name: _____

Guidelines

Internship Partner agrees as follows:

1. If applicable, Internship Partner will engage in an interviewing/screening and matching process to identify a suitable student intern in accordance with Stanford CHPR expectations and its own needs. In CHPR-approved cases, a student may already be an employee or volunteer for Internship Partner. In which case, Internship Partner may decline to offer an interview process. Stanford CHPR does not guarantee that all interested Internship Partners will be matched with an intern.
2. The selected student intern will receive academic credit and will be unpaid (unless a student is interning with their employer) and Internship Partner will comply with Fair Labor Standards Act criteria for an unpaid internship as set forth by the US Department of Labor, Wage and Hour Division. See <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>
3. The internship opportunity will allow the intern to apply what he/she learns via CHPR in a community setting, and learn from it. During the two quarters of the internship, the intern will be assigned to work with Internship Partner for a minimum of 9 hours per week (averaged over the quarter) including onsite engagement, prep work, post work, planning, research, travel, etc. Interns are not expected to work for Internship Partners during finals week or during the breaks between quarters. For calendar dates for quarters, see <https://studentaffairs.stanford.edu/registrar/academic-calendar-1516>
4. During their internship, the intern must enroll in CHPR 299 Community-Based Research Internship with their faculty mentor for 6 units over the span of two consecutive non-summer quarters. It is allowable for a student to do data collection for their internship offsite or during the summer. While doing this type of data collection, however, interns are not under the CHPR program's jurisdiction and do not receive course credit.
 - a. Example of this policy:
 - i. Spring 2016 Quarter = student does 3-unit CHPR 299 with their faculty mentor. A main focus during this quarter may be on background research and study/project design.
 - ii. Summer 2016 Quarter = student does data collection for internship, but student is not under the jurisdiction of the CHPR program and does not receive course credit.
 - iii. Autumn 2016 Quarter = student does 3-unit CHPR 299 course with their faculty mentor. A main focus during this quarter will be on analyzing the data the student collected during the summer.
5. "Work" is defined as project preparation and post-project assessment time, whether performed at Internship Partner's workplace or elsewhere, as well as work at Internship Partner's workplace. The intern defines the work schedule with the

Internship Partner. The Internship Partner will agree to the goals and intent of the internship as defined by the Stanford CHPR program as described herein.

6. Internship Partner will appoint an Internship Partner Manager to oversee intern and be reasonably available to intern to answer any questions. The Internship Partner Manager will hold regular (ideally, weekly) meetings with the intern providing constructive feedback and mentorship.
7. Internship Partner will provide robust learning experiences and meaningful work for the intern to accomplish during the duration of the internship. If intern's initial project becomes impractical over the course of the term, intern and Internship Partner will work together to create an alternate meaningful educational experience.
8. Internship Partner will provide a safe working environment for intern. Internship Partner will comply with applicable laws.
9. Stanford CHPR expects that the intern and Internship Partner matched to each other will commit to each other for the length of the internship. Internship Partners who are dissatisfied with the intern's performance, have concerns, or may not be able to fulfill the commitment should notify the Program Staff Director in writing as soon as possible, preferably before the end of the second week of the internship, for details on available options for resolving the issues.
10. Internship Partner and intern agree that the Board of Trustees of the Leland Stanford Junior University, its officers, trustees, faculty, agents, representatives, volunteers and employees (collectively referred to hereafter as "Stanford" or "Stanford CHPR") is not responsible for any action of the intern. Internship Partner understands that intern is in a learning community at Stanford and reliance on intern's work is at Internship Partner's own discretion and risk.
11. If Internship Partner is a Stanford faculty or staff member other than those of the CHPR program, Internship Partner is responsible for risk management and liability issues related to intern and the internship. Internship Partner is responsible for obtaining intern's name badge, if applicable, and any training required for intern to undertake an internship in Internship Partner's unit or department.
12. Should intern voluntarily drive a private vehicle as part of intern's responsibilities, either Internship Partner or the intern will provide insurance coverage. Internship Partner and intern agree that Stanford CHPR is not responsible in any way for such activities. If intern's Internship Partner is a Stanford faculty or staff member, including a Stanford CHPR faculty or staff member, or intern's project is a research project with a Stanford or Stanford CHPR faculty member, and intern voluntarily drives a private vehicle as part of intern's responsibilities, intern will provide insurance coverage. Intern agrees that Stanford CHPR is not responsible in any way for such activities.