

CHECKLIST FOR STUDENT TRAINEE ASSIGNMENT

Student Trainee Name (Print)

All faculty members, lab staff, and students (including postdoctoral fellows and graduate students) must follow the steps below prior to a Student Trainee's entry into an assignment at Stanford University. All documentation related to this packet must be kept on file in the department.

Please note: If the participant is under 18 years of age at the time of the internship, additional forms will require the signature of a parent or legal guardian. The department will certify the Student Trainee's age through passport, driver's license, or birth certificate.

Upon approval of the Student Trainee application, the following checklist must be completed by the Faculty Sponsor:

- Faculty Sponsor must review the training project, duration of the project, and schedule with the student.
- Faculty Sponsor must determine milestones and criteria for evaluating the Student Trainee's work and discuss them with the trainee.
- Faculty Sponsor must identify an immediate supervisor, if different than the Faculty Sponsor. This individual, referred to as the Designated Supervisor, must be present at all times when the trainee is in the workplace.
- Faculty Sponsor must determine the means by which the Student Trainee will contact his/her supervisor if s/he is unable to come in during the designated hours and communicate this to the student.

The Faculty Sponsor, Designated Supervisor, Student Trainee, and Parent/Guardian (for students under 18 years of age) must sign and complete the following forms in this packet:

- Patent and Copyright Agreement
- Consent for Medical Treatment & Emergency Contact Form
- Sponsor/Supervisor Guidelines and Expectations
- Confidentiality Agreement
- Photo/Video Release
- Release of Claims and Hold Harmless Agreement
- Parental Consent Form (for minors)

SUNet ID Setup:

- Set up a SUNet ID.
 - The student will receive an email from Stanford requesting the student set up a SUNet ID.

Required Training:

- Once a SUNet ID is created, the Student Trainee can complete the required trainings.
 - The Student Trainee will complete all required trainings and send documentation to the lab prior to the first day of the internship.
 - Any additional lab-specific training must be provided by the lab on the first day of the internship.

The Student Trainee is REQUIRED to complete the following trainings:

(Faculty Sponsor must initial next to each training, indicating it has been completed by the student)

_____ EHS 4200 General Safety and Emergency Preparedness

- Go to: <https://axess.stanford.edu> and click on STARS to register.

_____ HIPAA Training

- The Pediatrics Education Office will register the student for HIPAA training.
- Once registered, the student will receive an email directing to the training site.

_____ If the student is working with animals, please contact Sonja Wallace for more trainings at 650-725-9901.

Other trainings may include (verify with Faculty Sponsor/Designated Supervisor if required):

_____ EHS-PROG-1600 Blood borne Pathogens

- If the student is working with human blood or Other Potentially Infectious Material (see definition at: <http://med.stanford.edu/somsafety/forms/OPIM.pdf>), s/he must complete the University's online Blood borne Pathogen 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

The Faculty Sponsor must provide the following documents to the trainee:

- Sexual Harassment Policy Guidelines: <https://adminguide.stanford.edu/chapter-1/subchapter-7>
- Code of Conduct Policy: <https://adminguide.stanford.edu/chapter-1>

Faculty Sponsor Name (Print)

Faculty Sponsor Signature

Date

Please contact the Peds Education Office at peds-education@stanford.edu if you have any questions.

TRANSPORTATION & SAFETY INFORMATION

Student Trainees 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, or “scratchers”, are available for purchase at the Parking & Transportation Services Office, located at 340 Bonair Siding. The office is open weekdays from 7:30am-5pm. 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, including:

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

The pedestrian Zone Access Map shows the Stanford campus routes considered best for pedestrian and bicycle travel: <http://transportation.stanford.edu/images/08-09-PedestrianZoneAccessMap.pdf>

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-2am; Fri-Sat, 8pm-3am

On-call (650-725-SURE) or dial 5-SURE from a campus phone.

Note: 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.

See Administrative Guide Memo 1, Code of Conduct- <http://adminguide.stanford.edu/1.pdf> for additional University policies.

PATENT AND COPYRIGHT AGREEMENT FOR PERSONNEL AT STANFORD - SU18

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 (both published in the Research Policy Handbook), 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 employment by 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 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
 - e. 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 e), 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.
 - a. 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.

Student Trainee Name (Print)

Student Trainee Signature

Date

MEDICAL INSURANCE FORM

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.

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:

Student Trainee Name (Print)

Student Trainee Signature

Date

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

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

CONSENT FOR EMERGENCY MEDICAL TREATMENT FORM

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 Student Trainee named above.

Student Trainee Home Phone _____ Student Trainee Cell Phone _____

In Case of Emergency, Please Notify:

Primary Contact's Name: _____ City _____

Relationship to Student: _____

Home Phone _____ Alternate Phone _____

Email Address: _____

Secondary Contact's Name: _____ City _____

Relationship to Student: _____

Home Phone _____ Alternate Phone _____

Email Address: _____

Student Trainee Name (Print) Student Trainee Signature Date

If the Student Trainee is under 18 years old at the start of the internship, the parent/legal guardian must also sign:

Parent/Guardian Name (Print) Parent/Guardian Signature Date

FACULTY SPONSOR & DESIGNATED SUPERVISOR GUIDELINES AND EXPECTATIONS

1. Faculty Sponsor agrees that the Student Trainee will not be left alone in a research lab and will be supervised by the Faculty Sponsor or Designated Supervisor at all times.
2. Faculty Sponsor agrees that the Student Trainee will not be given a card key or personal after-hours access to any Stanford building.
3. Faculty Sponsor agrees to provide (or arrange for another lab member to provide) all necessary lab-specific health and safety training to the Student Trainee on the student’s first day in the lab.
4. Faculty Sponsor and Designated Supervisor agree to uphold the Stanford Code of Conduct and review the policy with the Student Trainee on the student’s first day in the lab (<http://adminguide.stanford.edu/1.pdf>).
5. Faculty Sponsor and Designated Supervisor agree to uphold the Stanford Sexual Harassment Policy and to review the policy with the Student Trainee on the student’s first day in the lab (http://adminguide.stanford.edu/23_2.pdf).
6. If Faculty Sponsor or Designated Supervisor drives the Student Trainee in his/her personal vehicle as part of the internship, the Faculty Sponsor or Designated Supervisor’s insurance is primary and the Faculty Sponsor or Designated Supervisor agrees to have automobile insurance for at least these amounts:
 - o bodily injury coverage of \$100,000 per person
 - o \$300,000 per accident
 - o \$100,000 property damage or \$300,000 combined single limit
7. Faculty Sponsor and Designated Supervisor agree to follow and adhere to the Exclusion of Minors in the Workplace Guidelines if the Student Trainee is under 18 years of age (http://hrg.stanford.edu/toolkit/documents/Exclusion%20of%20Minors%20in%20the%20Workplace%20Guidelines10_02.pdf).

As the Faculty Sponsor or Designated Supervisor, I have read these guidelines and expectations and agree to adhere to them.

Faculty Sponsor Name (Print)	Faculty Sponsor Signature	Date
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If the Designated Supervisor is a different individual than the Faculty Sponsor, then the Designated Supervisor must also sign:

Designated Supervisor Name (Print)	Designated Supervisor Signature	Date
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CORI BOSSENBERRY
Associate Dean
Human Resources

To: New Student Intern/Trainees

From: Cori Bossenberry
Associate Dean, Human Resources
School of Medicine

Subject: **Confidentiality Agreement**

As a Student Intern/Trainee at Stanford University, you are entrusted with confidential and sensitive information. This may include, but is not limited to, information such as personal and financial data related to budget/finance or human resources information (including reporting). It is essential that the University Student Intern/Trainees honor the confidentiality of all sensitive information and use care so that it is not accidentally or intentionally disclosed. Disposal of confidential or potentially sensitive information must occur in ways (such as shredding) that will ensure that it is not accidentally or intentionally disclosed. Those with authority to enter and maintain data must make every effort to prevent unauthorized, erroneous or incomplete data entry and may not use this data for any personal purpose.

Following are the current University policies that describe your responsibilities when dealing with confidential information. Each of the Administrative Guide Memos listed below can be found at:

<http://adminguide.stanford.edu/>

You are expected to review and maintain current knowledge of these relevant policies:

Administrative Guide Memo, Guiding Policies and Principles

Sub Chapter 1.1.1: University Code of Conduct

Administrative Guide Memo, Guiding Policies and Principles

Sub Chapter 1.6.1: Privacy Policy

Sub Chapter 1.6.2: HIPAA

Administrative Guide Memo, Computing

Sub Chapter 6.2.1: Computer and Network Usage Policy

Additional University Policies related to confidentiality exist and others may be added in the future. These policies must also be strictly followed.

Your signature below acknowledges that you have read and fully understand the importance of this instruction and agree to follow it.

Print Name

Intern Signature

Date

Please return the signed form to your Department HR Manager/Administrator

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PHOTO/VIDEO RELEASE FORM

Student Trainee Name (print): _____ (“Releasee”)

By executing below, permission is hereby granted to Stanford University (“Stanford”), all entities affiliated or associated with Stanford and, at Stanford’s sole but reasonable discretion, entities that contract with Stanford to do the following:

Record, edit, use, reproduce, publish and distribute by way of photograph, video, television and all other media (electronic or otherwise) the visual and/or audio likeness of Releasee. Stanford is further granted permission to use such likeness for news, educational, marketing, advertising, fund-raising or other reasonable purposes.

By executing this Release it is agreed that Stanford will be held harmless from any liability resulting from the statements and actions captured as set forth above, and Stanford is hereby released from any claims relating to the rights granted above.

I understand that this Release is entered into on behalf of the Releasee and each of Releasee’s heirs, agents, successors and assigns. I further understand that Releasee will not receive any compensation for this release; however this Release is a condition of and a part of the consideration for my participation in the associated program. I further understand that although this Release is granted, Stanford is under no obligation whatsoever to use my audio or video likeness.

I represent that I am 18 years of age or older, have read and understand the content of this release, and agree to the terms hereto.

Executed by: _____
Name (printed) Signature Date

I represent that I am the parent or legal guardian for the Releasee (for Students under 18 years of age), have read and understand the content of this release, and agree to the terms hereto.

Executed by: _____
Name (printed) Signature Date

I do not grant permission for Stanford University, all entities affiliated or associated with Stanford and, at Stanford’s sole but reasonable discretion, entities that contract with Stanford to use my visual and/or audio likeness.

Executed by: _____
Name (printed) Signature Date

STANFORD UNIVERSITY 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 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 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.

Student Trainee Name (Print)

Student 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

Student Trainee Name (Print)

The following guidelines govern exposure to hazardous work areas. Please review each of these resources:

- Exclusion of Minors in the Workplace at Stanford University
 - <http://asg.stanford.edu/pages/forms/KidsAtWork.pdf>
- Safety, Health and Safety Requirements for Minors in Laboratories at SU
 - <http://web.stanford.edu/dept/EHS/prod/mainrencon/occhealth/11-038.pdf>
- Medical Clearance Requirements for Minors Working with Animals
 - <http://web.stanford.edu/dept/EHS/prod/mainrencon/occhealth/11-055.pdf>

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 faculty and staff trained and knowledgeable of the area's potential hazards.
- Provided appropriate safety training:
 - General Safety (including emergency procedures and personal protective equipment).
 - See EH&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).
- Provided necessary personal protective equipment.

As the 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) Parent/Legal Guardian Signature Date

(The section below is to be completed by the Faculty Sponsor/Designated 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.

Faculty Sponsor or Designated Supervisor Name (Print) Faculty Sponsor or Designated Supervisor Signature Date