

## Physical Activity Research Center (PARC) Internship Policy

1. **Serve participants.** Please consider each participant as our king or queen. We serve them for research, and there is no human research without research participants and their volunteered time and effort. Participants are most important in any human research.
2. **Kindness.** Big smiles and kindness are key elements for the success of any human research whenever we meet and talk with research participants. Although our work, e.g., blood pressure assessment, is often repetitive, we should talk and act with each participant considering them as our first participant with smiles and kindness. Please never repeat things, e.g., how to do a specific assessment, like a robot. For each participant, it is their first time.
3. **Be professional.** Each of you should have a clear understanding of what you are doing, e.g., specific assessment, participant scheduling, etc., so participants can trust you as research staff, not just as interns. Listen well and respond nicely and carefully.
  - a. If you get a difficult question, let senior research staff know, then we will discuss it in the research team meeting to find the best answer. When a participant has a question, comment, or concern, they expect and deserve a follow-up, so please relay all communication to senior staff.
4. **Be considerate** of participants and your peers. This means:
  - a. Be on time and ready to engage with participants when you arrive
  - b. Communicate often and clearly with appropriate staff (e.g., PhD students)
  - c. Engaging fully with your surroundings while you're here (no cell phone use, no homework)
5. **Show respect.**
  - a. Be respectful in language. Be conscientious of your surroundings, and try not to discuss your personal or school events or partying around participants.
  - b. Be respectful in attire. Workout attire is okay in the lab, but please make sure that you wear short or long sleeves (i.e., no tank tops) and that your clothing does not contain inappropriate slogans/sayings. Wear close-toed shoes at all times also for your safety.
6. Use this as an **opportunity to develop professionally**
  - a. We expect that you treat this internship opportunity like a job, meaning that you are on time, are fully engaged when you are working a shift, and are growing confident in your work and gaining a variety of skills.
  - b. We will make every possible accommodation so that you can get as much out of this opportunity as you desire. Please let us know if you would like to gain experience in a certain area!
7. All interns working on a project at PARC must have CPR and AED certifications and provide proof of certifications to your supervisor before you start to work on a project.

### Late or Missing Shifts

- It is unacceptable to be late for a shift or to not attend a shift without prior notice. Late/missing shifts will not be tolerated. We rely on you to be there to make sure that our participants have a safe and enjoyable research experience and that they get the individual care and attention that they expect and deserve. A poor research experience means that participants will be less likely to return for future studies and will not refer their friends and families to future projects.
- If you know you have to be absent for an upcoming shift, it is YOUR responsibility to find someone in the lab to cover for you. We recommend offering to trade shifts with someone else and giving yourself ample time to find a replacement. Be nice to other interns in the lab.
- You will be **dismissed from the internship after** 1) a missing shift without prior notice at least 6 hours ahead of time, 2) being late more than 15 minutes twice, or 3) failure to conduct yourself professionally. Dismissal will be considered on a case-by-case basis.

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Intern's Printed Name (as Signature)

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Date