# Table of Contents

**WELCOME**...........................................................................................................................................................................3

**ROLE AND RESPONSIBILITIES OF A MENTOR** .................................................................................................................................4

**QUICK REFERENCE GUIDE** ...............................................................................................................................................................5

**WHO TO CONTACT GUIDE** ..............................................................................................................................................................6

**INTERN / CREW ELIGIBILITY AND STATUS** ...............................................................................................................................7

**PURPOSE: PROFESSIONAL AND ACADEMIC DEVELOPMENT** .........................................................................................................8

**HIRING** .............................................................................................................................................................................................9-21

- **HIRING PROCESS** ........................................................................................................................................................................11
- **RE-HIRING PROCESS** ......................................................................................................................................................................12
- **HIRING FORMS** ..................................................................................................................................................................................13
- **INTERNSHIP AGREEMENT** .............................................................................................................................................................13-19
- **INTERN BUDGET** ...........................................................................................................................................................................20-24
  - **Funding Agreement Changes** ..........................................................................................................................................................23
  - **Intern Bonuses** .............................................................................................................................................................................24
  - **Intern Pay Raises** ..........................................................................................................................................................................24

**PERFORMANCE AND TERMINATION** ................................................................................................................................................24-25

**ORIENTATION, TRAINING, AND CERTIFICATES** ..........................................................................................................................25-26

**ACADEMIC REQUIREMENT** ..............................................................................................................................................................26-27

**EVALUATIONS** .....................................................................................................................................................................................27

**WORKSITE DEFINITIONS** .................................................................................................................................................................28

**INTERN HOURS AND WORKWEEK INFORMATION** ......................................................................................................................28-29

- **TOTAL INTERNSHIP HOURS** ...........................................................................................................................................................28-31
- **OVERTIME** .......................................................................................................................................................................................29
- **WORKWEEK** ....................................................................................................................................................................................29
- **HOLIDAYS** .......................................................................................................................................................................................30
- **INTERN TIME AND PAY** .................................................................................................................................................................30-31
  - **Late time** .......................................................................................................................................................................................31
  - **Pay periods** ..................................................................................................................................................................................31
  - **Pay dates** ......................................................................................................................................................................................31
  - **Bonuses** .......................................................................................................................................................................................31

**HOUR TRACKING AND REPORTS** ....................................................................................................................................................31-32

**REIMBURSEMENTS** ............................................................................................................................................................................32

**SUU MOTOR POOL**............................................................................................................................................................................33

**WORKPLACE ACCIDENTS** ...............................................................................................................................................................33

**NEPOTISM POLICY** ...........................................................................................................................................................................34

**APPENDIX** ..........................................................................................................................................................................................35-44

- **APPENDIX 1: POSTING TEMPLATE** .............................................................................................................................................35
- **APPENDIX 2: IIC INTERN APPLICATION** ......................................................................................................................................36
- **APPENDIX 3: IIC INTERN /MENTOR AGREEMENT** ..................................................................................................................37-38
- **APPENDIX 4: INTERN ONLINE LATE TIME FORM** ..................................................................................................................39
- **APPENDIX 5: REIMBURSEMENT FORM** ........................................................................................................................................40
- **APPENDIX 6: ACCIDENT REPORT FORM** .....................................................................................................................................41
- **APPENDIX 7: WORKERS COMPENSATION FORM** ..................................................................................................................42-43
- **APPENDIX 8: GENERAL REQUIREMENTS FOR VETERANS PREFERENCE** ...............................................................................44
- **APPENDIX 9: IIC INTERN HOURLY REPORTING FORM** ..........................................................................................................44

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Revised 1/15/2020
Welcome to the IIC Mentorship Program

Dear Mentors,

As the IIC Internship Coordinator, I am thrilled to have you as part of our team with the Intergovernmental Internship Cooperative, IIC. The program strives to provide experiential education experience and hands on training for college students, recent graduates, and local high school students.

As a mentor, you are a vital part of IIC intern growth. Mentors will not only instruct interns in their daily tasks, but also provide them with valuable knowledge and skills. Internships provide an avenue for learning what a strong work ethic can produce, and prepares interns for future careers in public lands. As an IIC mentor, you have an opportunity to guide and influence these interns. Mentors should take a personal interest in intern development and be invested in each intern’s success. The IIC program cares about the academic success and growth of each intern and strives to educate interns on the value of public lands. IIC staff and agency mentors, work in concert to provide student interns with the tools and experience they will need to succeed in their future endeavors and as future land managers.

IIC interns are the leaders of tomorrow. As a team, we hope to provide the stepping-stones to intern success, and open the doors for greater career and educational opportunities. Each mentor plays a vital role in the educational and career development of every intern. This program could not be successful without your efforts. We look forward to our continued partnership!

Best,

Tayia Burge

Tayia Burge
IIC Internship Coordinator
Southern Utah University
tayiaburge@suu.edu
Role and Responsibility of a Mentor

The role of an IIC mentor is to support and encourage the development of interns, both academically and in the field, to be successful in their current roles and future careers. A mentor is committed to the guidance of interns and challenges them in multiple ways to help them achieve their goals. A mentor shares skills and knowledge, provides constructive feedback, maintains a positive attitude and shows interest in the intern and their work. The relationship between the mentor and intern is built on trust and requires each party showing the other mutual respect while maintaining professionalism throughout the internship.

Responsibilities of an IIC Mentor:

- Guide daily tasks
- Establish clear expectations on how to be successful as an intern in his or her division/team/unit
- Arrange for specific training if needed for an internship
- Discuss goals at the beginning, middle, and end of the internship including: academic, personal, and goals set by the mentor
- Communicate with IIC Intern Coordinator (supervisor) should there be problems with performance, so problems can be resolved.
Quick Reference Guide

Hiring your Intern:

1. Submit internship / crew opportunities for posting at SUU. Positions must be posted at least 3 days prior to interviews.
2. Online applications received by agency
3. Screening of applicants
4. Notify applicants for interviews
5. Interviewing and applicant selection
6. Complete paperwork: agreement, budget sheet etc.
7. Complete SUU Human Resources process

*Interns and crew members MAY NOT begin working until they have completed the SUU HR process and received a hiring date. NO EXCEPTIONS!!

Intern Breaks in Service:

Internship “breaks in service”: Per state employment regulations Southern Utah University is required to terminate any individual that has not been paid for 60 days or more. Interns that take a break in service lasting 60 days or more must be terminated and go through a rehire process when they return.

Agreement Process:

1. The agreement is completed by the agency partner in collaboration with the selected intern, both sign and date.
2. Intern completes their portion of the agreement.
3. IIC will receive a copy of both Mentor and Intern agreement.
4. IIC provides a copy of the fully executed Internship Agreement to the Agency Mentor.
5. Intern will need to complete HR paperwork if needed.
6. Intern begins work.

Allowed Intern Hours:

- Summer Season (First full week of May – Third week of August): 40 hours/week
- School Year (Fall and Spring semesters - Fourth week of August - First Friday of May):
  - SUU students may work a maximum of 20 hours/week
  - Non SUU students may work a maximum of 29 hours/week
- Combined (working):
  - School year – may work a maximum of 20 hours/week, summer may work a maximum of 40 hrs/week
  - School year – may work a maximum of 29 hours/week, summer may work a maximum of 29 hrs/week

- Interns may not be employed by SUU for more than 1500 hours in a 12-month period. The IIC reserves the right to terminate interns who reach 1300 hours to avoid overages.

Budget sheets should include:

- Hourly rate (must be federal minimum wage or higher)
- Total internship cost
- Total internship hours
- Planned per diem expenses (if any)
- Planned travel expenses (if any)
- Planned hotel expenses (if any)
- Planned training and other costs (if any)
- Potential bonus amount (if any)
- FICA Social Security, Medicare & Workman’s Compensation, Unemployment Costs (Benefit costs)
- The IIC Overhead (indirect rate) percentage
Evaluations:
A total of four IIC evaluations are to be completed for each internship. The intern and the mentor each complete a mid-internship and end-of-internship evaluation.

- 1 mid-internship evaluation (by mentor and intern)
- 1 end-of-internship evaluation (by mentor and intern)
- Additional end of internship evaluations will be required if an internship is extended more than four weeks.

Who to Contact Guide

Dr. Briget Eastep, SUU IIC Director
Email: eastep@suu.edu
Phone: 435-586-7892
- Grant inquiries
- Reporting
- Modifications
- Agency Agreement Questions

Joshua Anderson, SUU IIC Partnership and Budget Coordinator
Email: joshuaanderson3@suu.edu
Phone: 435-586-1999
- Agreement budget questions
- Meeting agenda questions and additions
- Grant reporting

Tayia Burge, SUU IIC Internship Coordinator
Email: tayiaburge@suu.edu
Phone: 435-586-1981
- Posting internship positions
- Recruiting interns
- Hiring
- Addressing concerns or questions with interns
- Tracking

Danny Strand, SUU IIC Crew Manager
Email: dannystrand@suu.edu
Phone: 435-586-1982
- Recruiting for the CIC and YCC
- Organizing crews
- Supervision of crews
- Equipment
- Training

Jan Neth, SUU IIC Administrative & Agreements Specialist
Email: janetneth@suu.edu
Phone: 435-586-8093
- Tracking (intern hours, pay, etc.)
- Reporting data
- Hiring questions
- Updates
- Any IIC questions

David McGuire, SUU Human Resources Director
Email: mcguire@suu.edu
Phone: 435-586-7755
- Worker’s Compensation
- OSHA reporting, injury reports
Intern / Crew Eligibility

To be eligible for the IIC Internship Program at SUU, individuals must be U.S. Citizens and meet one of the following eligibility criteria:

1) Be students enrolled at an institution of higher education (regular intern) or,
2) Be within two years post graduate. (recent graduate intern) or,
3) Be 16-18 years old, pre-collegiate. (YCC – youth crew intern)
4) Minors on campus:
   a. Southern Utah University (“SUU or “University”) has adopted a policy for Minors on Campus and at University-Sponsored Events (Policy 5.64) to establish safeguards for children under the age of 18 who participate in University activities and programs on campus or under the authority and direction of the university at other locations. The requirements of this policy apply both to organized group activities and activities involving individual minors, such as internships. A number of basic requirements, including program registration, must be met for activities and programs involving minors covered under this policy. This site will serve as a resource for members of the University community sponsoring and staffing programs and activities involving minors to ensure compliance. For additional assistance and guidance regarding the policy, which types of programs are covered, or the registration process, you may contact the SUU Risk Management Office at (435) 586-7901.
      - Any SUU employee working with minors must complete the following (SUU employee who has not completed the following or has been approve will not be able to work with minors.)
        i. Back ground check & finger printing
        ii. Training and statement of acknowledgement
        iii. Complete online Rooster Submission for program Staff
   b. Parents/Guardian of minors must complete the following waiver (If waiver has not been signed the minor will not be able to participate in the program until it has been signed)
      i. Complete Roster for Program Participant

Intern / Crew Status Descriptions

1. Student: Individuals presently enrolled at SUU, or enrolled in fall semester following their summer internship at SUU, for 6 or more credit hours, are considered “students.”
   - Hiring preference is given to SUU students who are qualified, able, and available over similar or less qualified non-SUU students. Hiring SUU students is less expensive for the agency host and SUU.
     o During fall and spring semesters, internship wages for SUU students are exempt of FICA Social Security & Medicare taxes, therefore intern cost to the agency is much lower during the school year.
2. **Non-Student:** Individuals not enrolled at SUU, or enrolled at SUU for fewer than 6 credit hours, are considered “non-students.”
   - Individuals enrolled at other institutions of higher education are considered “non-students.”
   - **Qualified DSU students may be given hiring preference where logistics, such as internship proximity and travel make sense.** DSU students are considered “non-students” in SUU’s HR process.
   - Recent graduates not enrolled at SUU are considered “non-students.”
   - Pre-collegiate individuals are considered “non-students.”
   - SUU admitted students who defer a semester are considered “non-students.”
     - Internship wages for non-students **include** FICA Social Security & Medicare taxes year-round, therefore benefit cost to the agency is the same year-round for these interns.

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### Professional and Academic Development

The purpose of an internship is to concurrently support the professional and academic development of the intern while meeting the needs of the host agency. Each host agency will provide a mentor to support this development. Many agency personnel find that working with interns on professional and academic development is refreshing and rewarding. The host agency should identify opportunities for development and support the intern in those opportunities (for example: camping can be considered an educational component and a good opportunity to teach skills to interns and crew members).

In most cases, the intern will need to complete tasks related to obtaining the academic credit connected to the internship. Agency collaboration is critical in fulfilling those tasks. However, such tasks or opportunities must be agreeable to the agency prior to initiation. The professional and academic development tasks and opportunities are typically outlined in the IIC Internship agreement and the SUU Academic Department agreement (this agreement is usually between the intern, the agency mentor and their academic advisor). As the internship proceeds, additional tasks or opportunities that will benefit or strengthen the educational experience for the intern may be added if the intern, mentor, and academic advisor agree.

**Agency benefits of having interns:**
- Interns can provide the host agency with a unique perspective and interests of a younger generation
- Interns provide a host agency with an able person with a desire to learn and work in public lands
- During the course of the summer, mentors often further their own learning through the unique perspectives offered by their interns
- Interns provide agency mentors with future opportunities for growth within the agency (ex. mentoring a highly qualified candidate for a potential full time career with the agency.)
- Interns can provide vital diversity to agencies
- Interns are an active investment towards “Tomorrow’s Public Land Leaders”.

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Revised 1/15/2020
Advanced Level Internship  
Tier 3 Internships
In 2015 the IIC piloted a new program providing advanced “next level” extended hours and benefit eligible internship opportunities. These internships, Tier 3, are currently only available on a limited basis. Please contact the IIC for additional information.

Hiring Process
(NOTE: This section also applies to regular agency-funded Seasonal, Pathways & Career positions as well as SUU IIC funded positions).
The IIC, as an entity of Southern Utah University, must follow all SUU hiring policies. The IIC does not discriminate on the bases of race, color, national origin, sex, age or handicap.

1. Submit internship / crew opportunities: Agency will submit internship opportunities to the IIC Internship Coordinator and IIC Crew Manager

   o All IIC funded positions must be advertised on SUU’s campus for a minimum of three (3) days PRIOR TO FILLING the position.
     ▪ All potentially interested students must be given the opportunity to be considered for internship positions. It is imperative that positions are not promised to individuals prior to the closing date and review of submitted applications.
   o Regular agency, seasonal/pathways, or career positions do not have a required minimum days of advertisement.
   o If the agency partner has an intern that will considered be a “rehire” and that individual has LESS than a 6 month break in service since their last internship ended, no advertising is required for the internship. Advise the IIC Coordinator of your intent to rehire PRIOR to the intern start date so the intern’s SUU hours can be reviewed to determine continued eligibility.
Internship position announcements submitted to the IIC must have the following information (example format can be located in Appendix 1):

- Opening date
- Agency
- Position title
- Position location
- Position description
- Hourly rate: The IIC Steering committee advocates a competitive living wage. Interns often start with wages comparable to the federal General Schedule (GS) 03-04 grade levels.
- Weekly work schedule (including overall length of contract (e.g. May – September) and if there are any changes in hours during the length of contract (e.g. 40 hours May – August; 20 hours in September).
- Qualifications (include targeted academic majors)
- Application procedure
- Agency partner contact information for applicants to submit application/resume.
- Closing date

Position Listing Locations

- Positions will be posted on the job notice bulletin boards in the SUU Student Center and the SUU online student employment announcement page maintained by SUU Human Resources.
- Positions can be listed on the IIC Google group of interested students.
- Positions can be targeted towards students of specific SUU majors as requested by the IIC partner.
- If necessary, positions may be announced to other institutions in the Rocky Mountain area.
- Youth Positions (16+ / High School age) will be advertised in local High School Career Centers.

2. Applications Received: All applicants funded through the IIC must complete an IIC application available in the IIC Offices in the Outdoor Engagement Center and IIC website: iicinternships.com.
   - Students must submit this application to the partner or the IIC with all other required documents as identified in the position announcement (resume, transcripts, etc.) Please refer to Appendix 2.

3. Paper Screening: Once the 3-day posting is completed, applicants may be reviewed and called for interviews.
   - Veterans Preference: If a qualified veteran applies for an IIC position and is equally qualified for the position both on paper and in an interview, preference must be given to that veteran. Please refer to Appendix 8 for a list of qualifications and tips regarding veteran’s preference.

4. Notify applicants for interviews: It is not necessary to contact applicants not chosen for interviews (due to the number of positions the IIC hires each spring)

5. Interviewing and applicant selection: Interviews are conducted and the most qualified candidate(s) are chosen and approved by the department supervisor IIC Internship Coordinator.
   - Selection Process and Procedures
     - Whenever there is an available, qualified, and able SUU student willing to fill the position the agency partner must offer the position to that student prior to considering non-SUU Students.
Qualified DSU students may be given hiring preference where logistics such as proximity and travel make sense.

- IIC agency partners typically conduct interviews and select an intern from the applicant pool; SUU will provide interview space if desired by the agency partner.
  - Agency partners notify the IIC of their selection and direct the selected individual to meet with the IIC Internship Coordinator to complete the hiring process.
  - SUU ratifies the hiring decision or, if preexisting conditions exist that may impact hiring eligibility at SUU, IIC staff will work with the agency partner to resolve those conditions. Resolution may include, but is not limited to, full hire, reduced available working hours, or non-hire status.

If a selected intern leaves their position within the first three months of hire, a replacement intern can be selected from the existing applicant pool without re-advertising the position.

6. **Complete paperwork:** When new hires are approved for both IIC intern and crew member positions they are provided an agreement and budget for the offered position. These documents are prepared by Agency partner through the IIC website. Copies will be electronically forwarded to agency partner and the IIC.
   - [http://www.suu.edu/iic](http://www.suu.edu/iic)
     - Forms & Tools
     - Partner Tools
     - Submit Intern Budget
     - Submit Intern Agreement

7. **Complete SUU Human Resources process:** A copy is electronically sent to the IIC once the agreement is signed by all required individuals. The IIC Coordinator will contact the intern regarding required HR paperwork they need to complete. Based on required HR paperwork, intern will visit HR or IIC Coordinator to complete paperwork. In order to obtain a hiring date, there are specific identification documents HR requires to prove work eligibility.
   - Interns/crew members may begin work on or after the hiring date but may be delayed in being entered into the payroll system should they not have the required documents for identification. (a list of documents that can be used for identification is located in the hiring forms section).

*Interns and crew members MAY NOT begin working until they have completed the process in HR and received a hiring date. Allowing a new hire to work prior to an established hiring date poses risk management issues and is not permitted pursuant to university policy.*
Re-hiring Process

Students may be re-hired into the same position if they have taken a break for more than 60 days but less than 6 months since the interns last day of paid work. A new agreement IS NOT required for re-hires that are returning to the exact same position as long as the intern has not been terminated from the university payroll system. However, the updated agreements and budgets must be submitted PRIOR to an intern returning to work. Terminated interns cannot return to their position until the position is reposted and a new agreement and budget have been completed.

1. Mentors will notify the IIC Internship Coordinator that they would like to bring an intern back
   - Interns that have taken a break from their internship for more than 60 days but less than 6 months OR have been terminated from their internship for more than 60 days but less than 6 months are eligible for re-hire.
2. Mentors will submit changes to be made on current IIC Internship Agreements by submitting “Adjust Intern Agreement” and a new budget sheet for the intern to the IIC Internship Coordinator.
3. IIC Internship Coordinator will check updated internship agreements and budget sheets for errors
4. IIC Internship Coordinator will submit the electronic update which is required for payroll purposes.
5. IIC Internship Coordinator will inform the mentor when electronic update is approved and student can begin working.

* Positions MUST be re-posted once they have been vacant by the intern for 6 months or longer and a new hiring process is required. Positions must be reposted if the intern was terminated. *
Hiring Forms

All individuals selected for hire must complete the following forms, providing the requisite documents, at the SUU Human Resources office:

1. SUU hourly hiring form.
2. Federal I-9, W-4 forms
   - I-9 form requires photo ID and proof of citizenship (one of the following are most commonly used to satisfy the requirements, original documents required – NO COPIES):
     - Current Passport
     - Driver License & Social Security card or birth certificate
     - Tribal Identification Card
   (Refer to form I-9 for all documents you may use to proof ID & citizenship for I-9 purposes)
3. Direct deposit:
   - Is completed online through SUU’s portal once intern has been entered into payroll system.

Students who have been employed at SUU within the last 12 months, and have no household or banking changes are exempt from submitting the above documentation. An Hourly Hire will need to be completed by IIC Coordinator in order to begin working. All interns must complete the electronic “IIC Intern Agreement” form. Once completed a copy will be forwarded to the IIC staff and agency partner.

Failing to complete any of these forms will result in a hiring delay until they are completed.

Internship Agreement

All IIC funded internships are accompanied by an internship agreement. All fields and signatures must be completed prior to beginning the internship. Agency mentors must identify the funding agreement number that supports the internship plus any agency-specific job or account codes. Additional agency-specific internship requirements or documentation may be appended to the agreement. See Appendix 3.

Process:

1. The agency notifies the IIC of their selection and begins the agreement. Make sure to use the most recent agreement format.
2. The agreement is completed by the agency partner in collaboration with the selected intern, both parties sign and date the agreement.
3. The agency completes the intern’s budget sheet. This must be included prior to work beginning.
4. Educational requirement
   - All interns are required to obtain academic credit for their internship. The IIC can waive this requirement only after an intern has completed the credit requirement by completing two previous internships. Credit can also be waived in special circumstances on a case-by-case basis.
b. Credit can be earned through the following (additional information can be found on page 20 in the academic requirements section):

- Internship
- Research
- Directed Project
- Practicum/Assignment
- Cooperative Education
- ORPT-2890
- CIC Crew

5. Agency will provide the IIC Internship Coordinator with the intern budget sheet
6. IIC will provide a copy of the fully executed internship agreement and budget sheet to the agency mentor.
7. After the HR office has approved the start date the intern may begin work.

How to submit an online Internship Agreement – for Mentors:

All IIC funded internships must have an Internship Agreement (contract) submitted to the IIC by the host agency. The IIC Intern Agreement is submitted via an online form. If your intern is unable to access the internet for personal or religious reasons please contact the IIC Internship Coordinator to discuss an alternative agreement method.

Each intern needs to have their own agreement AND budget.
DO NOT COMBINE INTERNS ON AGREEMENTS OR BUDGETS!

1. Go to: https://www.suu.edu/iic
2. Click on the IIC in the Menu
3. Select Partner Tools
4. Click on SUBMIT AN INTERN AGREEMENT
5. Enter the four-digit form code: 4421 (this is the numeric value of IIC1)
6. **Fill in all fields:** You will not be able to submit the form if any required fields are missing
   - List the Host Agency/Bureau in this format:
     
     **Agency – Location** for example: **USFS – Fishlake**

7. **Intern Information:**
   - Include the full first and last name of your intern. Please make sure that this is their legal name. If they go by a middle name you need to list their first name for the purpose of this agreement.
   - List the position title as shown on the position description
   - List the intern’s email address & phone number. Make sure that this email address is accurate as well as a good contact number for the intern. Your intern will receive their portion of their agreement based on this email address. If it is incorrect they will not receive their portion of the agreement and start dates may be delayed.

   **Intern Information**

   - **Intern Name**
     - Jane Doe
   - **Title of Internship Position**
     - Range Management Tech
   - **Intern Email**
     - janedoe@yahoo.com

   We will send the intern’s form to the provided address. Please make sure the address is accurate.

   - Internship Start Date
• Internship End Date: If the end date on this agreement exceeds the available funds, according to the submitted budget, the IIC will change the end date to coincide with the available funds.

• Work Schedule. Select the correct work schedule to correspond with your intern’s internship. Only one can be selected.

8. Driving Privilege: This section is mandatory for all agencies. The IIC requires a list of intern drivers for risk management purposes as SUU is self-insured.

9. Internship Costs: These values can be found on the IIC intern budget that should have been previously submitted.
   • Hourly pay rate

10. Internship Information:
   • Work assignments
   • Host agency orientation and training requirements
• Mentoring

• On-site host agency mentor contact information: This should be whomever will oversee interns’ day-to-day activities.

11. General Agreement Considerations: Read through these and make sure that you acknowledge your agreement to the listed terms and conditions.

• Additional documentation: If you have other documents that should be included with the agreement you can attach them here. If your intern has any up to date certifications feel free to upload the files here.

12. Submit!
A copy of this agreement will be sent to your intern and the IIC. Your intern will also receive an email to complete their portion of the agreement. Once all parts of the agreement have been received the IIC will be able to move forward.

If you decide to extend your interns internship past the original expected end date you will need to complete a “adjust intern agreement” and a new budget for the extended date.

The only time a new agreement is required is if your intern has already been terminated and is returning to their internship OR if their job duties or title have drastically changed.

**How to submit an online Internship Agreement – for Interns:**

Greetings Intern,

You should have received an email message from “JOTFORM” with a link for you to complete the intern portion of your IIC Internship agreement. Also attached to this email is the portion of your agreement completed by your mentor. Please follow the steps below to complete your IIC Agreement.

13. Click the link in your email OR go to: [https://form.jotform.us/71146427141146](https://form.jotform.us/71146427141146)

14. **Fill in all fields:** You will not be able to submit the form if any required fields are missing

   - **Name:** Make sure that you list your LEGAL first and last name. If you go by a nickname or middle name you must still list your legal name.
   - **Email:** This needs to be an email address that you are going to check regularly. The IIC uses email as a main form of communication with interns.
   - **Phone number:** If you use a cell phone regularly please list your cell number. We only use a phone number for necessary communication.
   - **Zip Code:** Your current zip code
   - **Date of birth**
   - **T-Number:** If you have ever attended or been employed by SUU you will have a T-Number. Please enter it. If you are a non-student and have never been employed by SUU in the past you will be assigned a T-Number by SUU Human Resources in the future.
   - **Agency:** This is where your internship will take place. You will list the agency first (National Park Service, BLM, Forest Service, etc.) followed by your agency location (Pipe Spring, YCC Crew, Cedar Breaks, Dixie National Forest, Fishlake National Forest, etc.) It should look as follows: EXAMPLE: National Park Service – Zion National Park
   - **Emergency Contact:** Please list the name and best phone number of a trusted individual who can be contacted if you have an emergency during your internship.

15. **Optional Responses:** The IIC uses these responses for reporting purposes only. You are not required to answer these questions.

   - **Veteran Status**
   - **Gender**
   - **Ethnicity**
16. Once all parts of the agreement have been received, the IIC will be able to move forward.

17. **Education:** You will not be able to submit the form if any required fields are missing

- **Present University/College/High school:** Please list the name of the most recent educational institution that you attended or are attending.
- **Year in School:** High school student please select “High School Student” even if you have just graduated.
- **Major**
- **Minor:** this is not a required field
- **Academic Credit:** The IIC is an education based internship program. Each internship is required to be tied to the earning of academic credit. If you have gained two prior internship credits for IIC Internships, please select “waived” and mark 0 in number of credits and move to step 5.
  
  i. **YCC CREW ONLY:** Please select YCC Crew and move to step 6.

18. **IF YOU SELECTED WAIVED:** Skip the Internship Credit Instructor section and move to the “Previous Internship Credits Section”.

- In order for the IIC to be able to waive the credit requirement you will need to show that you have completed two prior credits for IIC internships. Fill in all sections for Previous Internship Credits and Additional Course Information.

19. **Academic Instructor Information:** Fill in all sections for the academic instructor who will be providing you with the credit for your IIC Internship.

- **YCC CREW ONLY:** list your instructor as follows:
  i. **Name:** Danny Strand
  ii. **Phone Number:** 435-586-1982
  iii. **Email:** dannystrand@suu.edu

20. **Submit!**
Internship Budget

All IIC funded internships must have an Internship Budget submitted to the IIC by the Host Agency as part of the Internship Agreement with the corresponding funding agreement number identified on it.

The IIC Intern budget sheet is submitted via an online form.

How to complete an IIC online budget form:

Each intern needs to have their own agreement AND budget.
DO NOT COMBINE INTERNS ON AGREEMENTS OR BUDGETS!

21. Go to: https://www.suu.edu/iic
22. Click on Forms and Tools
23. Select Partner Tools
24. Click on SUBMIT AN INTERN BUDGET
25. Enter the four-digit password: 4421 (this is the numeric value of IIC1)

26. Fill in all fields. Make sure that you include the full legal name of the intern.
   - Include your intern’s full legal name (first and last). Make sure that it matches the name listed on the agreement.
   - Include an Agency Mentor contact email. The contact email should not be your interns email address.
   - All budgets will be required to include an agreement (grant) manager or account title. This is how we track the funding. If you do not know the agreement (grant) manager or account title, please contact the IIC contact at your agency office.
All National Park Service (NPS) agencies are REQUIRED to include a project code! **Intern budgets that are submitted without a project code from the National Park Service will not be allowed to begin their internship.**

27. Select the INTERN TYPE (summer, school year, or non-student).
   - If it is anticipated that a “Student” intern will be working for both the summer season, and at least part of the school year, you will be required to complete two submissions. One for the summer and one for the school year.
   - Non-students (students at other Universities, or recent graduates) only have one budget all year round.

28. Complete the budget portion of the budget sheet.
   - Make sure that if you plan on your intern traveling that you include a budget for any travel here! Travel reimbursements for interns that DO NOT have a travel budget WILL NOT be approved. You will be required to enter a total in the travel section, even if that total is 0.
• Once you have completed your budget please select UPDATE. The SUBMIT button will not appear until you have updated your sheet. The projected totals will be displayed on the right after you have clicked UPDATE.

<table>
<thead>
<tr>
<th>BEFORE PRESSING UPDATE</th>
<th>AFTER PRESSING UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for hourly pay: $0</td>
<td>Available for hourly pay: $4800</td>
</tr>
<tr>
<td>FICA + Medicare: $0</td>
<td>FICA + Medicare: $334.27</td>
</tr>
<tr>
<td>Worker Compensation: $0</td>
<td>Worker Compensation: $90.86</td>
</tr>
<tr>
<td>Unemployment: $0</td>
<td>Unemployment: $5.24</td>
</tr>
<tr>
<td>Gross Intern Pay: $0</td>
<td>Gross Intern Pay: $4369.52</td>
</tr>
<tr>
<td>Benefits rate: 0</td>
<td>Benefits rate: 0</td>
</tr>
<tr>
<td>Total Hourly Cost: $0</td>
<td>Total Hourly Cost: $14.83</td>
</tr>
</tbody>
</table>

- Utilize the days and weeks available to make sure that you have enough funding to last the desired time frame of the internship.

- If you would like to test a few numbers, you can enter different amounts in each slot and click UPDATE. The totals will update each time and be displayed on the left.

29. Once you are happy with your budget sheet please UPDATE and click SUBMIT. **Your budget sheet will be automatically sent to the IIC.** Please contact the IIC Internship Coordinator to ensure your budget sheet was received. You should have also received a copy of the budget sheet to the contact email address listed in your budget sheet.
30. Check your email for your copy of the budget sheet. It will come from NOREPLY@SUU.EDU and be titled **SUU Intern Funding**. Please keep this for your records. Do not include it with the agreement. The IIC should have received a copy of the budget. If the IIC did not receive a copy of the budget the IIC Internship Coordinator or Partnership Director will contact you.

Each Internship Budget should include:
- Hourly rate (wages must be competitive, appropriate, and higher than the federal minimum wage)
- Total internship cost
- Total internship hours
- Planned per diem expenses (if any)
- Planned travel expenses (if any)
- Planned hotel expenses (if any)
- Planned training and other costs (if any)
- Potential bonus amount (if any)
- FICA Social Security, Medicare & Workman’s Compensation, Unemployment Costs (Benefit costs)
- The overhead rate box is for IIC Mentor use ONLY it is not required when submitting your budget.

*If you complete your budget sheet for your intern and decide you wish to send them on a trip, training, workshop, etc. please contact the IIC Internship Coordinator with the amount you wish to add to the travel budget. The IIC will need this addition in writing, email will work, before your intern can travel.*
Raises:
Should funding and merit allow, interns may be given a pay raise during their internship. Raises can only be applied on the 1st or the 16th of the month. In order to apply a pay raise you must notify the IIC Internship Coordinator a minimum of 2 weeks prior to the date the pay raise should be applied (you may contact the coordinator up to a month prior). Before a pay raise can be applied, a new budget sheet must be submitted to the IIC Internship Coordinator reflecting the change.

Funding Agreement Changes:
If it is anticipated that an intern will change funding agreements during their internship, separate internship budgets, must be submitted.

- Multiple budgets are not needed for an intern operating under multiple project codes within the one agreement number.
- DO NOT SUBMIT MULTIPLE BUDGETS AT THE TIME OF HIRE unless it is for a student intern that will be interning during the summer and school year. If you want to change an intern's funding agreement, please do so a minimum of 2 weeks prior to the date you wish the change to be applied (you may submit the change up to four weeks prior). Changes can only be applied on the 1st and 16th of each month.

Intern Bonuses:
For information regarding intern bonuses please refer to page 24 “Intern Time and Pay”

Performance and Termination

Performance: Sub-standard performance by an intern may result in termination.

- In cases of sub-standard performance or behavior the Host Agency Mentor, in cooperation with the IIC staff, will develop a plan that outlines expectations for improvement. If an intern does not meet the expectations in the timeframe allowed they may be terminated.
- Any intern proven to have participated in illegal or negligent/deliberate unsafe behavior, or violates employment policies governing their employment with Southern Utah University (Drug-Free Workplace, Harassment, etc.) will be terminated.

* The IIC is recognized as the direct disciplinary/supervisory body of all interns. Please notify the IIC Internship Coordinator of any issues regarding interns, including but not limited to: Timesheet fraud, behavioral concerns, sexual harassment, concerns regarding rules and regulations etc. Remember, interns are employees of SUU.*

Termination: “Termination can refer to an intern status change, poor performance, or end of intern agreement; it is not necessarily a negative action.”

- SUU reserves the right to terminate intern participation in the internship program. SUU may remove an intern from a work assignment at any time if the IIC supervision staff determines, in consultation with the Director of Human Resources (and appropriate university administrators) that continued participation is not in the best interests of SUU and/or its students.
• Any intern (non-benefit eligible) who has worked 1500 hours in any 12-month period will automatically be terminated. **The IIC reserves the right to terminate interns who have reached 1300 hours in order to avoid possible overages that may occur during delays between time submissions and reporting.**

• Interns who have reached their end of internship date, as identified in the internship agreement, or whose budgets are exhausted, will be terminated unless an updated internship agreement and budget is in place to extend the internship.

• Any intern who has not been paid for 60 days or more will be terminated.
  
  o **Internship “breaks in service”:** Per state employment regulations Southern Utah University is required to terminate any individual that has not been paid for 60 days or more. Interns that decide to take a break in service lasting 60 days or more will be terminated and will need to go through a rehire process when they return.
    1. If you know an intern will be taking a break for 60 days or longer please notify the IIC Internship Coordinator at the start of your interns break in service. IIC staff will terminate the intern’s position. This assists the IIC with intern tracking.
    2. Once the intern is ready to resume their internship notify the IIC Internship Coordinator a minimum of 2 weeks PRIOR to your interns return. IIC staff will process them as a rehire at this time.
      o Agencies will need to confirm the intern’s position and budget. If anything has changed new paperwork will be required PRIOR to your intern returning.

*If this is not done interns will be unable to submit their timesheets and WILL NOT be paid until the next pay period. People need to be paid, so it is imperative that paperwork be submitted prior to an intern working.*

**Interns that will be taking a break in service for less than 60 days will NOT be terminated and may resume work immediately.**

### Orientation

All interns must attend an IIC Orientation prior to beginning work, this includes interns that have previously interned with the IIC. An orientation will be held in early May for summer internships. The IIC Internship Coordinator will send a letter to all selected interns advising them of the date and time of the orientation. Non-summer interns will receive orientation individually or in small groups as needed throughout the school year.

Orientation includes:

• An overview of the IIC program and review of policies and procedures
  
  o Timesheets
    • Discouragement of late time forms
  
  o Internship “breaks in service”

• Human Resources staff will provide interns information on the Human Resources process and collect all required hiring documents
Workshops will also be made available for interns as part of the educational component for each internship. Workshops will be required at each orientation. Topics that may be reviewed are:

- Interviewing techniques
- Resume writing for general job positions as well as federal job positions / USA Jobs navigation
- Professional development
- Networking
- Becoming a steward of the natural world
- Utilizing social media in the workplace

If you have an intern that is not able to attend the orientation during one of the available dates and times, please have them contact the IIC Internship Coordinator to make alternative arrangements. Please note: interns that are unable to attend may miss opportunities for needed trainings and certifications. The mentor or host agency may have to provide these trainings/certifications to the intern at a later date.

**Training and Certification**

In an effort to provide agencies with interns who are prepared as much as possible, trainings and certifications will be made available to interns during the week of and the week after internship orientation. Each May, the IIC offers a basic skills training. The host agency should make an effort to send their interns to the training.

**Training topics include, but are not limited to:**

- Trails (construction and maintenance)
- Vegetation monitoring
- Fence construction
- S212 Chainsaw
- Leave No Trace
- CPR & First Aid
- Sexual Harassment
- ATV
- Defensive Driving: state and federal

Agency and position-specific training and orientation are the responsibility of the host agency. Training costs of the intern may be charged against the internship funding and must be included in the internship budget submitted with the internship agreement.

**Academic Requirement**

Under direction of the IIC Steering Committee, all internships funded through the IIC must be directly tied to academic achievement.

In order for interns to receive academic credit they need to provide the Internship Coordinator the following items PRIOR to starting their internship:

1. Proof of enrollment in a credit bearing course directly tied to the internship or,
2. Notification from a professor that the internship will fulfill a class requirement.

**Types of SUU credit readily available to the intern include:**

- Internship (Dept-4890, 5890, 6890)
- Cooperative Education (Dept-2840, 4840, 6840)
• Research (Dept-4850)
• IIC Directed Project (ORPT-2890)
• Practicum or Class Project (Dept.-variable)
• CIC Crew Learning Components

Academics for Non-SUU students:
• Non-SUU students should seek credit through their college or university. Non-SUU students may obtain “non-degree seeking” credit through SUU.
• Non-SUU students who enroll for 6 or more credits through SUU in relation to the internship are converted to “student” status.
• Internship funding may or may not cover credit registration expenses as to be determined by the host agency.

Evaluations

Four IIC evaluations are to be completed for each internship including 2 mid-internship and 2 end-of-internship evaluations. The intern and the mentor each complete a mid-internship and end-of-internship evaluation. The evaluations provide an opportunity to assess how the internship is progressing in fulfillment of the internship agreement and can be used to strengthen the internship experience if needed to ensure its success. Evaluations are conducted via electronic survey. Links to the survey will be provided to the mentor and the intern by the IIC.

Host agency may concurrently conduct their own internal evaluations
Worksite

Worksites may vary based on the duties of the internship. In collaboration with the IIC, the agency mentor determines the worksite.

Worksites include, but are not limited to:

- **Office**: These are positions that operate mainly out of the host agency field office. Some responsibilities may take place in the field but the majority of intern responsibilities will be in a typical office setting.

- **Field**: Field positions operate almost exclusively in the outdoors with very few or no office responsibilities.

- **Campus**: These are positions that operate mainly from the Southern Utah University Campus.

Internship Hours

Interns may not be employed by SUU for more than 1500 hours in a 12-month period. The 1500-hour maximum includes all hourly campus positions held, not just the IIC internship. Due to delays in time submissions and reporting SUU and the IIC reserve the right to terminate interns who have reached 1300 hours in an effort to avoid overages. Individuals selected for the internship who have been employed by SUU during the calendar year in which they are hired for the internship must provide their current total hour tally to the agency mentor and the IIC Internship Coordinator prior to signing the internship agreement. There are three work schedule types:

- **Summer Season** (First full week of May – Third week of August): 40 hrs/week
- **School Year** (Spring and fall semester - Fourth week of August - First Friday of May): SUU- Students 20 hrs/ week Non-SUU Students 29 hrs/week
- **Combined**: Summer 40 hrs/week, School Year Max of 20 hrs/week

*SUU student employees will be allowed to work up to 20 hours a week during fall and spring semesters. Student employees that have worked an average of 20 or fewer hours per week during fall and spring semester should*
be eligible to work 40-hour weeks during the summer for the IIC. Non-SUU students are able to work 29 hours during Fall and Spring. If interns that have worked 29 hours a week during Fall or Spring, they will be unable to work 40 hours during summer in order to avoid going over 1500 hours.

In limited situations, such as holidays and breaks from school, total internship hours and workweek hour limitations may be adjusted. However, interns that are showing over 900 - 1000 hours will not be allowed to complete additional holiday hours. This ensures interns are able to remain active for the longest time possible. Agencies must provide a compelling justification for the adjustment. The internship cannot exceed 1500 hours unless funding and agreements are in place to hire the intern as a full time benefits-eligible university employee. SUU Human Resources will make final determination of allowing the adjustment or not.

**Overtime**

Overtime is time-and-one-half (1 hour worked = 1.5 hours in pay). Overtime represents time actually worked by an hourly employee in excess of forty (40) hours during any full workweek (Saturday-Friday) during summer, winter, and spring breaks. Each hour of overtime counts hour for hour towards the intern’s 1500 hour SUU employment limit (e.g. an employee works 1 hour of overtime in a pay period. This will count as 1 hour of work, but is paid at a 1.5 hour rate). If funding is available, overtime may be worked when necessary as deemed by the intern’s supervisor/mentor and the IIC.

Work in excess of eight (8) hours in any workday is not considered overtime. Overtime occurs when more than forty (40) hours are actually worked in any one workweek. Daily hours may be varied within a workweek to accomplish necessary workloads and to limit or eliminate the necessity for overtime, but supervisors shall also exercise care that extended daily work schedules do not result in fatigue-related safety risks.

Overtime shall be reported in increments of one-quarter hour. All paid overtime will be charged against the internship budget. Excessive overtime will result in a reduction in length of the internship as the funding will be fully utilized prior to the planned end-of-internship date, unless additional funding is added.

**Workweek**

The SUU workweek is defined as the period between Saturday morning at 12:00 a.m., through the following Friday evening at 11:59pm.

- 40 hours / week may be worked during the summer as well as during breaks from school such as: winter and spring breaks.
- Maximum of 28 hours may be worked during the weeks of SUU’s fall and Thanksgiving breaks.
  - Maximum hours/week may be worked during non-break weeks of fall and spring semesters.
    - 20 hours/week for SUU Students
    - 29 hours/weeks for All Non SUU Students

Revised 1/15/2020
Holidays

The following days are SUU recognized holidays that the IIC Interns qualify for as non-paid time off: **Interns whose position requires their services on prescribed holidays shall be given opportunity to take another non-paid day off within the same workweek.**

- New Year's Day (January 1)
- Martin Luther King Holiday (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day following Thanksgiving
- Christmas Day (December 25)

*When a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on Sunday, the following Monday will be the day off.*

**Additional Holiday Hours:**
Most interns are eligible to complete additional hours during weeks where a holiday falls. However, if an intern is showing 900 – 1000 hours additional holiday hours will either be restricted or unavailable. This is done in an effort to ensure that interns are able to remain active for as long as possible. There will be no exceptions to this rule.
Interns are required to submit their online timesheet via their SUU Portal. Timesheet orientation will be provided to the intern at the beginning of the internship during the IIC Intern Orientation. SUU Human Resources will also orient the intern regarding timesheet submittal.

Interns and agency mentors need to be aware that weekly time is tracked starting from midnight on Saturday until 11:59 PM the following Friday. Discrepancies in intern time will be brought to the agency mentors attention.

**Late time:**
Interns who do not submit their hours by the required deadline will be required to complete an online late time form (Appendix 4). Once the late time form is submitted, it will go to SUU timesheet supervisor to approve as well as the SUU Payroll office for tracking purposes. Pay for late time is deferred to the following pay period when payroll is run again. This represents a period of two weeks without receiving pay due to tardiness. Interns who habitually submit late time forms and do not correct their timesheet tardiness may be terminated. Late time sheets result in additional workloads and procedures for the payroll department.

**There are two (2) Pay Periods each month:**
- Pay period 1: 1st day of the month through the 15th
  Timesheet must be submitted by 11:59pm on the 15th
- Pay period 2: 16th day of month to last day of month
  Timesheet must be submitted by 11:59pm on the last day of the month.

**Pay dates:**
Pay dates are 10 calendar days after the end of each pay period (e.g. the 25th for time submitted the 1st-15th; the 10th for time submitted the 16th-last day of the month). If the pay date falls on a Saturday, the paycheck will be deposited on the Friday prior. If the pay date falls on a Sunday, the paycheck is deposited on the following Monday. Interns not utilizing direct deposit will receive their paycheck via U.S. Mail approximately 5 days after the pay date. Interns are strongly encouraged to set up direct deposit.

**Bonuses:**
Host agencies may opt to provide interns work-related bonuses. Maximum possible bonuses should be included in the intern budget (lesser amounts may actually be awarded based on host determination of merit at the end of the internship). Bonuses may be either a purchased item (excluding gift cards) or an additional amount added to an intern’s pay check. Bonuses added to pay checks are subject to taxes. Host agencies must submit all bonus ordering requests to the IIC Partnership Director a minimum of 2 weeks prior to the end of the internship to allow adequate time for item order and arrival. (Submission should include the intern’s name and amount of the bonus). Please be aware that each agency may have a specific limit for the type and amount of bonuses allowed. Agency mentors: Be aware of your agency policy before granting a bonus.
Hour Tracking & Reports

The host agency, intern, and IIC are all responsible to track intern hours worked. The agency mentor is responsible to track hours that are submitted to the IIC by the intern via the IIC intern hourly reporting form (Appendix 9). Upon submission, intern submitted hours are tracked by the IIC where the internship budget is updated. The hours reported to the IIC by the intern should match the hours the host agency has tracked for the intern. The IIC Internship Coordinator will send out a bi-monthly report reflecting the hours each intern has submitted for the total pay period. The intern hours report will list all interns by name and will not be split according to agency. Mentors are responsible for sorting through the list and locating their interns in the list. The agency mentor must notify IIC staff of any discrepancies between the tracked hours and the report. Mentors/interns are encouraged to utilize the “Intern Time Card” table on the IIC internship budget spreadsheet to track the intern’s hours and budget.

The IIC generates a monthly “Intern Budget Updates” on or about the 20th each month. This report reflects the current remaining budget for each intern.

Mentors may ask interns or the IIC to provide verification of hours submitted to the IIC. To do so, the intern should use the “print screen” function to take a screen-shot of the submitted timesheet, then paste into a document or email and send to the mentor. Mentors may also contact the IIC for a verification of hours submitted to the IIC.

Reimbursement (Purchases/Travel/Per Diem)

Work related purchases made personally by an intern, such as hotel expenses, required work specific gear, and other related purchases, allowable by the funding source, are reimbursable. Per diem, as identified in the funding source, is also available to the intern. Personal vehicle mileage reimbursement is also available as allowed in the funding source. The host agency is responsible for planning these costs in the internship budget. Unless the funding source for the internship stipulates the payment of federal rates, SUU per diem and mileage rates will apply (rates can be found in the Appendix).

To receive reimbursement, interns must complete all applicable fields of the IIC Reimbursement Form (Appendix 6), provide corresponding receipts of purchases, and ensure the form is signed by both intern and mentor. Completed forms and receipts are to be submitted to the IIC for processing and payment. Electronic copies sent from the agency mentor on behalf of the intern are sufficient. Any request for reimbursement submitted by the intern without the agency mentor’s approval will not be processed.

*The IIC can purchase hotel stays, required work specific gear, bonuses etc., IF such purchases are budgeted for.*
SUU Fleet Operations

In some cases, the SUU motor pool is utilized to provide vehicles for limited work related travel for the intern. Motor pool related costs (daily rental and vehicle mileage rates) must be budgeted for in the internship budget. Interns are required to complete the online State of Utah Driver Training with a passing score before operating motor pool vehicles. [https://www.suu.edu/ad/fleet/drivertraining.html](https://www.suu.edu/ad/fleet/drivertraining.html)

Work Place Accidents

Medical:
Any incident requiring professional medical attention must be reported to SUU Human Resources and IIC staff immediately. Completed SUU Accident Report form and Worker’s Compensation forms are to be sent to SUU Human Resources and the IIC (Appendix 7).

- Non-life threatening injuries should be treated at the nearest Work-Med/Insta-Care facility.
- All life threatening injuries/conditions should be treated at the nearest available emergency medical facility without delay.
- For any emergency room visits the IIC and/or the SUU Human Resource Office needs to be notified immediately.

Vehicle Accidents:
Please fill out any agency relevant forms and contact the IIC immediately for additional forms that may be required.
Nepotism Policy

SUU outlines employment of relatives through a nepotism policy 5.18. This policy contains standard language prohibiting the hiring of relatives (father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law) where the relative is paid from public funds and directly supervised by a relative, with a few exceptions. Due to the complexity of the IIC’s program hiring interns as SUU employees, then having the intern work for a federal agency partner, the direct supervision line falls within a grey area as the agency mentor/supervisor is not an SUU employee. However, in order to follow SUU policy as closely as possible, there shall be a level of separation between IIC interns and any relatives within the host agency in regards to supervision. Any conflicts regarding schedule, pay, hiring, supervision or evaluation need to occur through a proxy supervisor at the host agency.
Appendix

Appendix 1: Posting Template

Title of Internship

Open Until

Starting Wage GS-Equivalent

Hours

Schedule

Estimated START Date

Estimated END Date

Agency

Location

Special Instructions
Appendix 2: IIC Intern Application

The IIC cannot employ any individual under the age of 16.
Additionally, the IIC cannot employ inviduals who have been graduated from college for 2 years or more.

Are you 16 years old or older? *
- Yes
- No

Are you currently attending college or high school or have you been graduated from college for less than 2 years? *
- Yes
- No

Position Information
As shown in the position announcement

Title of internship you are applying for *

Youth Crew Member *
- Yes
- No

Internship Location *

Internship Agency *

Name of Agency Contact *

Agency Contact Email *
Appendix 3: IIC Mentor Agreement

Intern Information

Intern Name *
First Name:  
Last Name:  

Title of Internship Position *

Intern Email *
We will send the Intern's form to the provided address. Please make sure the address is accurate.

Intern Cell Phone *

Internship Start Date *
Month:  Day:  Year:  

Please be aware, the IIC will be changing end dates to correspond with available funding once IIC Staff reviews the budget. We will not terminate interns before contacting the mentors first.

Proposed Internship End Date *
Month:  Day:  Year:  

Work Schedule *
- Summer (May - Mid-Aug) Max of 40 hrs/week
- School Year (Mid-Aug - April) Max 20 hrs/week
- Combined: Summer 40 hrs/week, School 20 hrs/week
- Non-Student: 29 hrs/week

Host Agency/Bureau *
Example: USFS - Fairbanks

Host Agency Location *
This field is required.
Appendix 4: IIC Intern Agreement

IIC Intern Agreement

All fields marked with * are required and must be completed.

Intern Name *

First Name：

Last Name：

Intern E-mail *

Intern Phone Number *

Intern Zip Code

E.g. 94720

Intern Date of Birth *

Day

Month

Year

T-Number

Intern Veteran Status

☐ Active

☐ Non-Active

☐ Non-Veteran

SUU Employment Status: *

☐ I have been / currently am employed by Southern Utah University

☐ I have been employed by Southern Utah University, but it has been longer than 12 months

☐ I have never been employed by Southern Utah University

Agency & Mentor Information

Agency *

☐ National Park Service

☐ United States Forest Service

☐ Bureau of Land Management

☐ Other

Agency Mentor Name *

First Name：

Last Name：

Agency Mentor Email *

examme@example.com
Appendix 5: Intern Online Late Time Form

Hourly Late Time Form

Pay period*


Position*


Comment


Instructions

Select the pay period and job you are reporting time for, then fill in the date and hours worked for every day you worked during the period. Use the ‘+’ button to add a day and the ‘-’ button to remove a day. Click ‘Submit’ when you are finished. Your form will be sent to your supervisor for approval.

Dates worked

Date* mm/dd/yyyy Hours* +

Total Hours: 0

Submit Cancel

© Southern Utah University 2019 Need Help?
Appendix 6: Reimbursement Form

IIC Intern Travel and Reimbursement Submission Request

Only one trip per form

**Expense Summary**

You will be required to upload receipts for claimed expenses.

**Transportation** *

- Drove personal vehicle
- Drove a Federal / State Vehicle

**Meals / Per Diem**

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Allowed amounts are: Breakfast $9, Lunch $12, Dinner $20, Full Day $41

**Total Meals Expense** *

0
Appendix 7: Accident Report Form

First Report of Injury, Illness Exposure, or Near-Miss

Employee Information

Generally, the Employee First Report of Injury, Illness Exposure or Near-Miss form should be filled out by the Injured Employee if they are able. In the rare event that the Injured Employee is unable to complete the form, a third party may fill out the form on behalf of the Injured Employee.

Please select the best option below that describes you as the individual filling out this form:

☐ The Injured Employee
☐ Supervisor of the Injured Employee
☐ Co-worker of the Injured Employee
☐ Witness

Employee Name

First Name   Middle   Last Name

Employee T-Number

Phone Number

Area Code   Phone Number

Employee Email

eexample@example.com

Employee Address

Street Address:

City         State / Province

Postal / Zip Code

This is a work-related
Appendix 8: Workers Compensations Form

Form 122
For your protection Utah Law requires notice that worker’s compensation fraud is a crime. Please see next page for the full fraud statement.

WORKER’S COMPENSATION EMPLOYER’S FIRST REPORT OF INJURY OR ILLNESS
STATE OF UTAH-THE LABOR COMMISSION - DIVISION OF INDUSTRIAL ACCIDENTS
160 E 300 S, P.O. BOX 146610
SALT LAKE CITY, UTAH 84114-8610

EMPLOYER (Name & Address incl. ZIP)

CARRIER NAME, ADDRESS & PHONE #
Worker Compensation Fund
P.O. Box 57929
Salt Lake City, UT 84157-0929
Telephone: (801) 288-8010 Toll Free #: 1-800-446-2667

CARRIER FEIN

NAME (LAST, FIRST, MIDDLE)

DATE OF BIRTH
SOCIAL SECURITY NUMBER
DATE HIRED
STATE OF HIRE

ADDRESS (INCL. ZIP)

SEX
MARRITAL STATUS
OCCUPATION JOB TITLE

PHONE

# OF DAYS WORKED/WEEK
FULL TIME FOR DAY OF INJURY?

TIME OF OCCURRENCE
# OF FATALITIES

DATE OF INJURY/I LNITY

TIME OF OCCURRENCE

CONTACT NAME/PHONE NUMBER

TYPE OF INJURY/ILLNESS

PART OF BODY AFFECTED CODE

DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER’S PREMISES?

TYPE OF INJURY/ILLNESS CODE

PART OF BODY AFFECTED CODE

DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED

ALL EQUIPMENT, MATERIALS OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS OCCURRED

SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED

HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED, DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL

DATE RETURNED TO WORK

DATE OF DEATH

DATE EMPLOYER NOTIFIED
DATE DISABILITY BEGAN

PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)

HOSPITAL (NAME & ADDRESS)

INITIAL TREATMENT

PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)

HOSPITAL (NAME & ADDRESS)

INITIAL TREATMENT

DATE ADMINISTRATOR NOTIFIED
DATE PREPARED
PREPARED’S NAME & TITLE

OTHER

DATE ADMINISTRATOR NOTIFIED
DATE PREPARED
PREPARED’S NAME & TITLE

FORM 1A-1 12/97
WC 7551a (12-97)
UNIFORM INFORMATION SERVICES, INC.
SEE NEXT PAGE FOR IMPORTANT INFORMATION © IAADC 1997
White: Labor Commission
Yellow: W.C. Insurance Carrier
Pink: Employee
Goldenrod: Employer’s File

Revised 1/15/2020
FRAUD - "Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services in guilty of a crime and may be subject to fines and confinement in state prison.

INSTRUCTIONS TO EMPLOYER

The Employer’s First Report of Injury or Illness must be submitted to the Labor Commissioner, Division of Industrial Accidents, per Sections 5344-2-407 and 5344-5-108, Utah Code Annotated (M.C.A.), 1997. Each employer shall file the report within seven days after the occurrence of a fatality, injury, or occupational disease, or after the employer’s first knowledge of the occurrence, or the employee’s notification of the same, which results in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. Each employer shall file a subsequent report with the commission of any previously reported injury or occupational disease that later resulted in death. Also, for your information, Section 5344-8-310 (3) (vi) states that each employer shall, within 12 hours of occurrence, notify the Division of Occupational Safety and Health, at (801) 520-6991 or (800) 530-6996, of any, work related fatality, disabling, serious, or significant injury, or occupational disease incident. A serious injury includes: amputation, fracture of major bones (both simple and compound), and hospitalization for medical treatment.

* All information requested on this form is of vital importance. Please answer all items in detail in order to avoid additional correspondence or the return of this report for completion.

* Please provide WAGE information. This information is needed by the insurance company for paying the correct amount of a claim.

* The injury report on file with the Labor Commissioner, Division of Industrial Accidents, is private information and is only released to parties to the claim.

* Please make sure the EMPLOYER NAME is correct, as well as your UIC (Unemployment Insurance Number). The employers name should be the same as reported to THE Department of Workforce Services and as it appears on your WORKERS’ COMPENSATION insurance policy.

* The Labor Commissioner is to receive the original of this report. Worker’s Compensation Insurance Carrier gets the second copy, the employee gets the third copy, and the employer gets the fourth and should retain a copy of this report.

* Failure to file this report with the Labor Commission or failure to provide the employee with a copy of the report, is a Class C misdemeanor and can also result in a fine and in civil penalty for each violation as per §5344-4-577(7), §5344-4-109(7), §544-4-302, and §5344-6-307, U.C.A.

* If you dispute the validity of this claim you need to contact your insurance carrier.

* Reminder: Inform your injured employee of his/her rights and obligations (as outlined on the back of the employee’s copy of Utah’s Workers’ Compensation Act).

For additional information please contact:

State of Utah - Labor Commissioner
Division of Industrial Accidents
150 East 300 South, 3rd Floor
P.O. Box 114090
Salt Lake City, Utah 84114-0910
(801) 530-4860 (Ext) 530-4890

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EMPLOYEE INFORMATION

- INJURIES/FISSION REPORT: A report of your injury/occupational illness must be made with your employer. If a report of injury is not filed with your employer the Labor Commissioner within 30 days of the date of the injury/incident you may lose the right to file a claim for workers’ compensation benefits for that injury or illness.

- EMPLOYEE’S PHYSICIAN: If your employer has a company physician or designated clinic for industrial accidents, you MUST see the company physician first or you may not be eligible for workers compensation benefits. After you have been seen by your employer’s physician you have the right to choose any treating physician.

- MEDICAL COVERAGE: You must cooperate with your employer or the insurance carrier in following prescribed medical treatment in order to return to work as quickly as possible.

- TRAVEL REIMBURSEMENT: You may be eligible for travel reimbursement to and from approved medical care. You will need to keep records. Contact your insurance carrier regarding travel expenses.

- ASSESSMENT ASSISTANCE: You are entitled to receive reemployment assistance if you are unable to return to work due to an industrial injury. Contact your insurance carrier or the Labor Commission for further information.

- MEDICAL EXPENSES: You are entitled to all reasonable medical expenses paid that were a result of the injury or illness.

- COMPENSATION BENEFITS: You are entitled to 90% of your wages up to 100% of the state average weekly wages (the date of your injury) after 30 days from the date of your injury. The physician states you are unable to work. If you were off over 14 days due to your injury compensation is then payable from the first day. You are then entitled to workers compensation benefits until you reach maximum medical improvement from the industrial injury.

If you have sustained a permanent impairment due to the industrial injury or illness you are entitled to benefits based on the impairment rating as determined by a physician.

If you are permanently totally disabled from working due to the industrial injury you may need to apply at the Labor Commission for a hearing to determine if benefits are due.

- ADDITIONAL ASSISTANCE: If you are unable to work due to an industrial injury and meet the program’s requirements, you may be eligible for other assistance. Agencies you may wish to contact:
- Human Services for food stamps, cash assistance, or medical assistance.
- Social Security for total disability benefits.

- UNEMPLOYMENT BENEFITS: If you are able to work but have been terminated from your job you need to apply at the nearest Job Service Office within 20 days of the termination or work’s compensation payment.

Contact your insurance carrier if problems occur during your injury regarding payment of medical bills or compensation payments. If you need to know who your employer’s insurance carrier is, either ask your employer or contact the Labor Commission.

For further information or assistance contact:

Labor Commissioner of Utah
Division of Industrial Accidents
150 East 300 South, 3rd Floor
P.O. Box 114090
Salt Lake City, Utah 84114-0910
(801) 530-4860

THIS IS AN IMPORTANT DOCUMENT TO MAINTAIN FOR YOUR RECORDS

Revised 1/15/2020
Appendix 8: General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- An honorable or general discharge is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.
- Guard and Reserve active duty for training purposes does not qualify for preference.
- When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form SF-15, Application for 10-Point Veteran Preference. Forms will be made available at SUU’s HR Department.

Appendix 9: IIC Intern Hourly Reporting Form

![Intergovernmental Internship Cooperative Intern Hourly Reporting Form](image)