



## **INTERN/MENTOR HANDBOOK**

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Version 1.3

Last revised on: May 15, 2018



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## **PROGRAM CONTACT INFO**

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## **ALCOHOL POLICY**

The IRIS Internship Program expects mentors and students to be responsible with the use of alcohol. To ensure this, the following IRIS has adopted the following policies.

- (1) All participants should obey federal, state and local laws, including those that regulate the use of alcohol and drugs.
- (2) No drinking is allowed where driving might be a possibility.
- (3) Purchasing alcohol for underage students is against the law. Anyone who does this assumes total liability.
- (4) The IRIS Internship Program discourages the use of alcohol as part of project related events.
- (5) While at their summer research placements interns are expected to abide by local policies regarding alcohol use at their mentors' workplace (e.g. on campus, in the workplace, or in the field).

Failure to comply with these policies will result in the in immediate termination of the intern's participation in the program and arrangements for the return of the student to her/his home will be made.

Costs associated with the purchase of alcohol by individuals will not be reimbursed by the IRIS Internship Program.

## **ILLEGAL DRUGS**

The possession, use, or sale of illegal drugs will result in immediate termination of the intern's participation in the program and arrangements for the return of the student to her/his home will be made.

## ANTI-HARASSMENT POLICY

It is the policy of the IRIS Internship Program to;

- 1) encourage a working environment that consists of mutual respect, promotes respectful and congenial relationships between individuals, and that is free from all forms of discrimination and harassment by anyone, including IRIS staff, mentors, graduate students, other interns, or undergraduate students, and
- 2) prohibit intentional and unintentional harassment and discrimination of any individual by another person on the basis of any protected classification under applicable federal, state, or local law, including, but not limited to actual or perceived race, color, national origin, ancestry, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status and denial of family and medical care leave.

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. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

**Sexual Harassment** - While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include all of the actions described below under “other harassment”, as well as other unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

**Other Harassment** - Harassment as defined in this policy is unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

## Reporting 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 and parents 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 participating mentors are expected to adhere to the IRIS Internship Program's anti-harassment policy. Mentors' evaluations may include an assessment of their 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.

## **INTERN PAYMENT**

Each intern will receive a weekly stipend in the amount of \$575. 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 4 weeks of participation.
- The second distribution will occur at roughly the end of June. 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 [arlington2@corp.fcm.travel](mailto:arlington2@corp.fcm.travel) or by calling 1-800-816-8747 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, you may request to drive to your summer placement 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.

*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 here ([http://www.iris.edu/hq/about\\_iris/travel tips](http://www.iris.edu/hq/about_iris/travel_tips)). 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.
- Receipts are required for all non-transportation expenses in excess of \$25 **and must be itemized**. (Itemized receipts include the business name, date, the item(s) purchased, price of each item, the total amount of the bill, and method of payment.)

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