



What You Need to Know to Host a HS Intern

Revised September 21, 2012

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 volunteer). All documentation related to this packet should be kept on file in the lab/department for one year.

PLEASE NOTE:

1. All interns, whether paid or unpaid, must be at least 16 years old to work or be trained in a Stanford lab, per the university's liability coverage.
2. It is 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 legal guardian.
3. 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 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)
- Intern should be given a copy of Stanford's Sexual Harassment Policy Guidelines and Code of Conduct (Pages 11-12)
- Stanford Patent and Copyright Form, available at <http://rph.stanford.edu/su18.html>
- Chemistry Department Internship Protocol (*for internships in chemistry department only*) (Page 13)

OPTIONAL:

- Participant Commitment and Acknowledgement Form (*Optional*) (Page 13)
- Field Trip Permission Slip (*Optional*) (Page 14)

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MORE INFORMATION:

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>

If intern will be paid, review the Administrative Guide policy on the Employment of Minors (Section 2f) http://adminguide.stanford.edu/22_1.pdf and work with your HR department to complete all necessary employment paperwork.

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
- Sexual Harassment and Consensual Sexual Relationships 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:

Please note, federal guidelines specify that persons under the age of 18 cannot use radioactive materials. Student interns may also not work with:

- Human and nonhuman primate blood, body fluids, tissues, or retroviruses
- More than minute quantities (e.g., gas chromatography standards) of controlled substances
- Select carcinogens, reproductive toxins, or acutely toxic chemicals
- Any organisms or procedures categorized above Biosafety Level 1. A useful summary of biosafety levels can be found at: <http://www.physics.isu.edu/health-physics/tso/bioch5.html>

Health and Safety

What ONLINE Health and Safety training courses should student complete before arriving at the lab? (check all that apply)

- EHS 4200 General Safety, Injury Prevention (IIPP), and Emergency Preparedness (required for all interns)
- EHS 4875 Life Sciences Research Laboratory Safety Training- Biosafety Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Chemical Safety Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Waste Disposal Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Compressed Gas Safety Module

(All interns who work in medical, biological or life science research laboratories are required to complete all four modules.)

- EHS 2700 Shipping Dangerous Biological Goods or Dry Ice
- EHS 5275 Working Safely Near Radioactive Materials
- Other, list: _____

Please check one of these:

- 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.

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Obtaining the Intern's SUNet ID

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

1. Intern visits <http://sunetid.stanford.edu/> and selects the link "Request my own SUNet ID." Interns do not have a University ID so they click on "Provide other identification."
2. Once intern has completed this process, s/he emails a staff or faculty member in the host lab/department with the SUNet ID selected (don't send the password). At that point, the staff or faculty member must "sponsor" intern, and then the ID will be valid. (Graduate students don't have authority to sponsor a SUNet ID.)
3. Interns should make note of their SUNet ID and their self-assigned password. They may need it from time to time.

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. Other required online courses might include:

- EHS 4875 Life Sciences Research Laboratory Safety Training- Biosafety Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Chemical Safety Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Waste Disposal Module
- EHS 4875 Life Sciences Research Laboratory Safety Training- Compressed Gas Safety Module
(All interns who work in medical, biological or life science research laboratories are required to complete all four modules.)
- EHS 2700 Shipping Dangerous Biological Goods or Dry Ice
- EHS 5275 Working Safely Near Radioactive Materials

Once the lab tells the intern what courses are required, interns complete 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

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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

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 well being 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** _____

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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. 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 _____

Stanford University Sexual Harassment Policy Guidelines

NOTICE: Stanford's Sexual Harassment Policy broadly applies not only to students & staff, but to those who are on campus participating in Stanford run programs and/or interacting w/members of the Stanford community.

Off-color jokes? Centerfolds on the wall? Sexual innuendoes? Fun, right? Not necessarily. Sexual harassment? Possibly. It's a confusing and controversial topic. Think of sexual harassment as a form of communication that can be perceived in different ways: one by the communicator, another by the recipient, and yet another by an "objective" third party.

What Is It?

Sexual harassment can take several forms:

- Unwelcome or coercive sexual advances in exchange for favorable treatment, or under the threat of unfavorable treatment (e.g., grades; jobs; promotions);
- Sexually-related behaviors that create a hostile academic, living, or work environment and interfere with someone's academic or work performance (e.g., unwanted sexual comments, jokes, e-mails and publicly posted sexual graphics);
- Persistent and unwanted communications of a sexual nature (e.g., in person, by phone or e-mail, or insistent pursuit after a break-up);
- It can involve repeated actions, or one incident if sufficiently severe; it can occur between peers, in hierarchical relationships, or between persons of the same or opposite gender; it can be subtle or blatant;
- If sexual touching is involved it can also be sexual assault.

Why It's Important

Sexual harassment can:

- Create fear and intimidation;
- Be an abuse of power or an attempt to control someone else;
- Lead to tension and conflict in a community;
- Deprive others of the opportunities they came to Stanford to enjoy—to study, work, and live in a supportive environment.

Sexual harassment violates university policy and can bring about legal and university disciplinary sanctions.

How to Stop It

- Don't put up with it;
- Speak up (silence enables harassment to continue toward you or someone else);
- Keep notes and records, including e-mails;
- Tell the person to stop, verbally or in writing (be firm and clear— they'll often back off), or give him/her this flyer;
- If you are uncomfortable dealing with it by yourself, ask a trusted person in authority to assist you;
- The University also has confidential resources available to discuss your options, including counseling with a counselor at CAPS, campus clergy, or the University Ombudsman.
- In addition, see **Resources** below.

Important Tips

- Avoid misunderstandings; when communicating about sexual matters, your values and style may be different from others' (what's acceptable to one may not be to another), so when in doubt, check it out.
- When someone says "stop" or expresses uneasiness, respect their limits.
- When a relationship is breaking up, formerly endearing behaviors can become offensive, so if your "ex" expresses discomfort, back off, and talk your feelings through with a neutral party.
- There are extra risks if you become involved sexually with someone who is in an inherently unequal position (e.g., teacher/student; staff/dorm resident)—consent may be misunderstood, and later, breaking up can have major consequences.

Resources

Sexual Harassment Policy Office

Web site: harass.stanford.edu

E-mail: harass@stanford.edu

Phone: 650-723-1583

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.

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. This documentation can also be used to determine if the participant is under the age of 18. If intern is under 18, the forms in this packet require the signature of a parent or legal guardian.

Departmental Approval of Intern's Project

Submit a completed Project Description Form (Page 12), to Chemistry Department Chair and the Chemistry Department's Administrative Services Manager for review and approval, prior to offering an internship to a High School student.

Chemistry Chair: Dr. W.E.Moerner, wmoerner@stanford.edu

Chemistry Administrative Services Manager: Ed Caron, ecaron@stanford.edu

H&S Documentation

Submit documentation showing intern has completed all required H&S Training prior to the intern's arrival in the lab to:

Chemistry Administrative Services Manager: Ed Caron, ecaron@stanford.edu

Chemistry Health & Safety Specialist: Travis Norton, tmnorton@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

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: _____