2019 Teacher Welcome Packet

*Completed forms to be returned at Stanford Orientation on June 10, 2019*

*Fellows will not be allowed to enter Stanford labs or begin their Fellowships until all of these forms have been submitted.*

- Stanford-Ignited Teacher Commitment and Acknowledgement Form 2019 (Page 2)
- Stanford-Ignited Release of Claims and Hold Harmless Agreement (Page 3)
- Stanford Patent and Copyright Form (Page 6)
- 1 copy of the SU-21 Form for Stipend Payments (You can download this document at https://oso.stanford.edu/programs/6-summer-research-program-for-teachers-teaching-engineering. Please type or use black ink only and print legibly.)

**Other Useful Information**

- Transportation to & Parking on Campus (Page 7)

If you have questions or concerns about any of this, please contact Kaye Storm, Director, Stanford Office of Science Outreach, kstorm@stanford.edu.

*If you are beginning your Fellowship before June 10, please make an appointment to bring in these forms to Kaye Storm before you begin in the lab. kstorm@stanford.edu*
Stanford-Ignited Teacher
Commitment and Acknowledgement Form 2019

I, __________________________, am voluntarily participating in the 2019 Stanford University Summer Research Program for Teachers (SRPT). 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 others in the program as well as myself.

Furthermore, I understand that I am expected to participate fully in the program, and I understand that Stanford or the Office of Science Outreach (OSO) reserve the right to release me from the program, before the program has been completed, in the event that Stanford or the OSO has determined, in its sole discretion, that such release is in the program’s best interest, or in my best interest.

By signing this form, Participant understands s/he will participate in the SRPT on Stanford campus. This includes lab research, field trips using Stanford-provided transportation, and other group activities. It also includes fulfilling all of the requirements of the Ignited Summer Fellowship Program.

Participant hereby grants Stanford and the OSO 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 the OSO 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.

I acknowledge that I have carefully reviewed and agree to follow Stanford’s Guidelines on Consensual Relationships, found here: https://harass.stanford.edu/be-informed/guidelines-consensual-relationships

Date: ____________  Participant Signature: ________________________________

Participant’s Name Printed: ___________________________________________
The parties to this Release are ____________________________________ (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 Fellowship with a start date of _________________ and an end date of ________________. Participant understands and agrees that Fellowship activities may be dangerous and that Stanford cannot guarantee the safety of Participant.

Assumption of Risk. Participant expressly understands and agrees that the Fellowship 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 Fellowship 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 Fellowship, 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 Fellowship, 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 Fellowship.

Release of Claims. In consideration of being accepted into and participating in the Fellowship, 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 Fellowship. 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 Fellowship, 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 Fellowship.

**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 in the Fellowship 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 Fellowship. 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 Fellowship.

**Activities Outside Fellowship.** Should Participant choose to remain at the Fellowship location or elsewhere either before or after participation in the Fellowship, Stanford will cease to act as a sponsor for Participant. Should Participant drop out of the Fellowship voluntarily or involuntarily, Stanford 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.

**Fellowship Modification and Cancellation.** Stanford reserves the right to cancel or modify the Fellowship 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 Fellowship at any time, including during the Fellowship.
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 Fellowship, or health or safety considerations. Such termination shall not diminish or otherwise alter Participant's obligation to make any payment required for the Fellowship, 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 Release of Claims and Hold Harmless Agreement, understands its meaning and effect, and agrees to be bound by its terms.

Date: ____________    Participant Signature: ________________________________

Participant’s Name Printed: ________________________________

*Participants should keep a copy of this form for their records.*
Stanford Patent and Copyright Form

I understand that, consistent with applicable laws and regulations, Stanford University is governed in the handling of intellectual property by its official policies titled Inventions, Patents and Licensing and Copyright Policy, and I agree to abide by the terms and conditions of those policies, as they may be amended from time to time. Pursuant to those policies, and in consideration of my internship at Stanford, the receipt of remuneration from Stanford, participation in projects administered by Stanford, access to or use of facilities or resources provided by Stanford and/or other valuable consideration, I hereby agree as follows:

1. I will disclose to Stanford all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of my University responsibilities or with more than incidental use of University resources. I hereby assign to Stanford all my right, title and interest in such patentable inventions and to execute and deliver all documents and do any and all things necessary and proper on my part to effect such assignment.

(See Inventions, Patents and Licensing, particularly Section 2. D., for further clarification and discussion related to this paragraph.)

2. I am free to place my inventions in the public domain as long as in so doing neither I nor Stanford violates the terms of any agreements that governed the work done.

3. Stanford policy states that all rights in copyright shall remain with the creator unless the work:
   a. is a work-for-hire (and copyright therefore vests in the University under copyright law),
   b. is supported by a direct allocation of funds through the University for the pursuit of a specific project,
   c. is commissioned by the University,
   d. makes significant use of University resources or personnel, or is otherwise subject to contractual obligations.

   I hereby assign or confirm in writing to Stanford all my right, title and interest, including associated copyright, in and to copyrightable materials falling under a) through d), above.

4. I am now under no consulting or other obligations to any third person, organization or corporation in respect to rights in inventions or copyrightable materials which are, or could be reasonably construed to be, in conflict with this agreement.

   NOTE: An alternative to this agreement may be appropriate for personnel with a prior existing and conflicting employment agreement that establishes a right to intellectual property in conflict with Stanford policies. Personnel in this situation should contact the office of the Vice Provost and Dean of Research.

5. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.

6. This agreement is effective on the later of July 1, 2011 (on the one hand) or my date of hire, enrollment, or participation in projects administered by Stanford (on the other hand), and is binding on me, my estate, heirs and assigns.

Date: ____________________  Participant Signature: ____________________

Participant’s Name Printed: ____________________

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Getting to Stanford Campus & Parking 2019

Unfortunately, there is no free parking on campus and it’s quite expensive and difficult to find unless you arrive early in the morning. So you may want to consider these alternatives to driving to campus:

1. You can park at the Stanford Shopping Center, then walk to the School of Medicine (~10 min. walk). (No guarantees about how often or closely parking is monitored but likely to be okay a few times per week.)

2. You can park at the Town & Country Shopping Center, walk across El Camino and up Galvez toward campus, then catch the free Marguerite shuttle. Line Y into campus, Line X back to shopping center.

3. You can take CalTrain or the Dumbarton Express bus to the Palo Alto transit center and then catch the free Marguerite shuttle to and from campus. Line P goes frequently between the transit center and the top of the Oval. Unfortunately, Stanford is unable to provide you with a bus/train discount.

4. You can see all of the Marguerite routes and schedules here. You may find other transit options here.

5. If you need/want to drive your car, you can purchase monthly or daily parking permits, following instructions below.

Purchasing Parking Permits

All permits are virtual and purchased online. Once you know your approximate work schedule on campus, you can decide which is least expensive by viewing the cost of various permits here. You are eligible for A or C permits. A permits are the most expensive but are sometimes the only choice, since C parking places fill up quickly (by 8am-ish). If you’re coming to campus in the late afternoon, C parking may be more readily available than earlier in the day. Please note, parking is free almost everywhere on campus after 4pm.

Step-By-Step Instructions:

Note: Please use only Chrome, Firefox, or Safari browsers at this time.

1. Go to transportation.stanford.edu/order.
2. Click “Log in by Organization,” then “Stanford University.”
3. Enter your SUNet ID and password and complete 2-step authentication process.
4. You are now logged in to the online ordering portal.
5. Click on “My Account” in the top menu.
6. (You may see a Stanford email account for yourself on the right; ignore this.)
7. Click on “Permits,” then “Purchase.”
9. Enter date(s) you wish you park.
10. Choose type of parking permit you want, then “Next.”
11. Add a vehicle, then “Next.” (You must know the make of your car and license plate #. You can add more than one vehicle if you wish.)
12. Select Payment Method, then “Next.”
13. Agree to terms, then “Next.”
14. Confirm your order. (If this is the first time purchasing a permit, you will be re-directed to a Payment Site.)
15. Enter your credit card info.