

*What You Need to Know to Host a non-Stanford Undergraduate*

*Revised November 22, 2019*

To protect faculty PIs, lab staff, students and the university, these steps should be followed when you invite a *DOMESTIC* undergraduate student from an institution other than Stanford into a lab assignment at Stanford (whether as a paid or unpaid intern). All documentation related to this packet should be kept on file in the lab/department. Information for hosting an *INTERNATIONAL* undergraduate student can be found on page 17.

To receive this information as a word document that you can edit, contact Kyle Cole at kylecole@stanford.edu.

**Please note: If the participant is under the age of 18 at the time of this research experience,** there are additional steps to follow (information available from the Office of Science Outreach), and many forms require the signature of a parent or legal guardian. It is lab’s responsibility to check intern’s age via passport, Driver’s License, or birth certificate.

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Consult Stanford’s Administrative Guide for policies on:

* Sexual Harassment and Consensual Sexual Relationships <http://adminguide.stanford.edu/23_2.pdf>

**Internship or Employment?
(New in January 2018)**

Courts have begun using the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the Fair Labor Standards Act (FLSA).\* In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

*\*Adapted from the Department of Labor*, [*Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act)*](https://www.dol.gov/whd/regs/compliance/whdfs71.htm)

Interns can be unpaid, or they can receive educational stipends as long as the internship opportunity meets the “primary beneficiary test.” In that case, use the SU-21 form (see page 13) to pay the intern stipend.

**Obtaining the Intern’s SUNet ID**

**(New in April 2018)**

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.

Faculty, managers, and individuals who have been granted the privilege to sponsor: [Log in to Sponsorship Manager](http://sponsorship.stanford.edu) and then follow the online instructions for sponsoring a person or a shared email account.

Others needing to sponsor: Please work with your immediate supervisor to have sponsorship authority granted to you via [Authority Manager](https://uit.stanford.edu/service/authoritymanager/grant).

You must have at least the following information about the participant to begin the process:

* Intern’s first and last name
* Date of birth
* Working personal email address

Instructions for creating a SUNet ID can be found at <https://uit.stanford.edu/service/sponsorship>.

**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 EmergencyPreparedness.
* 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. Click on STARS (All Learning) tab at top.
3. Click on OPTIONS button (right bottom) to find Search Catalog. Search for the required courses, one at a time, by entering the course code (e.g., EHS-4200) in the Search Catalog text box. Note: you must insert a hyphen between EHS and the course number.
4. Once you find the course, make sure it is the Web (self-paced) version and click on “Enroll,” then “Continue.” (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.

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 “STARS/All Learning” at top tab, then click on “Training History.”
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.

Program administrators can also verify completion of these requirements via <https://bi.stanford.edu>. Go to “Catalog” in upper menu, then “Training and Registration,” then “Learner Record.” Open “Learner’s Course Status,” then enter the intern’s SUNet ID and make sure “Active Affiliation” says yes/no and “SUNet ID active?” says yes/no. Then click “Apply” and go to “Results.” You will see which training courses are in progress or are complete. You can also see the intern’s Employee ID on that screen, at top left.

 **Student Project Description Form**

*This form is optional but must be submitted for chemistry department internships.*

**Mentor/Supervisor Information**

First Name: Last Name: Lab Phone:

Cell (with Area Code): Email:

**Principal Investigator Information**

Principal Investigator: Email:

Program/Department:

**Student Project Description**

Location where student will be working:

Brief description of the role of the undergraduate student or tasks that will be assigned:

**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 EmergencyPreparedness
* 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 EmergencyPreparedness
* 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.

**Participant Commitment and Acknowledgement Form**

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

I, \_\_\_\_\_\_\_\_\_\_\_Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am voluntarily participating in an unpaid/paid 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 found in this packet and the [Stanford Honor Code and Fundamental Standard](https://communitystandards.stanford.edu/student-conduct-process/honor-code-and-fundamental-standard).

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

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

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

The parties to this Release are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Participant), referred to hereafter 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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_\_\_\_

**Participant’s 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 and Information andConsent for Emergency Medical Treatment Form**

**Medical Insurance** (Please note interns working in the Chemistry Department must have medical coverage.)

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach a photocopy of intern’s insurance card to this packet.**

**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.

**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\_\_\_\_\_\_\_\_\_

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

**Emergency Contact Information Form**

**(Keep on file in host department/lab and local HR office)**

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:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## **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](http://doresearch.stanford.edu/policies/research-policy-handbook/intellectual-property/inventions-patents-and-licensing) and [Copyright Policy](http://doresearch.stanford.edu/policies/research-policy-handbook/intellectual-property/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](http://doresearch.stanford.edu/policies/research-policy-handbook/intellectual-property/inventions-patents-and-licensing), particularly Section 2. D., for further clarification and discussion related to this paragraph.)

1. 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.
2. Stanford policy states that all rights in copyright shall remain with the creator unless the work:
3. is a work-for-hire (and copyright therefore vests in the University under copyright law),
4. is supported by a direct allocation of funds through the University for the pursuit of a specific project,
5. is commissioned by the University,
6. 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.

1. 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.

1. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.
2. 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **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, includingcounseling 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

**Getting a Non-Stanford Undergraduate 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 or unpaid. If intern will be paid, payment can be in the form of a stipend or salary.

Stipends are lump sum payments (not hourly) for subsistence only, 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.

Stipends are paid via an SU-21 form, found at <http://web.stanford.edu/group/fms/fingate/docs/su21.pdf>.

The step-by-step process for completing an SU-21 to pay a stipend can be found in Fingate.

<https://web.stanford.edu/group/fms/fingate/staff/supptstudents/quick_steps/request_subs_travelgrant.html>

1. It is highly recommended, that in the Remarks section the department administrator indicates which Expenditure Type to use. Only 4 Expenditure Types can be used on the SU-21: 52435 or 52436 (NSF Participant Support Costs), 57860 (Non-matriculated Student Aid), or 56005 (Senior Scholar Support).
2. Although the form doesn’t ask for it, department administrator may want to include intern’s SUNet ID somewhere. And for first-time payees not affiliated with Stanford previously, Payroll also requires the payee’s SS#.
3. You will find the intern’s Employee ID when you confirm that they have completed their online safety training. See page 4 (at very bottom) for how to find this number to enter on the SU-21.
4. Instructions for sending to Payroll are found at the bottom of the SU-21. Payroll no longer accepts the SU-21s via fax. The forms need to be sent to Payroll via secure email (put Secure: in the Subject line of the message) and email to su21payments@stanford.edu, or send via ID mail (MC 8440).
5. Be sure to make copy for department records before sending form and documentation to Payroll. It typically takes 7-10 days to receive check.

The person who processes SU-21 forms in payroll is Tina Wirattigowit. peangjun@stanford.edu, 736-1008

If you and your HR Manager agree that this project constitutes employment or that intern should be offered a salary, your HR manager will help you with appropriate employment documents and procedures.

**Getting a Stanford Undergraduate Paid**

There is a different process for getting Stanford undergrads paid (versus UGs from other institutions), since the payment may affect student’s financial aid.  It’s difficult to find definitive information on what the procedure is, but to begin the process, send the student’s name, Stanford Student ID and PTA to Anabeth Ansaldo to get the student paid. anabethc@stanford.edu

You may want to do this in advance to confirm that you can, in fact, pay the UG a stipend.

**Other REU Programs on Campus**

You will find formal REU programs whose managers might agree to include your student in some of their activities here: <https://oso.stanford.edu/programs/undergraduate-students-other-schools>

**Process for Obtaining Library Borrowing Privileges**

A SUNet ID allows interns to access library materials, but not to check them out. It costs $10 per person to arrange borrowing privileges. You may request these privileges for interns who will be in your lab for 6 or more weeks.  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)
1. Send an email to shorsfal@stanford.edu with copy to kristen.domingo@stanford.edu; 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?

# Mario Pamplona, Operations Manager, Privileges, pamplona@stanford.edu, 650-498-0679

**REU Evaluation Resources**

These resources may be helpful if you are hosting just one or a small group of undergraduates that are not part of a formal Stanford program.

**The Survey of Undergraduate Research Experiences (SURE)**

Grinnell College has developed an array of surveys (pre, post and follow up) for undergraduates engaged in research experiences. Data from your students is aggregated with that of other institutions but also reported back to you. This may be a good option for very small REU programs that don’t have the bandwidth to develop their own survey instruments.

<https://www.grinnell.edu/academics/areas/psychology/assessnebts/sure-iii-survey>

## **Undergraduate Research Student Self-Assessment (URSSA)**

URSSA is the Undergraduate Research Student Self-Assessment, an online survey instrument for programs and departments to use in assessing the student outcomes of undergraduate research (UR). URSSA focuses on what students learn from their UR experience, rather than whether they liked it. Depending on the size of your group, you can download and use the survey or for groups of 10 or more students, URSSA is delivered through the web platform developed for the Student Assessment of their Learning Gains (SALG). URSSA is free of charge.

<https://www.colorado.edu/eer/undergraduate-research/urssa-faqs>

**SRI International**

SRI International conducted a comprehensive study of REU Programs for NSF’s Engineering Directorate between 2003 and 2006. A copy of the report showing the survey items along with results (for both REU participants and their mentors) is available [here](https://apps-spisu.sws.iastate.edu/resources/view/id/34).

# **International Undergraduate Visiting Research Interns**

The Stanford Registrar’s Office handles International undergraduate visiting research interns. See the policy and procedures at <https://registrar.stanford.edu/staff/undergraduate-visiting-research-intern/international-undergraduate-visiting-research-interns>

Please note:

* The Undergraduate Visiting Research Intern status fee is $500.
* The Campus Health Service fee is a mandatory fee.
* Health Insurance Fee (Cardinal Care): All visiting research interns are required to carry either individual health insurance or Cardinal Care, the University sponsored health insurance plan.

Bechtel Center provides a complete list of requirements for hosting international undergraduates; questions and instructions at internationalstudents@stanford.edu or contact Rolando Villalobos at 650-723-1832.