



Office of Risk Management

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MINORS INTERNSHIP GUIDE

(Not to be used for internships in wet labs, health care facility, or other settings where minors may be exposed to machinery, hazardous materials, or health-related situations.)

Alternative Resources:

- 1) Utilize the [Volunteers and Minors in the Laboratory Guide](#) if the minor will be participating in wet lab activities.
- 2) Minors participating in volunteer activities on campus should refer to the [Volunteers Advisory](#) and must complete an [Appointment MOU for Voluntary Work](#).

Version Date	Comments
July 2014	Initial Minors Internship Guide
November 2018	Updated to include references to volunteers and labs

A. INTRODUCTION

George Mason University is dedicated to providing enriching educational opportunities to minors interested in pursuing careers in science, technology, engineering, mathematics, and the liberal arts. This Guide is meant to protect both the safety of minors and of other internship personnel. The University is committed to providing a healthy and safe environment for all members of the campus community and visiting members of the public. The principles underlying the requirements for minors participating in an internship are the following:

- Minors may be less aware of the potential risks and hazards involved in an internship.
- Minors require supervision and oversight.

B. SCOPE

This Guide applies to minors performing in internships at George Mason University and outlines the process in place to authorize internship activities for minors. A minor is defined as an individual under the age of 18. An internship is defined as supervised practical training. This guide is not applicable to George Mason University students that are enrolled in courses, even if under the age of 18.

C. RELEVANT UNIVERSITY POLICIES

- University Policy Number 2228, *Children and Minors in the Workplace*
- University Policy Number 2221, *Background Investigations*
- University Policy Number 1138, *Minors on Campus*

D. AGE RESTRICTIONS

Children Under the Age of Fourteen

Children under the age of 14 are not permitted to participate in university internships. Internships must never be utilized as a substitute for childcare.

Interns Ages Fourteen to Seventeen

Persons between the ages of 14 and 17 may participate in internships as part of officially supervised educational activities that have been approved by the Dean/Department Head. These minors must be under the direct supervision of a university employee who is trained and knowledgeable of applicable risk.

Prior to allowing minors to work at an internship site, the supervising employee must conduct a basic safety orientation, including both general safety information, hazards particular to the internship site in question, and emergency plans and guides. The professor shall maintain documentation of dates of training and a list of attendees.

Minors Conducting Research Activities Other Than Wet Labs

George Mason University is committed to providing educational and research opportunities, when feasible, to minors. Professors are permitted to have minors participate in and perform educational activities and routine education-related duties in an internship. Any research conducted by minors must comply with University Policy 2228 *Children and Minors in the Workplace* and must have been reviewed and approved by the Dean/Department Head. A risk assessment must be on file with the Dean/Department Head for all internships involving minors.

E. WORK RESTRICTIONS

The following restrictions are in place for internships involving minors:

- Minors must be supervised at all times at the internship site.
- Minors cannot intern in the following areas (complete list: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+16VAC15-30-20>):
 - Power plants, facility shops, auto shop, scene shops, mechanical rooms, confined spaces, or food preparation areas
 - Indoor or outdoor area containing power tools or machinery.
 - Laboratories or specialized work areas that may contain chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental

- hazards (except as outlined in EHS Minors in Laboratory Guide)
- Any other high-risk area (rooftops, construction zones, etc.)
- Minors may not perform work involving the following:
 - Agents on the federal select agent list (www.selectagents.gov)
 - Highly hazardous substances including pyrophorics and explosives
 - Large quantities of flammable substances
 - Controlled substances

F. REQUIREMENTS FOR THE DEAN/DEPARTMENT HEAD OF THE SCHOOL OR UNIT HOSTING THE INTERN

- Approve all requests for placement of minor intern in subject department/unit.
- Review the scope of the internship and ensure that all safety concerns related to internship placement and scope of work have been addressed with the appropriate risk controls.
- Coordinate with Environmental Health and Safety or Office Risk Management if deemed necessary.
- Ensure that interns are not supervised or placed in the same department as immediate family or a member of the same household.

G. REQUIREMENTS FOR PROFESSORS

The following requirements are in place for professors who will be supervising minors. If the responsibility of supervising the minor will be delegated to a staff member, the staff member must meet these requirements as well:

- Ability to provide supervision at all times to the minor during internship activities.
- Successful completion of a background check through the university in accordance with University Policy Number 2221, *Background Investigations*.
- Review of the [Child Abuse and Neglect Reporting](#) information on [Mason's Human Resources Departments website](#).
- Current on all safety training.
- Knowledge and understanding of possible internship hazards and proper safety controls.

H. APPROVAL PROCESS

All work involving minors must be approved by the Dean/Department Head of the School or Unit hosting the intern prior to the internship start. The professor is responsible for submitting all required paperwork to Dean/Department Head for review.

1. Upon agreeing to mentor a minor in the internship, the professor must assess the risks related to the proposed internship.
2. A *Teacher Recommendation Form* (Appendix B) must be completed and submitted electronically to the professor.
4. The professor will forward approval to parent/guardian along with the *Release for Internship (Minors)* (Appendix C). A signed *Release for Internship (Minors)* form must be

on file at the internship site.

5. Minor must attend safety training relevant to the work to be performed.

I. RESPONSIBILITIES OF THE PROFESSOR

- Provide information to the minor and his/her parent or guardian regarding hazardous substances and other internship hazards.
- Provide adequate training to the minor on hazards present in the internship, procedures to be performed, and materials to be used. Maintain written documentation of this training.
- Ensure minor is supervised at all times.
- Maintain copies of forms related to the minor's work at the internship site.
- Provide training on all equipment needed to perform the internship.
- Provide training on all university emergency response plans and guides and department specific emergency plans.
- Report all incidents in accordance with University Policy 1404.

J. RESPONSIBILITIES OF THE MINOR

- Understand hazards associated with the work to be performed.
- Attend safety training relevant to internship procedures.

K. RESPONSIBILITIES OF THE PARENT/GUARDIAN

- Be aware of hazards associated with the work to be conducted by the minor.
- Provide minor with transportation to and from the internship site.
- Sign the *Release for Internships (Minors)* form.
- Provide health/medical insurance for minor in the event of accident/injury.



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Risk Assessment for Minors

This form is to be completed by the professor and submitted to Dean/Department Head of the School or Unit hosting the internform approval.

SECTION 1 - PROPOSED INTERNSHIP WORK

Professor Name: _____ **Project Title:** _____

Project Overview:

Proposed Locations:

SECTION 2 - MINOR INFORMATION

Minor's Name: _____ **Start Date:** _____ **End Date:** _____

Age on Start Date: _____ **Date of Birth:** _____

SECTION 3 - PROJECT PROCEDURES

Outline the internship, to include any and all equipment to be used by minor, description of procedure or process, the engineering controls and personal protective equipment to be utilized.

SECTION 4- SUPERVISION OF MINORS

The university requires that all personnel who work with minors complete a background check through the Department of Human Resources. Please list all personnel who will supervise the minor and indicate whether a background check has been complete and date completed.

Name:	Background Check?		Date Completed
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	

This form was submitted by:

FOR DEAD/DEPARTMENT HEAD USE ONLY:

Additional Controls required:

Reviewed By:

Date Approved:

Appendix B: Teacher Recommendation Form



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Teacher Recommendation Form

Complete this form and submit to the appropriate professor via:

Email: **Fax:**

SECTION 1 - RECOMMENDER/EVALUATOR INFORMATION

Name	Phone	Email
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Name of School

What courses have you taught this student?

SECTION 2 - EVALUATION

Please provide your evaluation of the student in the following areas:

Quality	Rating*	Comments
Academic ability	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Ability to follow instruction and work with others	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Safety and work habits	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Maturity, dependability and responsibility	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

* 1 = Below Average, 5 = Exceptional

Additional comments for consideration:

Signature: _____ **Date Completed:** _____



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Release for Internships (Minors)

You are responsible for observing safety precautions and guidance when participating in a George Mason University internship. There is a risk of hazards that you assume when you enter an internship.

Specific hazards you may be exposed to through your participation have been outlined in the work- specific risk assessment. Persons who suffer allergic reactions, are pregnant, have sensitive skin, or have other medical issues should consult with a physician (and professor as necessary) prior to beginning any internship.

I, the undersigned, accept and agree to the following terms and conditions in consideration for my use of George Mason University's instructional internship facilities.

- 1. Access to Facilities.** The facilities are being made available to me as an educational or research opportunity. Transportation to and from the internship site is the responsibility of you and/or parent/guardian.
- 2. Health and Safety Risks.** I understand that George Mason University internships are voluntary and involve some element of risk. Internship sites may have hazardous substances and equipment. I will take every precaution necessary to protect my health and safety, and the health and safety of others. I will acquaint myself with and conduct my activities in accordance with all safety rules and safe operational procedures. If I am not familiar with or do not know how to handle safely a substance or piece of equipment, I will seek assistance from qualified George Mason University personnel. I recognize that I may be subjected to potential risks, illnesses and injuries. I have made my own investigation of these risks, understand these risks and assume them knowingly and willingly.
- 3. No Medical Coverage.** I understand that if my child is injured as a result of their activities at George Mason University, he/she is not covered by George Mason University insurance or Commonwealth Risk Management Plan of any kind. It will be the parent/guardian's responsibility to pay for emergency room care, doctors' services, hospitalization, and any other related costs, medical or non-medical. I will not be eligible to participate in George Mason University's health, disability or life insurance program. In the event, that my child becomes injured and unable to communicate, I request and give George Mason University, the Commonwealth of Virginia, and their officers, employees and agents permission to act on my child's behalf.
- 4. Appropriate Conduct.** I agree to observe all applicable federal, state, university and departmental policies, rules and regulations that pertain to my conduct on campus and in the facilities. I agree that George Mason University officials may require me to leave the facilities if they believe that I have violated a policy, rule or regulation or if they believe that my conduct is inappropriate.
- 5. Confidentiality.** I agree not to disclose or to use, directly or indirectly, any proprietary or confidential research, data, trade secrets or other similar information of which I may become aware as a result of my internship at George Mason University's facilities. I agree that as a result of my participation in the internship I may be required to sign additional confidentiality and nondisclosure forms.
- 6. Assumption of Risk and Release of Claims.** I understand that participation in the George Mason University Internship is voluntary and that any such internship involves some element of risk. Knowing the risks described above I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my use of and access to George Mason University's facilities. To the maximum extent permitted by law, I release, hold harmless and agree to indemnify George Mason University, its current and former officers, directors, faculty, staff, representatives, volunteers, employees, students, other trainees and agents, and their respective heirs and assigns, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, related to my use of and access to the facilities, resulting from any cause including but not limited to negligence by George Mason University, its current or former directors, officers, faculty, staff, representatives, volunteers, employees, students, other trainees or agents

In case of medical emergency contact:

Name:

Relationship:

Address:

Phone:

I have carefully read this Release for Internships (Minors) before signing it.

Minor/Intern Printed Name

Minor/Internship Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Relationship to Intern/Minor:

NOTE: If intern is less than 18 years of age, parent or guardian must sign.

Please submit completed forms to your professor.