

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 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.

**By signing this document you are acknowledging and agreeing to abide by the rules and expectations set for by the University of Arizona and the BIO5 Intstitute's KEYS Research Internship.**

Intern name: Sreevatsa Nukala

Intern signature: N. Nukala Date: 5/24/2020

Parent name: PRAVEENA NUKALA

Parent signature: P. Nukala Date: 5/24/2020



## POLICY ON INTERACTIONS WITH NON-ENROLLED MINORS

### *Addendum: Virtual Interactions with Non-Enrolled Minors*

The following addendum describes the minimum expectations that we hold for Authorized Adults who have virtual interactions with youth in a University youth program. Virtual interactions may include the use of technology (e.g., e-mail, smart phones, text, learning management systems, online communications platforms, social media, etc.) to carry out program activities.

The Policy on Interactions with Non-enrolled Minors applies to **any** interaction between youth and youth program personnel, whether had in person, online, or via other technologies. Specifically in virtual settings, as youth program staff you are expected to:

- **Limit virtual contact to purposes consistent with the program's mission and/or for a clear educational purpose.**  
Examples of non-purposeful communication or contact include phone or electronic communication or social networking with youth outside of sanctioned program activities.
- **Observe the Rule of Three in online meetings and all other virtual communications:** Two (2) Authorized Adults to every one (1) minor or two (2) minors to every one (1) Authorized Adults. One on one contact is prohibited with minors via video calls, chat, instant messaging, video audio, telephone calls, text messaging, email, etc.
- **Be mindful of your online presence and the content shared publicly via your social media or other platforms.** For the duration of the program/event:
  - Use only program-sponsored email, phone, video conferencing, or social media platforms
  - Social media profiles of Authorized Adults should be set to private during the duration of the program.
  - Authorized Adults may not friend/follow minor participants via personal social media pages/accounts nor accept friend requests from minor participants
- **Dress appropriately while on camera.** Clothing must be neat, clean, in good repair and appropriate for on the job. Clothing that advertises or promotes cigarettes, alcohol, and/or illicit drugs should not be worn. All shirts and tops must cover midriff. Tank tops, strapless, spaghetti strap and low-cut shirts are not permitted.
- **Proactively address harassment, bullying, or other inappropriate conduct of youth participants and report signs of cyberbullying to the program director**

I am aware and acknowledge that if I violate any of these Behavioral Expectations, I may be subject to removal from Program participation or be subject to other sanctions, and that any expenses related to removal or sanctions will be my sole responsibility.

**I certify that I have read and will follow the Behavioral Expectations and regulations outlined above.**

PRAVEENA NUKALA

Printed Name of Authorized Adult

P. Praveena

Signature of Authorized Adult

5/29 / 2020

Date



**APPENDIX D****University of Arizona Interactions with Non-Enrolled Minors  
Behavioral Expectations for Minors****KEYS Research Internship Program:**

The University of Arizona is committed to providing a safe, fun, and healthy learning environment for all Minors involved in Programs or activities it sponsors. The University encourages an environment of mutual respect among participants, volunteers, staff, and faculty.

Minors are expected to follow all University policies as well as the guidelines listed below:

1. Work cooperatively and respectfully with other Minors and Program staff.
2. Follow established Program and activity rules and directions.
3. Use appropriate language and behavior at all times. Language or behavior that is abusive, harassing, or threatening may result in my removal from the event or activity.
4. Use all University property and materials appropriately. Charges may be incurred in the event of misuse or damage.
5. Dress appropriately for the activities as directed by Program staff, including the use of safety gear where required.
6. Remain on event property or with the group at all times. Participants should not leave the property or group without prior notification and authorization from Program staff.
7. Obey all local, state, and federal laws.
8. Do not bring any prohibited items to activities and events, including tobacco, alcohol, drugs, illicit material, and weapons outside of sanctioned events.
9. Do not host guests in University-owned or University-provided overnight accommodations without express permission from Program staff.
10. Report to the Program supervisor any abuse or neglect committed against any Minor during Program activities.
11. Electronically contact Program staff only for programmatic reasons and only using official channels (i.e., website, Facebook page) established by the Program for such purposes.

It is the goal that all Minors have a positive experience at events and activities offered, hosted, or sponsored by the University of Arizona. In order to promote the health and safety of all involved, participation by a Minor may be terminated at the discretion of Program staff if the Minor does not abide by the above expectations.

**I have read, understand, and discussed the above expectations with my child.**

PRAVEENA NUKALA

Printed Name of Parent or Legal Guardian of Minor

N. Praveena

Signature of Parent or Legal Guardian of Minor

5/24/2020

Date