



CHPR Internship Partner Agreement

We at the Stanford Community Health and Prevention Research (“CHPR”) Master’s program are very excited that you are interested in engaging as an Internship Partner. The Community-based Research Internship is a vital part of the CHPR Master’s program. In their Community-based Research Internship, students will leverage the curriculum they have learned in their CHPR courses to address opportunities around preventive medicine in the community and assess the impact of their work.

We require all Internship Partners to follow the guidelines contained in this document. Please sign below to confirm that you and your organization will agree to and will follow the guidelines.

By signing below, the student you are matched with confirms that he/she has been notified of the Internship Partner Guidelines contained herein as well.

Please do not hesitate to contact me or our Assistant Director of Operations, TO Preising at preising@stanford.edu with any questions or concerns before, during, or after the internship.

Kind regards,
Jennifer Robinson, PhD
jrobinson@stanford.edu
Administrative Director, [Community Health and Prevention Research](#) Master’s Program
Stanford Prevention Research Center, Stanford School of Medicine

_____ confirms that it agrees to and will follow the guidelines below.
Department or Organization

Internship Partner Representative – Printed Name

Internship Partner Representative – Signature

Date

I, _____, have been notified of the Internship Partner Guidelines below.
Student – Printed Name

Student – Signature

Date

Internship Partner Guidelines

Internship Partner agrees as follows:

1. If applicable, Internship Partner will engage in an interviewing/screening and matching process to identify a suitable student intern in accordance with Stanford CHPR expectations and its own needs. In CHPR-approved cases, a student may already be an employee with or volunteer for Internship Partner. In which case, Internship Partner may decline to offer an interview process. Stanford CHPR does not guarantee that all interested Internship Partners will be matched with an intern.
2. The selected student intern **will receive academic credit and will be unpaid**. The Internship Partner will comply with Fair Labor Standards Act criteria for an unpaid internship as set forth by the US Department of Labor, Wage and Hour Division. See the following link:
<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>
3. The internship opportunity will allow the intern to **apply what he/she learns via CHPR coursework in a community setting**, and learn from it. During their internship, the intern must enroll in CHPR 290 Curricular Practical Training and Internship with their faculty mentor for a total of 6 units. Each unit is the equivalent of 3 hours of work/week for the 10-week quarter. Typically, interns will spread these 6 units out over the span of two consecutive non-summer quarters. (i.e.: 3 units per quarter for two 10-week quarters, which is the equivalent of 9 hours/week for 20 weeks, or 180 total hours). Students are required to register for the appropriate number of units and section. Interns are not expected to work for Internship Partners during finals week or during the breaks between quarters. For calendar dates for quarters, see <https://registrar.stanford.edu/academic-calendar>
4. For each quarter, students will be asked to submit a **Deliverables** sheet to the CHPR staff. This will clearly state the expectations that will be met throughout the quarter based on the number of units. (i.e., If a student registers for 3 internship units, he/she will need to clearly state how they will be spending their 9 hours each week for the 10-week quarter on this sheet.) It is this Deliverables sheet and associated expectations that will allow the faculty mentor to provide the student with a grade for their CHPR 290 Internship units at the end of the quarter. It is important that these are clear and updated throughout the quarter if needed.
5. While not required, we are encouraging interns to work on a report back to the community during their final few weeks of their final internship quarter. This will allow the community to truly see the work involved in the internship and, hopefully, leave a clear path forward for future interns.
6. **“Work”** is defined as project preparation and post-project assessment time, whether performed at Internship Partner’s workplace or elsewhere, as well as work at Internship Partner’s workplace. The Internship Partner and intern define the work schedule jointly. The Internship Partner will agree to the goals and intent of the internship as defined by the Stanford CHPR program as described herein. Work time does not include regular commute travel to work, but can include additional travel to multiple community locations.
7. Internship Partner will appoint an **Internship Partner Manager** to oversee intern and be reasonably available to intern to answer any questions. The Internship Partner Manager will hold regular (ideally, weekly) meetings with the intern providing constructive feedback and mentorship.

8. Internship Partner will **provide robust learning experiences and meaningful work** for the intern to accomplish during the duration of the internship. If intern's initial project becomes impractical over the course of the term, intern and Internship Partner will work together to create an alternate meaningful educational experience.
9. Internship Partner will provide a **safe working environment** for intern. Internship Partner will comply with applicable laws.
10. Stanford CHPR expects that the intern and Internship Partner matched to each other **will commit to each other for the length of the internship**. Internship Partners who are dissatisfied with the intern's performance, have concerns, or may not be able to fulfill the commitment should notify the CHPR Administrative Director in writing as soon as possible, preferably before the end of the second week of the internship, for details on available options for resolving the issues.
11. Internship Partner and intern agree that the Board of Trustees of the Leland Stanford Junior University, its officers, trustees, faculty, agents, representatives, volunteers and employees (collectively referred to hereafter as "Stanford" or "Stanford CHPR") is not responsible for any action of the intern. Internship Partner understands that intern is in a learning community at Stanford and reliance on intern's work is at Internship Partner's own discretion and risk.
12. If Internship Partner is a Stanford faculty or staff member other than those of the CHPR program, Internship Partner is responsible for risk management and liability issues related to intern and the internship. Internship Partner is responsible for obtaining intern's name badge, if applicable, and any training required for intern to undertake an internship in Internship Partner's unit or department.
13. Should intern **voluntarily drive a private vehicle** as part of intern's responsibilities, either Internship Partner or the intern will provide insurance coverage. Internship Partner and intern agree that Stanford CHPR is not responsible in any way for such activities. If intern's Internship Partner is a Stanford faculty or staff member, including a Stanford CHPR faculty or staff member, or intern's project is a research project with a Stanford or Stanford CHPR faculty member, and intern voluntarily drives a private vehicle as part of intern's responsibilities, intern will provide insurance coverage. Intern agrees that Stanford CHPR is not responsible in any way for such activities.