

IIC INTERN HANDBOOK



Internship Information

Title:

Agency:

Location:

Intern Information

Name:

Phone:

Email:

Mentor Information

Name:

Phone:

Email:

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
Emergency Response Plan	6
*Life Threatening	6
Non-Emergency Situations	6
*Non-Life Threatening	6
Workplace Accidents	6
Vehicle Accidents	6
Hiring Process	7
Direct Deposit	8
Mentor Agreement	8
Intern Agreement	9
Academic Credit	9
Performance	9
Termination	9
Breaks in Service	10
Orientation	10
Training	11
Evaluations	11
Worksite	11
Workweek	12
Internship Hours	12
Overtime	13
Holidays	13
Time and Pay	14
Travel & Other Reimbursement	15
Fleet Operations	16
Risk Management	16
Leave No Trace	17
Drug and Alcohol Use	17
Title IX	18
Civil Treatment	18
Other	19
IIC Social Media Profiles	19

Contact Guide

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- Budget information
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- Internship program information

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- General Title IX questions or concerns
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Emergency Response Plan

The IIC's Goal is for everyone to stay safe and healthy so they can learn and do good work.

Emergency Situations

***Life Threatening**

1. Check scene for safety
2. Care for yourself and others
3. Call 911 immediately
4. Seek necessary treatment
5. Report to mentor and IIC supervisor
6. Complete SUU incident report

Non-Emergency Situations

***Non-Life Threatening**

1. Check scene for safety
2. Care for yourself and others
3. Seek nearest WorkMed or Instacare
4. Report to mentor and IIC supervisor
5. Complete SUU incident report

Risk Management

Prior to any outdoor activity, interns should consider the many risks that are involved such as weather, terrain, equipment, travel etc. Please 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: ext. water, tablets, purifier
- Illumination: flashlight, head lamp
- Fire: waterproof matches, lighter, flint
- Nutrition: ext. 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

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

In case of a vehicle accident

1. Make sure everyone is safe
2. Contact authorities
3. Take photos of the accident
4. Gather and exchange all necessary information i.e. insurance, driver information, police report
5. Contact mentor and follow agency protocols
6. Contact IIC supervisor and fill out incident/accident report @ suu.edu/iic

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 final “Vehicle Accident Report”.

Medical Incidents & Accidents:

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

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

Intern Onboarding/Hiring Process

Step 1: Complete the intern agreement

Step 2: Check your email for SUU 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

IMPORTANT NOTE: Because of paperwork processing times, your first SUU Paycheck will always arrive via mail. Make sure the mailing address you give in your hiring forms is where you want to receive your first paycheck.

Step 3: Check your email for an email from SUU's HR Department. This will have your user name and password for your SUU Portal.

Step 4: Use the information in the HR email to set up your SUU Portal and SUU Duo Mobile Authentication (must be done within 7 days).

NOTE: 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.

Step 5: Check email for orientation information. This will be sent by the internship supervisor. Complete the IIC Orientation within the first week of your start date.

Step 6: Go to work, learn lots, and submit your time on the 15th and last day of the month.

Direct Deposit

Step 1: Set up Payroll Direct Deposit.

Your first check will be mailed. Be sure to have the correct address listed in your SUU Portal.

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.

[How to set up direct deposit](#)

Step 2: Set up travel and per diem reimbursement.

Travel & Per Diem Direct Deposit

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

Failure to do both processes listed above will result in a paper check being 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. <https://suu.jotform.com/71146427141146>

Academic Credit

All internships funded through the IIC must be directly tied to an academic achievement

. *All interns will be auto enrolled in “IIC Educational Components” course. (This course aims to provide an academic component to the IIC. Interns can opt into the “Public Lands Stewardship” certificate course to achieve CEUs and a more comprehensive learning experience.)

- When applicable we encourage linking internships to degree seeking program requirements
 - SUU Courses: Practicums, Departmental Internships, ORPT 2890 (*regular tuition cost*)
 - Non-SUU interns will need to contact their respective Universities

If there are any questions regarding academic credit, please contact the IIC Outdoor Education Liaison & ORPT Instructor.

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 of 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.
- Consecutive Late Time Forms

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:

IIC Provided Trainings:

- CPR & First Aid (In Person during Intern Orientation)
 - <https://www.suu.edu/iic/internship-program.html>
- Utah State Defensive Driving (Online)
 - <https://www.suu.edu/fleet/drivertraining.html>
- Federal Defensive Driving (In Person during Orientation or Online)
 - <https://www.safetyserve.com/utahsafetycouncil/Default.asp>
[Links to an external site.](#)
- (OHV) Utah Off-Highway Vehicle Education Course
 - <https://recreation.utah.gov/>
- Sexual Harassment (Online)
 - [sexual violence prevention](#)

Other Trainings:

- Chainsaw Certification (A Sawyer)
- Wilderness First Responder
- Trails Construction
- Pesticides
 - <https://ag.utah.gov/pesticides/apply-or-renew/>
- Leave No Trace

- FISSA
- Leadership
- Risk Management
- ATV
- Fence training

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 Operations Manager 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 intern's 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 Operations Manager if you have any questions regarding workweek hours. Examples of basic intern workweek hours please go to "Internship Hours" section below.

Internship Hours

Up until this point, we had used a rolling calendar to calculate the annual total to ensure that all hourly workers were staying under 1500 hours. This threshold is important because under the Affordable Care Act, if hourly employees go over that, we need to offer them benefits or we have to terminate their employment for 6 months.

Interns may not be employed by SUU for more than 1500 hours. This 1500 hours maximum includes all SUU hourly campus held positions, not just IIC internships. The IIC Operations Manager will alert all interns and their mentors when interns are nearing this maximum 1500 hours and will terminate the internship as needed.

We think that switching from a rolling calendar will help reduce confusion and hours being difficult to calculate. From this point forward, we will be calculating hours from May 1st until April 30th. That means there will be two reports sent out each month “Over a Year” and “Under a Year”. Please see link for example of the new hourly calculation. <https://www.suu.edu/hr/hourly-totals.html>

Over the year will include all hourly employees that have worked with SUU/IIC over a year. Those hours will be calculated May 1st until April 30th. The totals will be accumulated until April 30th and then they will reset back to zero.

The “under the year” report will include all hourly employee that have worked for SUU/IIC under a year. This process is when an employee is in their first year of employment with SUU. For that time, the hourly totals are accumulated for the first 12 months of employment, regardless of start date. Then, they will revert back to the May 1st-April 30th totals benchmark. For example, a student worker that started in September of 2022, will have all their hours added up from September of 2022 up until August 2023. Then as of September 2023, their totals will then revert to the new process and their hours will be totaled from May 2023-September 2023 and so on until April 30th of 2023. Then the numbers reset to zero like everyone else's will.

The basic weekly hour's schedules for IIC internships are as follows: ***(All internships are limited to 1500 hours in a calendar year)***

SUU Student (All internships are limited to 1500 hours in a calendar year)

- Option 1: SUU Semester Season: 20 hrs/week during the fall and/or spring semester while school is in session.
- Option 2: Summer Season (April - Sept. start date). Max 40 hrs/week up to 960 hours (24 weeks).
- Option 3: Summer Combined: 40 hrs/week until school starts and during breaks (960 hours max) + 20 hrs/week during the fall and/or spring semester up to 1500 hours in a calendar year.

Non-SUU Student (This includes students from other universities, high school students, or recent graduates.)

- Option 1: Semester Season: 29 hours/week while school is in session during the fall and spring semesters. Intern can work 40 hrs/week during breaks. Intern's total hours may not exceed 1500 hours/calendar year.
- Option 2: Summer Season: (April - Sept. start date) Max 40 hours/week up to 960 hours (24 weeks).
- Option 3: Winter Season: (Oct. - March start date) Max 40 hours/week up to 960 hours (24 weeks).
- Option 4: Combined Summer (April - Sept. start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).
- Option 5: Combined Winter (Oct. - March start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks)

Overtime

Overtime is paid 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 always constitute overtime. This will vary by the state you are working in. Intern working 40 hours in a workweek 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.

<https://www.suu.edu/hr/holidays.html>

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)
- Juneteenth (3rd M in June)
- 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 Operation Manager if you have any additional questions.

- [How to submit your time](#)

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 on the submission days will result in pay being delayed a full pay period and require 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.

Travel & Other Reimbursement

Interns will be reimbursed for per diem, travel, and/or purchases.

Step 1: Request a Travel Authorization by completing the [Travel Request Form](#).

Step 2: Look for an email from jic@suu.edu. This email will have the directions you need to make a plane reservation, reserve a rental car, reserve a hotel room, and or/submit your final mileage or per diem.

Step 3: Look for a “no-reply” email from SUU to approve your request. Your travel can not be reimbursed without your approval.

Step 4: When your travel is complete send iic@suu.edu ALL your receipts and a complete travel itinerary.

Step 5: Look for a second “no-reply” email to approve final reimbursement request. If you do not approve your final expenses, you will not be reimbursed.

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: \$11.00

Lunch: \$14.00

Dinner: \$22.00

Incidentals: \$3.00

Full Day: \$50.00

Camping: \$32.00 per night

Mileage: \$0.50 per mile

Travel: Interns who travel using their own personal vehicle and gas for work related duties are eligible for mileage reimbursement upon approval by their mentor.

This does not include travel to and from your designated worksite.

Mileage is calculated \$0.50 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 \$32.00 per night camped. If the campsite has a cost associated with it, the IIC will reimburse this as a purchase. Please send the receipt to iic@suu.edu.

Purchase Forms

Purchases: Work related purchases must be requested by mentors. Please work with your mentor to have them submit a [Purchase Request](#). 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. Please check with mentor and the IIC before the purchase is made.

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. <https://www.suu.edu/fleet/>

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 universities 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. <https://www.suu.edu/policies/05/09.html>

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: <https://interwork.sdsu.edu/echeckup/svp/campus/SUU>

Links to an external site.

- 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 IIC supervisor
- 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
- Accepting 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

Other

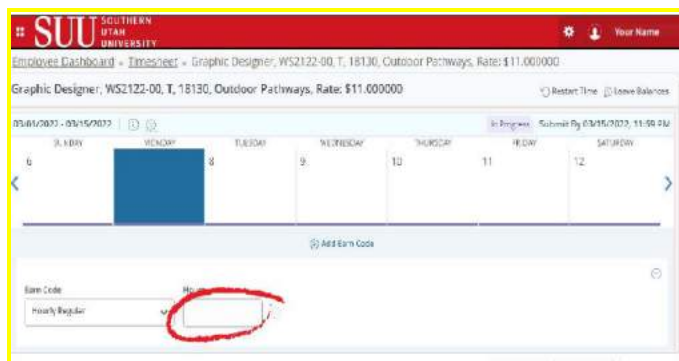
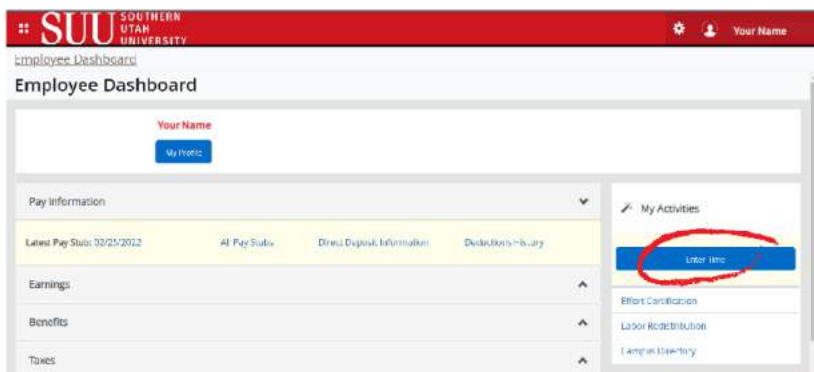
Southern Utah University is the supervisory body for all IIC interns. Although you have outside mentors and agencies who you report to and work for on a

daily basis, your IIC/SUU supervisor 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.

Intern Time Tracker

<https://www.suu.edu/iic/pdf/how-to-submit-your-time-banner-9.pdf>



IIC Social Media Profiles

We want to hear about your internship experience! Share your photos and videos by following and tagging our official IIC social media profiles and using the Hashtag #SUUIIC

Instagram
@SUUIIC



SUU.EDU/IIC



#SUUIIC

Facebook

@Intergovernmentalinternshipcooperative

