

CHPR Internship/Thesis Advisor Partner Agreement

We at the Stanford Community Health and Prevention Research (“CHPR”) Master’s program are very excited that you are interested in engaging with us as an Internship Partner and, if applicable, Thesis Advisor (“Internship/Thesis Advisor Partner(s)” or “Partner(s)”). The Community-based Research Internship is a vital part of the CHPR Master’s program, as is the thesis writing experience. As part of these experiences, 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/Thesis Advisor Partner(s) to follow the guidelines contained in this document. Please read then sign below to confirm that you and your organization will agree to and will follow the guidelines.

The student you are matched with will also read and sign below. Doing so confirms that he/she/they has/have been notified of the Internship/Thesis Advisor 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 or thesis writing.

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

Date: _____ Academic Year (xxxx-xxxx): _____

Anticipated number of internship units per quarter, if applicable:
Autumn _____ Winter _____ Spring _____ Summer _____

Anticipated number of thesis writing units per quarter, if applicable:
Autumn _____ Winter _____ Spring _____ Summer _____

_____ agrees to and will follow the guidelines below.
Department and/or Organization

Stanford Mentor – Printed Name

Additional Partner – Printed Name (opt)

Stanford Mentor – Signature

Additional Partner – Signature (opt)

I, _____, acknowledge the Internship/Thesis Advisor Partner Guidelines below.
Student – Printed Name

Student – Signature

Date

Please briefly describe the scope of this project (more detail will be included in quarterly Deliverables sheet):

Internship/Thesis Advisor Partner Guidelines

Internship/Thesis Advisor Partner(s) agrees as follows:

1. If applicable, the Internship/Thesis Advisor Partner(s) will engage in 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 the Partner. In which case, the Partner may decline to offer an interview process. Stanford CHPR does not guarantee that all interested Internship/Thesis Advisor Partners will be matched with an intern.
2. The selected student intern **will receive academic credit and will not be paid**. The Internship/Thesis Advisor Partner(s) 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 Stanford CHPR Program will ensure that the student completes the following items within their first quarter of the program (Partners are encouraged to ask students for copies of these certifications and/or confirmation of their device encryption):
 - a. HIPAA Training
 - b. CITI-GCP Group 7
 - c. Informed Consent Form Training (from SCCR/Spectrum)
 - d. Device encryption and compliance per SoM Guidelines
4. The internship opportunity will allow the intern to **apply what he/she/they learns via CHPR coursework in a community setting**, and learn from it. During the 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 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 perform internship work for Partners during finals week or during the breaks between quarters. For calendar dates for quarters, see <https://studentservices.stanford.edu/calendar/academic-dates>
5. The thesis writing process will allow the intern to **apply what he/she/they learns via CHPR coursework and, if applicable, internship to write their master's thesis**, and learn from it. The intern must enroll in CHPR 399 Thesis Writing with their faculty mentor for a total of 4 units. Each unit is the equivalent of 3 hours of work/week for the 10-week quarter. Typically, interns will spread these 4 units out over the span of two consecutive quarters. (i.e.: 2 units per quarter for two 10-week quarters, which is the equivalent of 6 hours/week for 20 weeks, or 120 total hours). Students are required to register for the appropriate number of units and section. Interns are not expected to perform thesis work for Partners during finals week or during the breaks between quarters. For calendar dates for quarters, see <https://studentservices.stanford.edu/calendar/academic-dates>
6. For each internship and thesis writing 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 2 thesis writing units, he/she/they will need to clearly state how 6 hours will be spent 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 399 Thesis Writing units at the end of the quarter. It is important that these are clear and updated throughout the quarter, if needed.
7. While not required, we encourage 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.

8. **“Work”** is defined as project preparation and post-project assessment time, or if applicable, thesis research and writing, whether performed at the Internship/Thesis Advisor Partner(s)’s workplace or elsewhere. The Internship/Thesis Advisor Partner(s) and intern define the work schedule jointly. The Internship/Thesis Advisor Partner(s) will agree to the goals and intent of the internship and/or thesis writing experience 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.
9. The Internship/Thesis Advisor Partner(s) may appoint an **Internship Partner Manager** to oversee the intern and be reasonably available to the intern to answer any questions. The Internship Partner Manager will hold regular (ideally, weekly) meetings with the intern providing constructive feedback and mentorship.
10. The Internship/Thesis Advisor Partner(s) will **provide robust learning experiences and meaningful work** for the intern to accomplish during the duration of the internship. If the intern’s initial project becomes impractical over the course of the term, the intern and the Internship Partner will work together to create an alternate meaningful educational experience.
11. The Internship/Thesis Advisor Partner(s) will provide a **safe working environment** for intern and will comply with applicable laws.
12. The Stanford CHPR program expects that the intern and Internship/Thesis Advisor Partner(s) matched to each other **will commit to each other for the length of the internship and/or thesis writing process**. 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.
13. The intern and Internship/Thesis Advisor Partner(s) 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/Thesis Advisor Partner(s) understands that the intern is in a learning community at Stanford and reliance on intern’s work is at Internship/Thesis Advisor Partner(s)’s own discretion and risk.
14. If the Internship/Thesis Advisor Partner(s) is a Stanford faculty or staff member other than those of the CHPR program, the Internship/Thesis Advisor Partner(s) is responsible for risk management and liability issues related to the intern and the internship and/or thesis writing process. The Internship/Thesis Advisor Partner(s) is responsible for any additional training required for intern to undertake an internship in Internship/Thesis Advisor Partner(s)’s unit or department. If an SoM name badge is required, the Internship/Thesis Advisor Partner(s) will also be responsible for ***assisting the intern in obtaining the SoM badge and collecting the SoM badge at the end of the internship.***
15. Should the intern **voluntarily drive a private vehicle** as part of intern’s responsibilities, either the Internship/Thesis Advisor Partner(s) or the intern will provide insurance coverage. The Internship/Thesis Advisor Partner(s) and intern agree that Stanford CHPR is not responsible in any way for such activities. If the intern’s Internship/Thesis Advisor Partner(s) is a Stanford faculty or staff member, including a Stanford CHPR faculty or staff member, or the intern’s project is a research project with a Stanford or Stanford CHPR faculty member, and the intern voluntarily drives a private vehicle as part of intern’s responsibilities, the intern will provide insurance coverage. The intern agrees that Stanford CHPR is not responsible in any way for such activities.