

Department of Marine Sciences
High School Intern Program
A UGA Academic Program Serving Minors

The Marine Sciences High School Intern Program provides research experiences in STEM areas to talented high school students with aspirations for careers in marine sciences, oceanography, and related fields. Students participate in research in faculty laboratories in the Department of Marine Sciences, primarily in the summer and after school during the academic year. Students are paid a stipend or paid hourly or are unpaid, depending on the funding available from the sponsoring faculty member.

Each intern's research project will be uniquely designed by the faculty mentor, depending on mentor expertise and student interest. Faculty in the Department of Marine Sciences who provide research experiences for minor students must complete the following requirements. Documentation of compliance must be provided to Jackie Fortson.

1. Background checks for all program staff, including volunteers who will have direct contact with minors. Request background checks through [Human Resources](#) at 706-542-2222.
2. Intern program itinerary (unique to each project; example attached as Appendix A)
3. Staff Code of Conduct form (signed by staff members; Appendix B)
4. Staff Safety and Security Protocols form (signed by staff members; Appendix C)
5. Staff Responding to Intern Misconduct form (Appendix D)
6. Training for all program staff, including volunteers, on:
 - 1) Mandatory Reporter role
 - 2) UGA's Non-Discrimination and Anti-Harassment Policy, and the Board of Regents Sexual Misconduct Policy(Both training courses are available at <https://programsforminors.uga.edu/training>)
7. Staff Injury Reporting form (signed by staff members; Appendix E)
8. Participant Code of Conduct form (signed by the interns and their parent; Appendix F).
9. Participant Agreement, Waiver, and Photo/Media Release form (signed by the interns and their parent; Appendix G).
10. Retain all program intern records for three years, and staff records for five years.

Cedar Shoals Intern Itinerary: Taxonomic Description of Three Marine Bacteria

<i>Skills needed:</i>	<i>Instructor</i>	<i>When?</i>
Making solid and liquid media	Liz	
Lab safety, online training	Christa	
Culturing with solid and liquid media, transfers	Pratibha	
Keeping a lab notebook	Christa	
Working with frozen stocks	Pratibha	
Growth rates optima (temp, salinity)	Pratibha	
UGA online library resources	Liz	
Biolog plates/plate reader	AJ	
DNA extraction	Brandon	
Oxidase activity	Pratibha	
DNA sequence analysis and alignment	Johanna	
Catalase activity	Pratibha	
Gram stain	Leo	
Motility	Leo	
Pigment analysis	Christa	
DMSP metabolism	Bryn	
Cell morphology/SEM sample preparation	Leo	
ANI calculations	Shalabh	
Phylogenetic tree with 16S rRNA genes	Ryan	
<i>Concepts to be mastered:</i>		
What is a Gram stain?		
What is the difference between a basal medium and a rich (complete) medium?		
Describe correct sterile technique?		
What are Biolog plates and why are you using them?		
What is a plate reader and why are you using it?		
(advanced topics)		
What is ANI?		
What is a 16S rRNA Phylogenetic tree?		

Programs and Activities Serving Minors Program/Activity Staff Code of Conduct

Appendix B

This Code of Conduct applies to all Program/Activity Staff ("Staff"), which includes volunteers, working with minors in a University program or activity. Along with any Program/Activity-specific guidelines and procedures, Staff are required to comply with all applicable laws, University policies, and the requirements herein.

- (1) **General** – Staff should work cooperatively with youth, families, University faculty, other Staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
 - Staff should represent the University and the Program/Activity with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
 - Staff should respect, adhere, and enforce the Participant Code of Conduct as well as other rules, policies and guidelines established by the Program/Activity Administrator, including state laws and regulations.
- (2) **Two Adult Rule** – Generally, two Staff should always be present with a minor. When it is necessary to speak privately with a minor, meet in open, well-illuminated spaces or rooms within sight of other Staff.
- (3) **Mentoring** – Programs/Activities that involve mentoring or private instruction (tutoring, laboratory, music lessons, etc.) where there is only one Staff present should take place in a room or other space that is in full view from outside the room even when the door is closed. These Programs/Activities should only take place in authorized facilities, never a private residence.
- (4) **Time and Place** – Do not meet with minors outside of the established time or place designated for the Program/Activity.
- (5) **Transportation** – Never transport a minor without parent/guardian permission, and avoid being alone with a minor in a vehicle. All transportation should comply with the University and Program/Activity transportation guidelines and policies.
- (6) **Privacy** – The privacy of all individuals should be respected in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two Staff should be present and only to the extent that the health and/or safety requires.
- (7) **Touching** – Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swim suits. When hugging is appropriate, hug from the side over the shoulders, not from the front.
- (8) **Overnight** – When supervising overnight activities, Staff should not share sleeping areas with minors.
- (9) **Sexual Conduct and Communications** – Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is prohibited. Staff must not engage or allow minors to engage them in romantic or sexual conversations, or related matters.
- (10) **Online Communications** – Staff should not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program/Activity and the University.
- (11) **Other Communications** – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.
- (12) **Discipline** – Any discipline used should be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and IS NOT allowed.
- (13) **Photography** – Photographing minors is prohibited, except for Program/Activity-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.
- (14) **Gifts** – Staff may not provide gifts to minors independent of items provided by the Program/Activity.
- (15) **Administering Medication** – Medication must only be administered to a minor in accordance with the parent/guardian's written instructions. Do not provide or administer medication without first consulting the Program/Activity Administrator.
- (16) **Substance Use Prohibited** – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.
 - Do not condone others' use of alcohol or illegal drugs during the Program/Activity.

- Recognize that UGA is a tobacco-free campus and that smoking and tobacco use is prohibited.
- (17) **Non-Discrimination** – Staff must comply with UGA’s Non-Discrimination and Anti-Harassment Policy.
- Hazing initiations are prohibited and may not be included as part of any Program/Activity.
 - Verbal, physical, and cyber bullying are prohibited.
- (18) **Report Injuries** – Report any accident, injury or illness of a minor immediately to the Program/Activity Administrator.
- (19) **Mandatory Reporter** – All Staff are considered mandatory reporters for purposes of the Policy and must report incidents involving sexual or physical abuse or neglect of a minor immediately to the Program/Activity Administrator, the UGA Police Department, AND the Georgia Department of Family and Children Services (DFCS).

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in disciplinary action or sanctions against me, including but not limited to, removal from the Program/Activity, exclusion from future Programs/Activities, termination, and/or criminal prosecution.

Printed Name

Signature

Date

**Programs and Activities Serving Minors
Safety and Security Protocol**

All Program/Activity Staff ("Staff"), which includes volunteers, working with minors in a University program or activity are required to comply with these safety and security protocols.

- 1) Staff must abide by the Code of Conduct for Programs Serving Minors
- 2) Staff must insure that interns are up-to-date on all safety training programs required for conducting research in a UGA laboratory, including:
???
- 3) Staff must insure that interns are dressed appropriately for working in UGA research laboratories.
- 4) Staff must insure that interns have emergency information for UGA police and other appropriate offices.
- 5) Interns must be under the supervision of on-site staff members when conducting research.

My signature confirms that I have read and understand the safety, security, and training protocols.

Printed Name

Signature

Date

**Programs and Activities Serving Minors
Protocols for Responding to Misconduct**

All Program/Activity Staff ("Staff"), which includes volunteers, working with minors in a University program or activity are required to comply with this misconduct reporting protocol.

- 1) Staff must report intern misconduct to the faculty member administering the program.
- 2) If any injury occurs, a UGA injury report should be filed at:
https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm

My signature confirms that I have read and understand the misconduct reporting protocol.

Printed Name

Signature

Date

**Programs and Activities Serving Minors
Protocols for Reporting Injuries**

All Program/Activity Staff ("Staff"), which includes volunteers, working with minors in a University program or activity are required to comply with this injury reporting requirement.

- 1) If any injury occurs, file a UGA injury report at https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm
- 2) Staff must inform parents of any significant injury to their child.

My signature confirms that I have read and understand the misconduct reporting protocol.

Printed Name

Signature

Date

**Programs and Activities Serving Minors
Participant Code of Conduct**

Appendix F

Participant Name: _____

Parent/Guardian Name: _____

Program/Activity Name: _____

This Code of Conduct is to ensure the safety and well-being of all participants in a Program/Activity hosted at or by the University of Georgia. It applies to all participants including minors and their parents/guardians.

Requirements:

- Respect and adhere to Program/Activity rules and guidelines including all those specific to this event or activity.
- Follow all instructions and directives given by Program/Activity Staff.
- Act in a courteous manner and treat participants, parents, volunteers, staff, and others with respect. Appropriate language and behavior are expected at all times.
- Uphold an individual's right to dignity by supporting an environment of inclusion, which welcomes involvement of participants from all backgrounds.
- Obey University policies and local, state and federal laws.

Participants who fail to adhere to this Code of Conduct are subject to a range of disciplinary actions. When appropriate, immediate corrective action will be taken to ensure the safety and welfare of all participants. Failing to adhere to this Code of Conduct may subject participants to disciplinary action, up to and including removal from the Program/Activity and future Programs/Activities offered at the University of Georgia.

PARENT/GUARDIAN & PARTICIPANT ACKNOWLEDGEMENT AND AGREEMENT

I understand that as a condition for participating in the Program/Activity I must comply with the Program/Activity's rules and standards of conduct and follow all reasonable direction of the Program/Activity Staff. Failure to comply with the Program/Activity's rules and standards of conduct or failure to comply with the reasonable direction of Program/Activity Staff may result in my being dismissed from the Program/Activity and impact my ability to participate in future Programs/Activities.

Participant's Signature

Date

I understand that my child will be subject to the rules and standards of conduct of the Program/Activity and the University System of Georgia. I further understand that my child's violation of the rules and standards of conduct or failure to comply with the reasonable direction of Program/Activity Staff may result in my child's dismissal from the Program/Activity. I accept responsibility for all costs associated with removing my child from the Program/Activity, including but not limited to transportation costs to return my child home. I understand that dismissed Participants are not eligible for a refund of any fees or expenses and may not be eligible to participate in future Program/Activities.

Parent/Guardian Signature

Date

Participation Agreement and Waiver Form

Appendix G

PROGRAM/ACTIVITY INFORMATION

Program/Activity Name _____
Date(s) _____
Location _____

PARTICIPANT INFORMATION

Name _____
Address (include city/state/zip) _____
Phone _____
Date of Birth _____
Gender _____

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

I (Name) _____, the parent or legal guardian of the Participant, (Name) _____, for the sole consideration, the sufficiency of which is hereby acknowledged, of the right to participate in the event or program described as Program/Activity Name (the Program), do hereby agree to the following relating to the Program.

I fully and voluntarily consent to my child's participation in the Program. I hereby acknowledge my awareness that participation in the Program may expose me/my child(ren) to risk of property damage, bodily or personal injury. I understand that the risks that I/my child may encounter include, but are not limited to injury from laboratory glassware and instruments, injury from falls, bumps, bruises, cuts and abrasions which may cause death, as well as other risks that may not be foreseeable. I knowingly and freely assume any and all such risks.

In exchange for being allowed to participate in the Program, I hereby release and forever discharge and agree to indemnify the University of Georgia the Board of Regents of the University System of Georgia, its members individually and their officers, agents and employees from any and all claims, demands, rights, expenses, actions, and causes of action, of whatever kind, arising from or by reason of any personal injury, bodily injury, property damage, or the consequences thereof, whether foreseeable or not, resulting from or in any way connected with my participation in the Program. I further covenant and agree that for the consideration stated above, I will hold forever harmless and will not take legal action against the University of Georgia, the Board of Regents of the University System of Georgia, its members individually, and their officers, agents, and employees for any claim for damages arising or growing out of my participation in this activity whether caused by negligence or otherwise.

I understand that the acceptance of this Release, Waiver of Liability, and Covenant not to sue shall not constitute a waiver, in whole or part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I certify that I understand and have read the above carefully before signing. I acknowledge and represent that I freely and voluntarily sign this Agreement, and that it is my express intent that this Agreement shall contractually bind my heirs, executors, administrators, and assigns, and my child's heirs, executors, administrators, and assigns, as well as myself and my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Photo and Media Release

_____ Yes, I (Name) _____, the parent and/or legal guardian of _____, the Participant, hereby give the University of Georgia, and the Board of Regents of the University System of Georgia, the right and permission to use, reproduce, edit, exhibit, project, display, copyright and/or publish my/my child's images, likeness, and voice in which I/my child may be included in the whole or in part, developed during participation in the Program/Activity and thereafter, and to circulate the same in all forms and media for any lawful purpose whatsoever. My consent includes, but is not limited to, images, likenesses and recordings that may be deemed to be educational records under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

I understand and agree that my/my child's image will become part of the University of Georgia's photograph file and that it may be distributed to other organizations or individuals for use in any publications, media, or technology now known of or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I also understand that I will receive no compensation in connection with the use of my/my child's image.

I hereby waive the right to inspect or approve my/my child's image or any finished materials that incorporates the image. I further release, discharge, and agree to waive the University of Georgia, and the Board of Regents of the University System of Georgia, their licensees, successors, legal representatives and assignees from any liability for violation of any personal or proprietary right that I may have in conjunction with said pictures or images and with the use thereof. I further acknowledge and agree that the University of Georgia and the Board of Regents of the University System of Georgia and its members, their officers, agents, and employees shall not be responsible for any of such image, likeness or recording by any third party accessing it through the internet or any other means.

_____ No, I do not grant permission for my/my child's image, likeness or recording to be used in any form, unless necessary for the administration of the program in which my child is participating.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____