



## **INTERN/MENTOR HANDBOOK**

---

---

Version 1.5

Last revised on: May 5, 2021



## TABLE OF CONTENTS

PROGRAM CONTACT INFORMATION.....	3
INTERN EXPECTATIONS.....	3
MENTOR EXPECTATIONS.....	4
ALCOHOL & DRUG POLICY.....	4
ANTI-HARASSMENT POLICY.....	5
NON-FRATERNIZATION POLICY.....	8
VIRTUAL PARTICIPATION.....	9
INTERN PAYMENT.....	9
INTERN TRAVEL.....	10
TERMINATION.....	10

## PROGRAM CONTACT INFO

Director of Education and Public Outreach - Dr. John Taber  
202-682-2220 ext. 125  
[taber@iris.edu](mailto:taber@iris.edu)

Internship Program Facilitator – Michael Hubenthal  
607-777-4612  
[hubenth@iris.edu](mailto:hubenth@iris.edu)

## INTERN EXPECTATIONS

- Abide by policies of the program as outlined in this Handbook.
- Participate fully in the experience. Integrate into the community and seek opportunities to help your fellow interns as time allows.
- Work at least 40 hours per week (unless prior arrangements have been made with the mentor and program facilitator).
- Meet with your science mentor at least once per week to ensure research and summer goals are progressing. This is in addition to any meetings with graduate student mentors.
- Come prepared to meetings.
  - Bring requested materials.
  - Ask questions.
  - Share any concerns.
  - Discuss timelines and deadlines.
  - Seek to fully understand what is expected.
- Be timely and diligent; meet your deadlines for assignments and requests made by program staff as well as research deadlines set by your mentor.
- Complete all weekly assignments by Friday at midnight (Eastern Time Zone) of the week they were assigned (unless prior arrangements have been made with the mentor and program facilitator).
- Communicate any issues or concerns regarding your mentor, the mentoring process, and/or the research project to the Program Facilitator as soon as possible.
- Be respectful and professional in all interactions with peers, mentors, and program staff.
- Complete the participant self-reflection guide at the beginning, middle, and end of the internship and meet with the science mentor to discuss.
- Complete the check-in surveys at the end of the 1<sup>st</sup> and 2<sup>nd</sup> thirds of the summer.
- Complete the assigned research project to the satisfaction of the science mentor by the end of the summer.
- Produce a conference abstract by the end of the internship and submit it in accordance with conference deadlines.

- Attend a professional science meeting (where you submitted your abstract) to present your summer's research (unless prior arrangements have been made with the mentor and program facilitator).

## **MENTOR EXPECTATIONS**

- Abide by policies of the program as outlined in this Handbook.
- Be respectful and professional in interactions with all interns and program staff.
- Meet with the intern on a regular basis (at least weekly) to discuss project status, provide supervision, guidance, feedback, and address questions and concerns. This meeting will be in addition to any mentoring provided by graduate students.
- Communicate expectations about laboratory and safety practices, research project(s), schedules, time commitments, laboratory meetings, etc. to your intern.
- Integrate your intern into the laboratory/department and expose students to “the culture of science.”
- Provide feedback on the intern's skills and progress throughout the summer by reviewing and discussing the intern's self-reflection guide at the beginning, middle, and end of the internship.
- Support the intern as they prepare for and present at the Fall AGU or other professional meeting.
- Help your intern understand the broader culture of science, graduate school and career paths, as well as the responsibilities of scientists and ethical dilemmas they face.
- Complete the check in survey at the end of the 1<sup>st</sup> and 2<sup>nd</sup> thirds of the summer.
- Communicate any issues or concerns regarding the intern, the intern's research progress, or the research project itself to the program facilitator as soon as possible.

## **ALCOHOL & DRUG POLICY**

The IRIS Internship Program is federally funded through the IRIS Cooperative Agreement with the National Science Foundation. This agreement requires IRIS to be a drug and alcohol-free workplace as well as all of our programs.

To that end, the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances or drug paraphernalia by an individual anywhere on IRIS premises, while on IRIS business (whether or not on IRIS premises) or while representing IRIS is strictly prohibited. You are also prohibited from reporting to work or working while you are using or under the influence of alcohol, marijuana or any controlled substances which may impact your ability to perform or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner

authorized you to report to work. This does not extend the right to report to work under influence of medical marijuana.

Any violation of the above policy will result in immediate termination from the program.

**During the course of the IRIS Internship Program, we strongly discourage the legal use of alcohol and/or marijuana in your off-hours. However, if you choose to do so, please note the following:**

- IRIS expects all participants in this program to obey all federal, state and local laws.
  - The purchase of alcohol or marijuana for underage students is against the law. If you choose to do so, you assume total liability for your actions as well as dismissal from the program.
- IRIS prohibits the operation of any vehicle while under the influence of alcohol, marijuana or any other controlled substance.
- Costs associated with the purchase of alcohol or marijuana will not be reimbursed by the IRIS Internship Program
- Please check your institution's policies relating to alcohol and marijuana use on campus or field work.

## **ANTI-HARASSMENT/DISCRIMINATION POLICY**

It is the policy of the IRIS Internship Program to encourage a working environment that consists of mutual respect, promotes respectful and congenial relationships between individuals, and that is free from all forms of harassment by anyone, including IRIS staff, mentors, graduate students, other interns, or undergraduate students. Harassment, even when not unlawful or directed at a protected category, is expressly prohibited and will not be tolerated. Accordingly, the program is committed to vigorously addressing complaints of harassment and sexual harassment at all levels within the IRIS Internship Program. It's important to note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal.

Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, necessary and appropriate disciplinary action will be taken.

The IRIS Internship Program will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation.

1. The term “harassment” includes harassment based on any category protected by federal, state, or local law, which may include, depending on the jurisdiction, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's actual or perceived race, color, religious creed, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions relating to pregnancy, childbirth or breastfeeding), national origin, ancestry, citizenship status, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer, HIV/AIDS or genetic characteristics), genetic information or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - a. Submission to such conduct is an explicit or implicit term or condition of employment;
  - b. Employment decisions are based on an individual's submission to or rejection of such conduct; or,
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
3. Some Examples of Sexual Harassment are listed below:
  - a. Displaying sexually graphic magazines, calendars or posters
  - b. Sending sexually-explicit emails, text messages
  - c. Sexual joking, vulgar or offensive conversation

## Complaint Procedure

The IRIS Internship Program provides interns and mentors with a method for reporting incidents of discrimination and harassment, including sexual harassment. Any individual who feels harassed or discriminated against is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if you do not feel comfortable with such an approach, you should immediately report the conduct to the IRIS Internship Program Facilitator, or email [complaint@iris.edu](mailto:complaint@iris.edu). We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available to the individual regarding the discrimination, harassment or sexual harassment.

## Confidentiality

All reports of discrimination, harassment or sexual harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. The IRIS Internship Program will conduct an investigation of any complaint of discrimination, harassment, or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged harasser.

## Investigative Procedure

Once a complaint of discrimination, harassment or sexual harassment is received, the IRIS Internship Program will begin a prompt and thorough investigation. The investigation may include interviews with all involved individuals, including the alleged harasser, and any individuals who are aware of facts or incidents alleged to have occurred.

Following an investigation, the IRIS Internship Program will immediately take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an intern or mentor has acted in a manner that is not in alignment with the goal of this policy, even when the actions may be lawful. In fact, the IRIS Internship Program may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions or benefits of an internship to the complaining individual.
2. Discipline the harasser. This discipline can include written disciplinary warnings and termination from the program. If termination occurs,
  - a. The intern's college will be notified, and arrangements made for the return of the student to her/his home.
  - b. The mentor's college/university resource department will be notified.

If the harassment or sexual harassment is from a graduate student, or other undergraduate at the intern's placement, the IRIS Internship Program will work with the hosting mentor and their campus to take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make a complaint following the complaint procedure outlined in this policy.

## **Duties of Interns and Mentors**

All participants in the IRIS Internship program, both mentors and interns, are responsible for assuring that a workplace free of harassment or sexual harassment is maintained. Any individual may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. The IRIS Internship Program supports a lawful, pleasant work environment where all individuals are able to effectively perform their work without interference of any type and requests the assistance of all individuals in this effort.

All IRIS staff and participating mentors are expected to adhere to the IRIS Internship Program's anti-harassment policy. IRIS staff's and mentors' evaluations may include an assessment of the supervisor's efforts in following and enforcing this policy.

All IRIS staff and participating mentors are responsible for doing all they can to prevent and discourage discrimination, harassment or sexual harassment from occurring. If a complaint of discrimination, harassment or sexual harassment is raised, IRIS staff and participating mentors are to act promptly to notify the IRIS Internship Program Facilitator or IRIS management of the complaint so that an investigation may proceed. If IRIS staff or a participating mentor fails to follow this policy, he or she will be disciplined. Such discipline may include termination.

## **NON-FRATERNIZATION POLICY**

The IRIS Undergraduate Internship Program is committed to maintaining a research environment in which mentors and students are safe and respected, with a central philosophy of focusing on interactions that contribute positively to the students' academic development in the field of geophysics/seismology. To avoid 1) conflict of interest and 2) potential exploitation of students arising from the inherent power differential between mentors and student interns, mentors are prohibited from entering into dual-role relationships with students during the duration of the research project. A dual-role relationship is defined as a personal relationship of any kind that extends beyond a normal, traditionally acceptable faculty/student interaction. Such relationships may include, but are not necessarily limited to, romantic or amorous relationships and exclusive fraternizations. Even if such relationships are consensual, the potential impairment of faculty objectivity detracts from student development and impacts the dynamics of the research group. Such dual-role relationships can become problematic, with the possibility of charges of sexual harassment, or physical or psychological abuse.



## **VIRTUAL PARTICIPATION**

Virtual participation in the IRIS Undergraduate Internship Program refers to an arrangement where an intern does not travel to their research mentor's university for participation in the program. Instead the intern participates from their home or at an off-site location while still meeting their obligations under the Internship Agreement. Conditions and requirements for virtual participation will vary and, if applicable, will be outlined in a virtual participation agreement. Virtual participation agreements are normally made prior to the start of the program; however, they may be established later based on the needs of the program. There is no guarantee that IRIS interns will be able to participate virtually.

### **Authorization**

Requests for virtual participation must be submitted in writing within 1 week of acceptance to the program. These will be reviewed by the program facilitator for approval.

### **Communication & Accessibility**

- Virtual interns and their mentors are expected to develop an effective communications strategy.
- Virtual interns must be reachable, by phone, within reason, during agreed upon hours.
- Virtual interns are expected to be flexible in their scheduling. They should be available to virtually attend in-person lab/team meetings and other meetings as required by their mentors.
- Virtual interns must seek advance approval from their mentor to change the terms of the work schedule or to take leave of absence.

### **Dependent care**

Virtual participation is not designed to be a replacement for appropriate dependent care. The focus of the arrangement must remain on the performance of internship duties and meeting research demands. It is the intern's obligation to have a quiet and appropriate work environment during the intern's workday.

## **INTERN PAYMENT**

Each intern will receive a weekly stipend in the amount of \$700. This will be distributed in three lump sums according to the following schedule.

- The first distribution will occur following the orientation week. This will include stipend for the orientation week as well as the first 5 weeks of participation.

- The second distribution will occur at roughly the first week of July. This will include stipend for all remaining weeks of participation except the final week.
- The final distribution, at roughly the last week of the internship, is triggered by the mentor's indication that the intern has completed all programmatic requirements. This will include the final week of stipend.

Interns are encouraged to register for direct deposit to ease both stipend distribution and the distribution of funds associated with expense reports.

## **Tax Information**

Interns should recognize that they are not an employee of the IRIS Consortium, but instead are receiving an educational experience as a student intern. As a result, interns do not receive wages. They can expect to receive a stipend as described above and all interns are required to complete a Form W-9, "Request for Taxpayer Identification Number and Certification," to receive payment. These stipends are taxable income that is reportable to the Internal Revenue Service (IRS). IRIS has not withheld any taxes for which you may be responsible. The IRIS Consortium will issue each intern an IRS Form 1099-MISC by January 31st of the following tax year, as required by Federal law. Your stipend income on this form will be reported as taxable income. Each individual is responsible for reporting this income and paying appropriate taxes at the end of the year when filing a tax return. We will be unable to offer you any individual tax advice. You may seek additional information through the IRS or appropriate tax professional.

## **INTERN TRAVEL**

IRIS interns will be required to travel several times during their participation in the program.

### **Allowability of cost**

The IRIS Internship Program is a federally funded activity and IRIS is subject to federal funding requirements outlined in the Office of Management and Budget "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2CFR Part §200) which can be found online ([http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)). Travel costs are allowable only when they are in compliance with the cost principles, IRIS policies, and our award terms and conditions. Travel costs must be authorized, reasonable, necessary and adequately documented.

### **Before you travel**

Prior to each trip, each intern must complete the online Travel Authorization form. This form is located at ([http://www.iris.edu/hq/travel\\_authorization](http://www.iris.edu/hq/travel_authorization)). To reduce the financial burden of traveling as part of the program, interns may request a travel advance for out-of-pocket expenses when completing the authorization form.

## ARRANGING TRAVEL

*Air* – Unless the program facilitator approves special arrangements, all air travel will be arranged through FcM Travel Agency. Interns will be included on a list of approved travelers so their flights can be billed directly to IRIS. Interns may begin the process by emailing [virginiateam@us.fcm.travel](mailto:virginiateam@us.fcm.travel), or by calling 1-866-235-7106 with the details for the trip you need (dates, locations, times, etc). Any of their agents will be able to assist you. All flights must be economy class on a U.S.-flag air carrier and comply with the IRIS Consortium's travel policies, which can be found here ([http://www.iris.edu/hq/about\\_iris/travel\\_tips](http://www.iris.edu/hq/about_iris/travel_tips)). The use of a foreign-flag air carrier may be permissible under certain circumstances for interns traveling to and/or from a foreign location, and must be documented by completing a Justification for Use of Foreign-Flag Air Carrier.

*Car* - If you have a car and a valid driver's license, you may request to drive to your summer placement (but not to the orientation) instead of flying. Those interested should contact the program facilitator to receive prior approval. Approved drivers will be compensated for mileage driven plus tolls up to the cost of airfare for an identical trip. In order to receive this reimbursement, you must send the program facilitator a quote from [Travelocity.com](http://Travelocity.com), or other flight search site, showing the comparable flight. This will be used to determine the maximum mileage reimbursement amount. This must be done at least four weeks BEFORE you travel. Reimbursement for tolls requires receipts or other supporting documentation. IRIS will not reimburse other expenses incurred while driving such as food, gas, and hotel.

Please note: IRIS will not be held liable for any damages to your vehicle or any other vehicle should they be involved in an accident of any kind.

## AFTER YOU TRAVEL

Travelers must submit an IRIS Travel Expense Report with receipts and supporting documentation within 30 days of the travel completion. The Travel Expense Report can be found at [www.iris.edu/hq/internship](http://www.iris.edu/hq/internship) > Interns > Travel Reporting Form. You can also enter the following URL directly into your browser: [https://www.iris.edu/hq/internship/images/uploads/Files/2021\\_REU\\_Expense\\_Report\\_Form.xlsx](https://www.iris.edu/hq/internship/images/uploads/Files/2021_REU_Expense_Report_Form.xlsx)

Please note:

- Expenses submitted for reimbursement 30 days or more after the ending date of travel must include a written justification for the delay in submission.
- Expenses submitted for reimbursement 90 days or more after the ending date of travel are not eligible for reimbursement.
- Expense reports must clearly show the destination and purpose of the business travel.
- Receipts are required for all transportation expenses.

- Meals and incidental expenses are reimbursed via per diems. The applicable per diem rate can be found by utilizing the links provided on the travel website, under “Travel Policy”.

Upon completion of your IRIS Travel Report Form, please submit the form to [payables@iris.edu](mailto:payables@iris.edu) along with a scanned (.pdf) file of your receipts.

## **TERMINATION**

All participants, both interns and mentors, are expected to abide by the policies in this handbook and conduct themselves in a manner consistent with standards of professional behavior common to all professional work environments. All participant opportunities approved under this policy may be terminated at any time without cause or prior notice.

Any accounts, keys, ID badges and other equipment issued to an intern remain the property of the IRIS Internship Program or the mentoring institution, and must be returned upon termination.