Stanford Department of Pediatrics
Student Trainee Policy 2017

I. Eligibility
   a. Student must be:
      i. at least 16 years of age.
      ii. enrolled in high school, pre-baccalaureate program, community college, undergraduate program, post-baccalaureate program, or medical school.
      iii. a US citizen or permanent resident.
   b. Faculty sponsor must:
      i. supervise the student in the lab environment at all times, or designate a formal supervisor for the student who is with the student at all times.
      ii. provide an educational experience for the student, and not a work experience.
         1. Experiences in the lab may be substantive in nature, but must be limited in scope, and be under supervision. The primary purpose of the experience is to offer training for the student in research methods. The lab may have secondary benefits from the student’s work, but these ancillary benefits must not be the primary purpose or goal of the experience.
      iii. develop an educational training plan for the student that will be shared with the student prior to the first day of the experience.
      iv. ensure the student completes all necessary trainings to be qualified to work in the specific lab environment.
      v. have no more than five Student Trainees working in a lab at any one time.

II. Training Environment
   a. Student Trainees may only complete their experiences in wet or dry laboratory settings. Clinical training or observation is not allowed.
   b. Student Trainees will not be granted EPIC access. Student Trainees may be granted access to STRIDE for de-identified clinical data, if appropriate within the scope of the training plan.

III. Fees
   a. There are no fees associated with the application.
   b. A stipend payment to the student in recognition of the learning experience is encouraged.

IV. Timing
   a. Student Trainees may be appointed between May 1 and September 30, 2017.
   b. Student Trainee appointments may not last any longer than (6) months, with the option of renewal if training goals have not been met.
   c. Applications for Student Trainee appointments must be submitted four to six weeks prior to the proposed start date to allow sufficient processing time to complete all of the documentation requirements.

V. Process
   a. See the “Appointment Steps for Student Trainees 2017” document for all of the steps in the process.
   b. Note that if an application packet is denied and the decision is challenged, the Associate Chairs of Education and Research will serve as the review committee for such cases.

VI. Faculty Mentor Orientation & Training
   a. Faculty interested in hosting a Student Trainee this summer are highly encouraged to attend an orientation session prior to submitting an application packet. The purpose of the training is to outline the appointment options for visiting students and to answer or clarify questions related to the distinctions between categories.
   b. The Designated Supervisors for Student Trainees (often postdoctoral scholars), are highly encouraged to attend a 1-hour Development Session on how to work with high school and undergraduate students, and how to provide appropriate mentorship and feedback.

VII. Nepotism Policy
   a. No close relative of a faculty member, staff member, or postdoctoral scholar appointed in the Department of Pediatrics can be placed within the Department as a Student Trainee. Close relatives
include an employee’s spouse, same-sex domestic partner, children of the employee, spouse or same-sex domestic partner, parents and parents-in-law, parent surrogate, brothers and sisters of the employee, grandparents and grandchildren of the employee, and any other dependent family member who lives in the employee’s residence. Nephews, nieces, and other in-laws are also strongly discouraged.

VIII. Check-in Process & Evaluation of Internship
   a. Peds Education will check-in on the progress and learning of Student Trainees during their time in the Department. Faculty sponsors and designated supervisors will also be expected to report-out on how the student is progressing towards the learning plan goals.
   b. All Student Trainees will be expected to complete an exit survey at the end of their internship to provide the Department with feedback on how to improve the experience for future students.