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

Student Intern/Trainee Name (Print)

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.

Please note: 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 department’s responsibility to certify the trainee/intern’s age through passport, Driver’s License, or birth certificate.

Upon approval of the Student Intern/Trainee Request form the following checklist must be completed:

- 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
- 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)

Forms to complete:

- Complete the following forms on the HRG Tool kit: [med.stanford.edu/hrg.html](http://med.stanford.edu/hrg.html)
  - 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)
  - Mentor/Supervisor Guidelines and Expectations (7)
- Set up a SUNet ID [sunetid.stanford.edu](https://sunetid.stanford.edu) (this will be required to complete the health & safety training and HIPAA training)

Required Training:

- Once a SUNet ID is “sponsored,” the student trainee/intern is ready to complete required Health and Safety online training and HIPAA training. The expectation is that 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.
All student trainee/interns must complete:

Date  
Completed

_______ EHS 4200 General Safety and Emergency Preparedness: [https://axess.stanford.edu/](https://axess.stanford.edu/) and click on STARS (Training) to register. See your department HR manager for assistance.

_______ Complete required on-line HIPAA training; contact your department HIPAA Lead or request to register at: [hipaatraining@stanford.edu](mailto:hipaatraining@stanford.edu). Once registered, you will receive an email directing you to the training site.

_______ If the student is working with animals, please contact Sonja Wallace at 650-725-9901

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

_______ EHS-PROG-1600 Blood borne Pathogens  
(Required if working with human blood or other potentially infectious material)
If the student is working with human blood or Other Potentially Infectious Material (OPIM: see definition at): [http://med.stanford.edu/somsafety/forms/OPIM.pdf](http://med.stanford.edu/somsafety/forms/OPIM.pdf), s/he must complete the University’s on-line 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

_______ Hospital access (if needed): Contact Angela Cherene at Hospital Volunteer Services at 723-7434

Provide the following documents to the trainee/intern:

- Transportation & Safety Information sheet (page 8)  
  _______ Date Provided

  _______ Date Provided

  Stanford Intern Code of Conduct (page 9)  
  _______ Date Provided  
  _______ Date Provided

___________________________________  
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 (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 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.
Release of Claims and Hold Harmless Agreement (Page 2 of 2)

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 SU, 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 staff trained and knowledgeable of the area’s potential hazards.
• Provided appropriate safety training:
  ▪ General Safety (including emergency procedures & personal protective equipment). See EH&S’s website @ http://www.stanford.edu/dept/EHS/prod/training/index.html
  ▪ 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 and Information and Consent for Emergency Medical Treatment 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: _________________________________
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 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.

Emergency Contact Information Form
In Case of Emergency, Please Notify:
Intern/Trainee Home Phone ____________________ Intern/Trainee Cell Phone ____________________
Primary Contact’s Name: ___________________________ City ___________________________
Relationship to You: ______________________________
Home Phone ____________________ Alternate Phone ____________________
Email Address: ____________________
Secondary 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) ___________________ Patent Signature __________________ Date: ___________
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.


5. Mentor agrees to uphold the Stanford Sexual Harassment Policy and to review the policy with the trainee/intern (http://adminguide.stanford.edu/23_2.pdf)

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


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 7:30-5)

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

Safety

http://transportation.stanford.edu/images/08-09-PedestrianZoneAccessMap.pdf

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 8pm- 2 am. Fri-Sat 8pm-3am.

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 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.