# Intern Information

Name:  
Phone:  
Email:  

# Mentor Information

Name:  
Phone:  
Email:  

# Internship Information

Title:  
Agency:  
Location:  

# Intern Goals

Goals you have set for yourself:  

# Mentor Goals

Goals your mentor has set for you:  
# Table of Contents

- Internship Information ................................................................. 2
- Contact Guide .................................................................................. 4
- Hiring Forms ..................................................................................... 5
- Direct Deposit ................................................................................... 5
- Mentor Agreement ............................................................................ 5
- Intern Agreement .............................................................................. 5
- Academic Credit .............................................................................. 5
- Performance ...................................................................................... 6
- Termination ....................................................................................... 6
- Breaks in Service .............................................................................. 6
- Orientation ......................................................................................... 6
- Training ............................................................................................ 7
- Evaluations ....................................................................................... 7
- Worksite ............................................................................................ 7
- Workweek .......................................................................................... 7
- Internship Hours .............................................................................. 8
- Overtime ............................................................................................ 8
- Holidays ........................................................................................... 8
- Time and Pay .................................................................................... 9
- Reimbursement ................................................................................ 9
- Fleet Operations ............................................................................... 10
- Risk Management ............................................................................ 10
- Leave No Trace .............................................................................. 11
- Drug and Alcohol Use .................................................................... 11
- Title IX ............................................................................................ 11
- Civil Treatment ................................................................................. 11
- Workplace Accidents ...................................................................... 12
- Other ............................................................................................... 12
- Notes ............................................................................................... 12
- Intern Time Tracker ......................................................................... 13
- Social Media ..................................................................................... 15
Contact Guide

Dr. Briget Eastep
IIC Director
eastep@suu.edu
435-586-7829
- Internship inquiries
- Waiving academic credit
- Emergency situations

Joshua Anderson
IIC Partnership Coordinator
joshuaanderson3@suu.edu
435-586-1999
- Partnership questions & concerns
- Budget information
- Travel reimbursements

Tayia Burge
IIC Internship Coordinator
tayiaburge@suu.edu
435-586-1981
- Internship questions & concerns
- Hiring processes & agreements
- Internship program information

Danny Strand
IIC Youth Coordinator
dannystrand@suu.edu
435-586-1982
- Crew questions & concerns
- Trainings & Certificates
- Youth program information

Jan Neth
IIC Administrative Specialist
janetneth@suu.edu
435-586-8093
- General IIC questions
- PLC verification letters
- Data tracking

David McGuire
SUU Human Resources Director
mcguire@suu.edu
435-586-7755
- Workers compensation
- Incident & injury reports
- General HR questions & concerns

Angel Murnan
SUU Payroll Accountant
angelmurnan@suu.edu
435-865-8357
- Payroll questions
- Late time
- Direct deposit

Vacant Position
SUU Title IX Coordinator
title9@suu.edu
435-586-5419
- General Title IX questions or concerns
- Report sexual assault or harassment
- Gender inequalities

Nonemergency Situations
*Non-Life Threatening
- Check scene for safety
- Call 911 immediately
- Care for yourself and others
- Seek necessary treatment
- Report to mentor and IIC supervisor
- Complete SUU incident report
**Hiring Forms**

All Interns must complete the proper SUU hiring forms before starting their internship.

- SUU hourly hire
- Federal I-9
- W-4

These documents require proof of citizenship. Original copies only, no exceptions. Most commonly used methods are as follows:

- Passport (counts as 2 documents)
- Driver’s License and either Social Security Card or Birth Certificate

Students who have been employed by SUU in the past 12 months and have no household or banking changes are exempt from submitting these documents again.

**Direct Deposit**

To activate direct deposit, or to switch your bank information, log into your SUU portal. On the left side under the “Apps” tab, click “HR Portal,” then “Direct Deposit,” and finally “Proposed Pay Distribution.” Enter your banking information here.

To receive your travel and per diem direct deposit, you will need to enter this same information directly below in the “Accounts Payable” section.

If both processes listed above are not complete, a paper check will be mailed to your address listed on file with SUU and delayed pay.

**Mentor Agreement**

Each intern should have received an agreement via email from their agency mentor. Please look over all of the information and refer to this for details of your internship such as title, pay rate, budget, trainings, expectations and internship duties.

**Intern Agreement**

The link for this agreement will be found within the above listed Mentor Agreement. Please click the link and fill in all required fields. Once completed, your IIC supervisor will contact you with more information regarding your internship and next steps.

**Academic Credit**

All internships funded through the IIC must be directly tied to an academic achievement. Academic details must be worked out with instructors and/or advisors prior to starting your internship. The types of academic credit available to the intern include:

- SUU student, home department or ORPT 2890
- Non-SUU student, home department
- Recent grad, no credit required
- Recent grad, Public Land Cert
- No credit required, completed 2 IIC internships with credit
- Non-SUU student, taking ORPT 2890
- High School student, credit waived
- High School student, Public Land Cert

If there are any questions regarding academic credit, please contact the IIC Internship Coordinator.
Performance
Every intern is expected to complete their internship in good standing. In cases of sub-standard performance, the agency mentor and IIC staff, will develop a plan that outlines expectations for improvement. Should an intern not make improvements in the designated timeframe, they may be terminated from their internship.

Termination
Termination can refer to a change in an intern’s status, poor performance, or end of an agreement or budget; it is not necessarily a negative action against the intern.

The IIC is recognized as the disciplinary and supervisory body of all interns. The IIC and SUU reserves the right to terminate an intern and remove them at any time should they feel continued participation in the program is not in the best interest of SUU and/or its students.

Examples of interns that may be terminated include:
- Interns (non-benefit eligible) who has worked 1500 hours in any 12-month period.
- Interns who have reached the end if their internship date.
- Interns who have exhausted their budget and who have no funding left.
- Interns who have not been paid for 60 days or more.

Breaks in Service
Per state employment regulations, SUU is required to terminate any individual that has not been paid for 60 days or more. If for any reason (emergency, vacation, personal obligation) an intern has a break in service lasting more than 60 days, they must go through the entire hiring process before resuming their internship. Please contact your IIC supervisor prior to a break in service if possible. Once an intern is ready to return to their internship, please notify your IIC supervisor and agency mentor at least 2 weeks in advance.

Orientation
All interns must attend an IIC Orientation prior to beginning their internship. Orientation is typically held the first week of May and is held on SUU’s campus. Individual or small group orientations can also be arranged should interns need them in the offseason or during the school year.

The IIC Internship Coordinator will send an email to all interns prior to orientation notifying them of the date and time of their orientation.

Topics at orientation include:
- Overview of the IIC program.
- Policies and procedures.
- Upcoming trainings.
- Human resources paperwork.
- Payroll information.
- Guests speakers and workshops.
- Internship Q & A.
- Career Development.
Training
In an effort to prepare interns for their internship, several training’s will be offered through the IIC. An intern’s host agency may also elect to send interns to additional training’s. Interns must complete all training’s listed in their Mentor Agreement as instructed by their mentor. Some of the training’s include, but are not limited to:

- CPR & First Aid
- Wilderness First Responder
- Trails Construction
- Chainsaw S-212
- Pesticides
- Leave No Trace
- Defensive Driving
- FISSA
- Sexual Harassment
- Leadership
- Risk Management
- ATV and/or OHV

Evaluations
Interns will need to complete two evaluations during the course of their internship. An electronic mid-season and an end-of-season evaluation will be sent via email from the IIC Internship Coordinator to the intern.

These evaluations provide valuable information to IIC mentors and staff and are an opportunity to assess how your internship experience is progressing and supporting your academic pursuits and success. The evaluations also help the IIC fulfill requirements of internship agreements and experiential learning components.

Worksite
Each interns worksite may vary based on location, description and duties of the internship. Please confirm your meeting location prior to starting your internship. Worksite locations can include:

- Office: based mainly out of the host agency field office with minor field duties.
- Field: operates almost exclusively in the outdoors with minimal office work. Inclement weather and varied terrain possible.
- Campus: based on campus at SUU
- Mixed: duties may include several of the following listed above.

Workweek
The SUU workweek is defined as the period between Saturday morning at 12:01 AM through the following Friday night at 11:59 PM.

Interns may have certain hour restrictions during their internship based on several factors such as student, non-student, holiday breaks, semester, and internship budget. Please contact your IIC supervisor if you have any questions regarding workweek hours. Examples of basic intern workweek hours are as follows:

- Summer: 40 hours a week may be worked by any intern.
- Spring/Fall: 20 hours may be worked if a student in school.
- Spring/Fall: 29 hours may be worked if a non-student out of school.
- Winter & Spring Breaks: 40 hours may be worked by any intern.
- Fall & Thanksgiving Break: 28 hours may be worked by student interns.
- Trimester students & Tier 3 internships: please contact the IIC Internship Coordinator.
Internship Hours
Interns may not be employed by SUU for more than 1500 hours in a rolling 12-month period. This 1500 hours maximum includes all SUU campus held positions, not just IIC internships. The IIC Internship Coordinator will alert all interns and their mentors when interns are nearing this maximum 1500 hours and will terminate the internship as needed.

Non-students who have worked 29 hours during 2 full semesters are not eligible to work 40 hours during the summer. Students who have worked 20 hours or less a week are eligible to work 40 hours during the summer.

The basic weekly hour’s schedules for IIC internships are as follows:
- Summer: 40 hours
- School Year Student: 20 hours
- School Year Non-Student: 29 hours

Overtime
Overtime is paid at time at time-and-a-half (1 hour worked = 1.5 hour paid). Overtime represents time worked by an intern over the typical 40 hour workweek (Saturday-Friday) during the summer, winter, and spring breaks. Each hour of overtime is counted towards the 1500 maximum hours.

Working an excess of 8 hours in a day does not constitute overtime. Only when an intern works over 40 hours in a workweek will they be able to claim overtime.

Overtime shall be reported in increments of one-quarter hour. All paid overtime will be charged against the intern’s budget and may result in reduction of the internship length due to budget restrictions. Excessive overtime can result in immediate termination of an intern.

Holidays
Hourly interns are not paid for holidays they do not work nor are they paid time-and-a-half if they do. SUU does have recognized holidays that IIC interns qualify for as non-paid time off. However, interns whose positions require them to work on these recognized holidays, will still need to report to their internship as assigned. Interns will then be given the opportunity to take another non-paid day off within that same work week. Please consult with your mentor on specifics of your internship in regards to holidays.

SUU observed holidays:
- New Year’s Day (Jan 1st)
- Martin Luther King Day (3rd M in Jan)
- Presidents Day (3rd M in Feb)
- Memorial Day (Last M in May)
- Independence Day (July 4th)
- Pioneer Day (July 24th)
- Labor Day (1st M in Sept)
- Thanksgiving Day (4th TH in Nov)
- Day following Thanksgiving (Fri)
- Christmas Day (Dec 25th)

Note: When a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on a Sunday, the following Monday will be the day off.
Time and Pay
Interns are required to submit their time digitally by the end of each pay period. To do so, please go to your SUU portal, on the left side underneath the “Banner” tab, click “Time Sheet.” From there you can enter your time for each day for in the pay period. Remember to only hit submit at the end of a pay period. Please contact your IIC supervisor if you have any additional questions.

There are two pay periods each month. They are as follows:

Pay period 1:
- 1st of month through the 15th
- Time sheet must be submitted no later than 11:59 PM on the 15th
- Paid out on the 25th of the current month.

Pay Period 2:
- 16th of month to last day of month
- Time sheet must be submitted no later than 11:59 PM on last day of month.
- Paid out on the 10th of the following month.

Failure to submit time by the submission days will result in pay being delayed a full pay period and requires interns to submit a late time form. No exceptions can be made. Responsibility is on intern to complete this form digitally. To do so, go to the suu.edu/iic, click the “Forms and Tools” tab on the left side, then select “Intern Tools,” and finally click the “Late Time Sheet” link at the top. Interns who habitually submit late time forms may be terminated.

If the designated pay date (10th or 25th) falls on a Saturday, the intern will be paid on Friday. If the day falls on a Sunday, the intern will be paid the following Monday.

Note: Some Mentors will ask you to verify and track your hours with them directly. This is not an exemption from submitting time through SUU. You will still need to log your hours through the SUU portal to get paid.

Reimbursement
Interns will be reimbursed for per diem, travel, and/or purchases. To complete the IIC reimbursement form, go to suu.edu/iic. Once there, on the left side click “Forms and Tools,” then “Intern Tools,” and finally “Reimbursement/Travel Form.” Fill in the form in its entirety with detailed applicable information. All receipts except for meals and gas will need to be attached to reimbursement form.

Per Diem: Interns are eligible for per diem if they are traveling for work assignments. Meal reimbursements are only available for trips requiring overnight lodging, or to an individual who travels more than 150 miles (one way) and is away from their worksite location for more than 12 hours. These rates are fixed regardless of what the intern spends, so saving receipts for meal reimbursements is not necessary. SUU per diem rates are as follows:
Breakfast: $9.00  
Lunch: $12.00  
Dinner: $20.00  
Full Day: $41.00  
Camping: $20.00 per night  
Mileage: $0.41 per mile

Travel: Interns who travel using their own personal vehicle and gas for work related duties are eligible for reimbursement. This does not include travel to and from your designated worksite. Mileage is calculated $0.41 a mile. No other funding will be provided (oil changes, flat tires, damage etc.) Interns who are required to camp for work are given a rate of $20.00 per night camped. If the campsite has a cost associated with it, the IIC will reimburse accordingly.

Purchases: Work related purchases made by an intern are highly discouraged. Before making any purchases, all interns need to consult with their mentor beforehand. The IIC can purchase items such as hotels, gear, and equipment if approved by agency mentor in advance. In the rare occasion an intern needs to make a work related purchase using personal money, they will be reimbursed for the transaction.

**Fleet Operations**

If an intern requires a vehicle for a work related travel, please have your mentor contact your IIC supervisor. A vehicle will be provided using SUU’s Motorpool or Enterprise Rent-A-Car.

**Risk Management**

Prior to any outdoor activity, interns should take into account the many risks that are involved such as weather, terrain, equipment, travel etc. Use your best judgement and situational awareness to stay safe while in the field. Please take into consideration the following:

**Weather Elements:**
- Precipitation: if projection is higher than 20% do not enter any slot canyons. Flash flooding potential.
- Excessive heat or cold: plan accordingly with additional layering and/or water.
- Fire Hazards: Evacuate immediately
- High winds: Find Shelter if possible. Stay away from trees and loose objects.
- Lightning: Spread out, get in lightning position, stay away from trees and bodies of water.
- Dust storms: Seek coverage if possible, wait out storm, pull over if in vehicle, protect personal airways.

**Essential Items:**
- Navigation: compass, maps, GPS
- Sun Protection: sunscreen, sunglasses
- Insulation: jacket, beanie, wool socks
- First Aid: meds, wraps, ointments
- Repair Kit & Tools: Leatherman, tape
- Hydration: water, tablets, purifier
- Illumination: flashlight, head lamp
- Fire: waterproof matches, lighter, flint
- Nutrition: snacks, fruit, trail mix
- Emergency Shelter: space blanket

**Personal Protective Equipment:**
- Head: hard hat, helmet, sun hat
- Eyes: safety glasses, goggles, mask
- Ears: ear plugs, muffs
- Body: long pants, long sleeve, chaps
- Hands: work gloves
- Feet: heavy duty boots, thick socks
**Leave No Trace**
All interns are expected to practice Leave No Trace (LNT) principles during their internship. The 7 principles of LNT are as follows:
- Plan ahead and prepare
- Travel and camp on durable surfaces
- Dispose of waste properly
- Leave what you find
- Minimize campfire impacts
- Respect wildlife
- Be considerate of other visitors

**Drug and Alcohol Use**
University Policy #5.9 is the university’s drug-free workplace policy. The purpose of the policy is for the maintenance of SUU’s commitment to a drug and alcohol free workplace that is in compliance with appropriate state and federal statutes. This policy applies to all employees of SUU, including interns. Violation of this policy can result in termination of your internship at any time.

**Title IX**
SUU is committed to maintaining an educational and working environment free from discrimination and harassment, including providing an environment in which no student, faculty or staff member is excluded from participation in or denied benefits of its programs and activities as a result of one’s gender. The university has an obligation to take immediate and effective steps to eliminate discrimination, prevent its recurrence, and remedy its effects.

Reportable sexual assault and/or sexual misconduct includes, but is not limited to:
- Sexual harassment
- Hostile environment
- Non-consensual sexual contact
- Non-consensual sexual intercourse
- Sexual exploitation
- Intimate partner violence
- Domestic violence
- Dating violence
- Stalking
- Retaliation

Sexual Assault and/or Misconduct Protocol:
- Safety. Care for the individual or yourself and provide non-judgmental support.
- Notify both your mentor and the IIC Internship Coordinator.
- Notify SUU Title IX Office (required).

**Civil Treatment**
A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation.

Keys to demonstrating civil treatment in the workplace:
- Value and respect similarities and differences.
- Treat everyone with respect and dignity and expect the same.
- Strive to communicate effectively and courteously; speak without judging, blaming and shaming.
- Address conflict issues positively and constructively.
- Accept that others have values and opinions that differ from our own.
- Do not blame, threaten or name call, even if angry or hurt.
- If there is a problem you cannot resolve, seek assistance.
**Workplace Accidents**

In the event of a workplace accident, please immediately seek safe conditions and alert proper authorities if it is an emergency situation (Call 911). Also make sure and care for injured or sick persons, including yourself. Once scene is safe, inform your mentor and IIC supervisor immediately.

Online incident reports can be found at suu.edu/iic on the left side under the “Forms and Tools” tab, then “Intern Tools,” and finally “Incident Report.” Please fill this form out completely with all necessary details.

Vehicle Accidents: Major and minor accidents must be reported to both your mentor and IIC supervisor. Please fill out the “Vehicle Accident Report” located at suu.edu/iic on the left side under “Forms and Tools,” then “Intern Tools,” and finally “Vehicle Accident Report.”

Medical: In the event of a medical incident, please seek medical assistance as needed. Once safe, please fill out the incident report mentioned above.

- Non-life threatening injuries should be treated at nearest WorkMed or InstaCare facility.
- All life threatening injuries and/or conditions should be treated at the nearest emergency facility without delay. Call 911 when appropriate.
- Please notify mentor and IIC supervisor as soon as possible with all accident, incidents, and emergency situations.

**Other**

Southern Utah University is the supervisory body for all IIC interns. Although you have outside mentors and agencies who you report to and work for on a daily basis, the IIC Internship Coordinator or IIC Youth Coordinator is your direct supervisor. Thus, all interns are SUU employees and subject to all university policies and procedures.

Please refer to the IIC website at suu.edu/iic for all documents needed. Most forms and links can be found under the “Forms and Tools” tab under “Intern Tools.” Also, please check the IIC Calendar for updates on events that we are hosting.

**Notes**
# Intern Time Tracker

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WE WANT TO HEAR ABOUT YOUR INTERNSHIP EXPERIENCE!

PLEASE SHARE ON SOCIAL MEDIA AND TAG US

#SUUIC
#SUU OEC1
SUU IIC
#SUU IICPR

#SUUIIC