

Dear 2020 KEYS Intern,

Congratulations on being selected to participate in the 2020 KEYS Research Internship. By accepting the offer to participate in the KEYS 2020 Research Internship, you will agree to abide by the following KEYS Internship expectations and will be required to initial and sign acknowledging you will abide by each rule and expectation noted in this document. Failure to comply with these stated rules and expectations will result in immediate termination of your position in the KEYS 2020 Research Internship:

Attendance:

KEYS is a full time internship (30-40 hours a week), we expect all interns to be present during their assigned lab hours (determined by your PI and lab) as well as KEYS mandatory science seminars each week.

- We will **not** approve time off during the 7 week internship for leisure activities, please schedule vacations prior to or after KEYS program dates.
- If you are engaged in other activities, clubs, competitions, etc. that require you to miss your time in KEYS we will ask you to choose between participating in KEYS or attending your other activities/commitments. This includes band practice, sports, volunteering, or travelling for other programs.
- Working outside of the KEYS program is not allowed during the 7-weeks of the program. If you are employed and need to request a leave of absence from your job during KEYS, we are happy to write a letter to your employer requesting that they allow a leave of absence for you.

Behavior:

In addition to the behavior expectations set forth by the University of Arizona Office of Youth and Safety in regards to the Interactions with Non-Enrolled Minors Policy, KEYS program staff has the expectation that all interns will uphold the utmost mature and respectful behavior during their time in the program. The following **prohibited behaviors will be grounds for immediate dismissal from the program**:

- Bullying in any form to include physical, verbal and virtual/cyber harassment, towards KEYS staff, KEYS crew, KEYS interns, lab PIs/staff and the UA community.
- Aggressive or threatening behavior of any kind, including while participating in activities of friendly competitions during team-building, ice-breaker or social activities.
- Disrespectful language or conduct with KEYS staff, KEYS crew and KEYS RAs, KEYS interns, lab PIs/staff and the UA community.
- Sexual harassment or sexual misconduct.
- Theft or defacement of University of Arizona/BIO5 Institute property

Participation:

KEYS interns receive (3) MCB 103 credits from the University of Arizona for participating and completing the KEYS internship. Participation is a critical component of this internship and is required to receive course credit. Participation is expected in the following ways:

- Attendance and performance in the lab.
- Attendance, participation, and engagement during weekly science seminars.
- Participating in ice-breaker, team builder and training activities.
- Engaging with and asking questions of presenters and instructors.
- Completing course assignments by the due date.

We hold all KEYS interns to a high standard of professionalism, behavior and responsibility. We are grateful to all of the University of Arizona professionals that are willing to host interns in their labs and mentor them during their time in the KEYS program. We have ensured them that the interns we provide through KEYS will exemplify these high standards and be eager to engage in the lab environment. If you are unable to meet these expectations, please let KEYS program staff know immediately.

Sincerely,

Kelle Hyland and Brooke Moreno