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YouthALIVE! Internship Rules & Regulations Contract

Congratulations on being selected for the DNA EpiCenter YouthALIVE! Program! This contract outlines important information about the program. You and your parent/legal guardian must read this contract together, and both of you must sign the second page indicating its acceptance. **Please sign the original contract, and return it to me at orientation on Tuesday, June 24.** Keep the photocopy of the contract for your records.

This program will provide career-based education for students interested in molecular biology, education, business, and technology. In order for students to gain the most from this program, they will assist with various core tasks at the DNA EpiCenter. These include: conducting tours of the DNA EpiCenter, assisting in the teaching of summer camp programs, digital photography, and graphic design.

1. Selection for participation in the YouthALIVE! Program is based on the needs of the DNA EpiCenter regardless of race, color, creed, religion, gender, age, national origin, sexual preference, status regarding public assistance, disability, or veteran status.
2. Interns are responsible for arranging their own transportation to and from the DNA EpiCenter.
3. Interns must plan their work schedule with Abby Demars at least two weeks in advance. Interns may only report for work at times that they are scheduled.
4. If you will be late for work, you are responsible for contacting Abby Demars or Andrea Lloyd at (860) 442-0391 to inform them as soon as possible.
5. If you are unable to attend due to illness, you are responsible for finding another YouthALIVE! Intern to cover for you, and then you must contact Abby Demars or Andrea Lloyd at (860) 442-0391 to inform them of this change as soon as possible.
6. Professional attitude, conduct, and dress are a must at all times. The YouthALIVE! Intern uniform consists of a DNA EpiCenter staff t-shirt (provided for you), tan pants (worn waist to ankle), and closed-toed, closed-top shoes. Pants with holes are not acceptable. Dresses, skirts, shorts, jeans, and capris are *not* acceptable. Sandals, flip-flops, shoes with open tops, and clogs are *not* acceptable.
7. Interns are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. Any Intern violating this policy is subject to immediate dismissal from the YouthALIVE! Program.
8. Smoking is not permitted on DNA EpiCenter property.
9. Interns are not allowed to use DNA EpiCenter phones or their cell phones during work for personal calls unless it is an emergency.
10. Interns will not use the internet for personal use. This includes e-mail and instant messaging.

11. Interns must maintain an overall “C” average (~2.5 GPA) in schoolwork in order to be eligible for continued participation in the program.
12. Hourly compensation will be provided for student interns with a starting rate of \$8.00 per hour for first year Interns, \$8.25 per hour for second year Interns, and \$8.50 per hour for third year Interns.
13. Timesheets must be maintained for payroll records along with a YA! Daily Progress Report that lists tasks completed during the time worked. Interns must have both their Lead Teacher for the week and Abby Demars sign their YA! Daily Progress Reports at the end of each week.
14. A mandatory **orientation** session, which will include a review of Laboratory Safety, will be conducted by the DNA EpiCenter staff on **Tuesday, June 24 from 9:00am – 12:30pm**.
15. For first year interns only, a mandatory **First-Aid Certification Class** will be conducted by the American Red Cross at the DNA EpiCenter on **Tuesday, June 24 from 1:30pm – 6:00pm**. Returning Interns will work on camp preparation tasks during this time.
16. A mandatory **CPR & AED Certification Class** will be conducted by the American Red Cross at the DNA EpiCenter on **Wednesday, June 25 from 8:30am – 5:30pm**.
17. A mandatory day of **orientation** to learn the curriculum associated with the summer camp programs will be held on **Thursday, June 26 from 8:30am – 5:00pm**.

By signing below, I verify that I accept these rules and regulations for participation in the YouthALIVE! Program at the DNA EpiCenter.

Student’s Name: _____

Student’s Signature: _____

Date: _____

By signing below, I verify that I am the parent/legal guardian of the student listed above, and I understand and accept the conditions of their participation in the YouthALIVE! Program at the DNA EpiCenter.

Parent’s/Legal Guardian’s Name: _____

Parent’s/Legal Guardian’s Signature: _____

Date: _____

Relationship to Intern: _____

Supervisor’s Name: _____

Supervisor’s Signature: _____

Date: _____