CHECKLIST FOR STUDENT TRAINEE/INTERN ASSIGNMENT  
(Upon approval from HRG, Employee Relations)

Student Intern/Trainee Name (Print) ____________________________ Date ____________________________

All faculty members, lab staff and students (including post-doctoral fellows and graduate students) as well as the University must follow the steps below prior to a student trainee/intern’s entry into an assignment at Stanford. All documentation related to this packet should be kept on file in the department.

If the participant is under the age of 18 at the time of the internship, additional forms will require the signature of a parent or legal guardian. It is the department’s responsibility to confirm the trainee/intern’s age through passport, driver’s license, or birth certificate.

Upon approval of the Student Intern/Trainee Request Form, the following must be completed:

- Identify an immediate supervisor, if different than the faculty mentor (remember the designated supervisor must be present during the time the trainee is present in the workplace)
- Determine means by which the trainee will contact his/her mentor or supervisor if he/she is unable to come in during the designated hours
- Determine milestones and criteria for evaluating the trainee’s work and discuss them with the trainee
- Review the training project, duration of project, trainee’s schedule with the student. Provide a copy of signed request form to student

Forms to complete

- Release of Claims and Hold Harmless Agreement (page 3 - 4)
- Parental Consent Form (if applicable) (page 5)
- Consent for Medical Treatment & Emergency Contact Form (page 6 - 7)
- Mentor/Supervisor Guidelines and Expectations (8)
- SU-18A: Patent and Copyright Agreement for Visitors
- Set up a SUNet ID

Trainings to Complete

Once a SUNet ID is “sponsored,” the student trainee/intern is ready to complete the required Health and Safety online training and HIPAA training. The expectation is the intern will complete all required training 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.

Go to https://axess.stanford.edu/ and click on STARS (Search Category) to register for the trainings. See your department HR manager for assistance.
All student trainee/interns must complete:

- **EHS 4200**: General Safety and Emergency Preparedness
- **PRIV-2018**: HIPAA/Protecting Patient Privacy

Other required online courses might include; verify with supervisor if required:

- **EHS-PROG-1600** Blood borne Pathogens
  - If the student is working with human blood or other potentially infectious material (OPIM) [http://med.stanford.edu/somsafety/forms/OPIM.pdf](http://med.stanford.edu/somsafety/forms/OPIM.pdf), s/he must complete the University’s online Blood borne Pathogen (BBP) training course.
- **EHS-PROG-2700** DOT: Shipping Dangerous Biological Goods or Dry Ice
- **EHS-1500** Biosafety
- **EHS-1900** Chemical Safety for Laboratories (required of all interns working in chemistry labs)
- **EHS-2200** Compressed Gas Safety
- **EHS-5275** Working Safely near Radioactive Materials

If the student is working with animals, please contact **Juliana Milani**, (650) 497-6218. If the student needs hospital access, please contact **Angela Cherene** at Hospital Volunteer Services, 650-723-7434

Provide the following to the trainee/intern:

- Transportation & Safety Information sheet (page 9)
- Stanford Intern Code of Conduct (page 10)

________________________ ________________ ________________
Supervisor Name (Print) Supervisor Signature Date

Submit all signed documents including this checklist and Mentor/Supervisor Guidelines to Department HR Manager.
Release of Claims and Hold Harmless Agreement

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 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 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.

__________________________  __________________________  ________________
Intern/Trainee Name (Print)    Intern/Trainee Signature    Date

__________________________  __________________________  ________________
Parent/Guardian Name (Print)    Parent/Legal Guardian Signature    Date
Parental/Legal Guardian Consent Form
For Minors Working in Potentially Hazardous Work Areas

Provide parent/legal guardian with a copy of the University Guidelines on “Exclusion of Minors in the Workplace at Stanford University and Safety, Health and Safety Requirements for Minors in Laboratories at Stanford University, and Medical Clearance Requirements for Minors Working with Animals:

I understand that my son/daughter (print name of minor) ________________________________, age ________, will be working in potentially hazardous work areas (e.g., laboratories, warehouses, shops) within Stanford University, Department of ________________________________, located in Building ________________, Room # __________.

Any minor working in a potentially hazardous work area must be:
• Working under the direct supervision of University trained staff and knowledgeable of the area’s potential hazards.
• Provided appropriate safety training:
  o General Safety (including emergency procedures & personal protective equipment).
    http://www.stanford.edu/dept/EHS/prod/training/index.html
  o Site-specific safety training (i.e., chemical safety, radiation safety, infectious agents; blood borne pathogens). Consult with faculty supervisor.
• Provided necessary personal protective equipment.

As parent/legal guardian of the minor named above, I am aware of and accept the risks and dangers of my minor entering potentially hazardous work areas and hereby give my consent for him/her to enter and/or work within potentially hazardous work areas under the conditions stated above.

_____________________________ __________________________________________
Parent/Legal Guardian Name (Print) Signature of Parent/Legal Guardian Date

(The section below is to be completed by the faculty supervisor of the area)

I attest that the minor named above has been provided safety training as necessary and that I have specifically designated a University staff member 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, and provide personal protective equipment, as necessary.

_____________________________ _______________________________ __________
Supervisor Name (Print) Supervisor Signature Date
Medical Insurance Information and Consent for Emergency Medical Treatment Form

Student Intern/Trainee Name (Print) __________________________

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:________________________________________________________________

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.

____________________________________  __________________________________  __________________________________

Does the student carry an EpiPen for allergic reactions?  ☐ Yes  ☐ No

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

My signature below constitutes my 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 Intern/Trainee participant named above.

Student Name (Print) __________________________  Student Signature __________________________  Date ____________
Emergency Contact Information Form

Intern/Trainee Home Phone ______________________ Intern/Trainee Cell Phone___________________________

In Case of Emergency, please notify:

**Primary Contact’s Name** ____________________________   City ____________________
Relationship to You ________________________________________________________________
Home Phone ___________________________    Alternate Phone __________________________
Email Address ________________________________

**Second Contact’s Name** ____________________________ City ____________________
Relationship to You ________________________________________________________________
Home Phone ___________________________    Alternate Phone __________________________
Email Address ________________________________

**Intern/Trainee Signature** ____________________________ Date ________________

If parent/guardian’s medical plan covers the participant or if participant is under 18 years old at the start of the internship:

_________________________    ____________________________    ______
Parent Name (Print)           Parent’s Signature                  Date
Mentor/Supervisor Guidelines and Expectations

Student Intern/Trainee Name (Print) ________________________________

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 and review the policy with the trainee/intern [Link]

5. Mentor agrees to uphold the Stanford Sexual Harassment Policy and to review the policy with the trainee/intern [Link]

6. 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

7. Mentor agrees to follow and adhere to the Exclusion of Minors in the Workplace Guidelines (located on the HRG toolkit)

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

________________________________  __________________________________  __________
Mentor/Supervisor Name (Print)    Mentor/Supervisor Signature   Date
Transportation & Safety Information

Trainees/interns are responsible for their own transportation from their high school to Stanford and back. Parking on campus is available but costs $12.00 a day for a parking permit. These permits “scratchers” are available for purchase at:

The Parking & Transportation Services office at 340 Bonair Siding
Open weekdays from 7:30am – 5:00pm

Metered parking is also available in selected areas on campus. Consult the campus map to locate the Visitor Parking areas.

Transportation
Students may want to consider alternative forms of transportation.

1. Biking: No license or parking sticker is required. Make sure the bike is locked and left in a secure, well-lit bike rack.
2. Stanford’s free shuttle bus service, Marguerite. It is available and runs throughout campus and in downtown Palo Alto Monday through Friday, except university holidays. The schedule is available online at [http://transportation.stanford.edu/index.shtml](http://transportation.stanford.edu/index.shtml)

Safety
The pedestrian Zone Access Map shows the Stanford campus routes considered best for pedestrian and bicycle travel.


Walking on campus after dark

During the school year, a free radio-dispatched SURE Escort Service golf carts is available. This is available seven days a week to get all students and staff to their destination on campus safely. Whether the student needs a lift to the car or simply doesn't feel comfortable walking alone. An escort will usually arrive within 10-20 minutes.

**Hours of Operation:** Mon - Thurs 8:00pm – 2:00am, Fri - Sat 8:00pm – 3:00am.
On-call (650-725-SURE) or dial 5-SURE from a campus phone

*This service is not available during the summer months*
Stanford Intern Code of Conduct

Stanford University 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.