

Faculty Protocol: Research Internships for Non-Dartmouth Students

The goal of student research internships at Dartmouth is to increase the participation of students in scientific research and to encourage them to prepare for careers in research, medicine, and science education. The process for offering a high school student or non-Dartmouth undergraduate an internship in your lab is outlined here. *Please note that this protocol applies to all students who intern in labs, whether they receive a stipend or they volunteer.*

1. Determine that the opportunity is an internship rather than employment.

Internships are experiential opportunities designed specifically for the benefit of the learner. Interns are not employees and they are not volunteers. To qualify as an internship rather than employment, the research opportunity must meet six criteria developed by the US Department of Labor.

- The internship training, even though it includes the faculty, staff and facilities of Dartmouth College, is directly tied to the student's primary educational effort;
 - The training is for the benefit of the student intern;
 - The intern does not displace regular employees, and works under close observation;
 - Dartmouth College derives no immediate advantage from the activities of the intern;
 - The intern is not entitled to a job at the completion of the internship training; and
 - Dartmouth College and the intern understand that the intern is not entitled to wages for the time spent in training.
2. Distribute application materials and select the student. (Skip this step if you have already identified the candidate.)
 - If you need to solicit applications, inform the Office of Science and Technology Outreach and the Office will publicize the opening to local teachers and send you forms that are not available online. Sponsoring faculty are responsible for review and selection.
 3. Have the intern (and his or her parents if applicable) sign the [Waiver of Liability form](#) and send it to the person responsible for retaining such records in your department before the intern's first day. *(Note: This step applies to student interns, not to students hired as Temporary Employees.)*
 4. Determine whether special training is needed.
 - Training must be completed before the intern begins that portion of the research.
 - If you are unsure if the student should receive special training, contact Environmental Health & Safety (EH&S), the Committee for Protection of

Human Subjects (CPHS), or the Institutional Animal Care and Use Committee (IACUC). Training for non-Dartmouth students is available here: <http://www.labsafetyworkspace.org/training-course-list>

FOR MINOR INTERNS UNDER THE AGE OF 18 ONLY:

5. To be in compliance with the State of New Hampshire regulations pertaining to working with minors, faculty and administrators must review Dartmouth's [Minors Protection Policy and Resources](#).

The [Dartmouth College Minors Protection Policy](#) includes the following elements pertaining to Dartmouth Faculty supervisors offering research internships to minor interns:

- Obligation to report suspected child abuse, including sexual abuse to New Hampshire Child Protection Services.
- Requirement of all Dartmouth-sponsored youth internships to adhere 2015 State of New Hampshire regulations regarding the need for background checks.
 - Faculty supervisors should be aware that interns may not be left alone in the presence of a single faculty member in the regular course of their day, unless this faculty member has undergone a recent background check within the past calendar year with results acceptable to Dartmouth. If a background check has not been completed, then an additional supervisor must be in the lab space if a minor is present.
 - Faculty supervisors should also assign interns hours during times when the lab is appropriately staffed.
 - IMPORTANT: If it is not possible to structure the internship so that one supervisor is never left alone with an intern, then the supervisor must undergo a background check with results acceptable to Dartmouth at least two weeks prior to the beginning of the internship.
 - i. The process for obtaining a background check at Dartmouth can be found [here](#), and requires that the faculty supervisor fill out a [Request for Background Check](#) for each adult who might be alone with interns. Once this form is submitted to HR, it takes approximately 10-14 business days to complete a background check.
 - ii. Each Faculty supervisor is responsible for submitting a [NH Certification of Background Checks form](#), along with a \$25 check, in advance of the internship. A copy of this completed form must be shared with the Office of the General Counsel, Attn: [Amy T. Baker](#).

- All Dartmouth employees and staff who regularly interact with the intern in the research setting must read, sign, and submit (online) the [Code of Conduct for Interaction with Minors](#).

FOR PAID INTERNS ONLY:

6. Arrange for the intern stipend.
 - Before beginning the internship, the interested student (or a parent or legal guardian of students under 18) and the sponsoring department must complete a [Student Internship Stipend Authorization Form](#). The completed form should be copied and attached to a request for payment via a [Miscellaneous Income Payment Voucher \(MIPV\)](#). Both forms can be obtained from the Controller's website. Completed forms should be sent to the Finance Center in your division. Faculty may also contact their Finance Center for assistance in filling out the forms.