

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

Revised May 30, 2023

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 the lab's responsibility to check an 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?

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](#)*

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.

Creating the Intern's SUNet ID

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.

Directions for setting up a SUNetID in Stanford Accounts:

<https://accounts.stanford.edu/create?execution=e1s1>

Faculty, managers, and individuals who have been granted the privilege to sponsor: [Log in to Sponsorship Manager](#) 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](#).

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

More instructions for creating a SUNet ID can be found at:

How to sponsor an account in Sponsorship Manager: <https://uit.stanford.edu/service/sponsorship>.

Instructions for the person setting up a new SUNetID:

https://uit.stanford.edu/service/accounts/create_sponsored_sunetid

Required Intern Training

Once SUNet ID is “sponsored,” the 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 the 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.

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.

All student interns must complete:

- EHS 4200:** General Safety, Injury Prevention (IIPP) and Emergency Preparedness

Other required online courses might include (verify with supervisor if required):

- PRIV-20:** HIPAA/Protecting Patient Privacy 2021
- EHS-PROG-1600** Bloodborne Pathogens
 - If the student is working with human blood or [other potentially infectious material](#) (OPIM), they 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 chemistrylabs)
- EHS-2200** Compressed Gas Safety
- EHS-5275** Working Safely near Radioactive Materials

*Other trainings may be required, refer to [this document](#) and check with department for verification.

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.
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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.

This entire packet is meant to be a Job Aid to assist faculty who wish to host undergraduate interns. It was compiled by Stanford’s Education and STEM Outreach, in collaboration with Stanford’s Risk Management, Health & Safety and Human Resources offices. It is not intended to provide legal advice. Questions? Kyle Cole, Education and STEM Outreach: kylecole@stanford.edu.

Required Intern Training

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.

Intern Project Description Form *(for non-employee internships)*

Mentor/Supervisor Information

First Name:

Last Name:

Lab Phone:

Cell (with Area Code):

Email:

Principal Investigator Information

Principal Investigator:

Email:

Program/Department:

Intern Project Description

Location where student will be working:

Brief description of the role of the high school intern or tasks that will be assigned:

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](#).

Participant Signature _____ **Date** _____

Participant's Name Printed: _____

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 and Consent 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](#) and [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.

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.
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 is otherwise subject to contractual obligations.
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.

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.

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, including counseling 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

SHARE (Sexual Harassment/Assault Response & Education) Title IX Office

Web site: share.stanford.edu

E-mail: titleix@stanford.edu

Phone: 650-497-4955

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 an 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 the 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: peangiun@stanford.edu.

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.

This entire packet is meant to be a Job Aid to assist faculty who wish to host undergraduate interns. It was compiled by Stanford's Education and STEM Outreach, in collaboration with Stanford's Risk Management, Health & Safety and Human Resources offices. It is not intended to provide legal advice. Questions? Kyle Cole, Education and STEM Outreach: kylecole@stanford.edu.

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. For more information, contact Mario Pamplona, Operations Manager, Privileges, pamplona@stanford.edu.

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://spot.colorado.edu/~laursen/accessURSSA.html>

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](#).

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://eso.stanford.edu/programs/undergraduate-students-other-schools>

International Undergraduate Visiting Research Interns

The Stanford Registrar's Office handles International undergraduate visiting research interns. See the policy and procedures at link below (NOTE: you must be logged in with your SUNet ID for access):

<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.