



## **Approval Procedure for High School Students to Intern (Unpaid) in RBHS Research Laboratories**

**Purpose:** This procedure helps to ensure that the underage worker receives the appropriate instruction and supervision, has parental consent, and will not be allowed to take part in any operations that are a violation of the myriad of New Jersey child labor regulations.

**Applicability:** The following requirements apply to high school students who are at least sixteen years of age and has an internship in a RBHS research laboratory that uses, stores or handles biological, chemical, radiological materials or ionizing radiation producing devices. High school students are only permitted to work in laboratories if they are participating in an education program under the supervision of the student's school and RBHS sponsors.

***Department Chair:*** The [Proposal Form](#) is reviewed and signed by the Department Chair before submission to the Office of Research.

***Faculty Sponsorship:*** High school interns MUST be supervised at ALL times. If the supervisor is off campus, the intern is not allowed in the lab unless an alternate supervisor is assigned in his/her absence. Supervisors and their alternate must be compliant with all the required training and cleared of background checks.

***Parents:*** The student's parent or guardian must complete the [Parent Consent Statement and Insurance Documentation form](#).

***High School:*** Must officially sponsor the participating student's program by completing the [High School Student Sponsorship Form](#).

Both, the Parent Consent Statement and Insurance Documentation form and the High School Student Sponsorship Form should be sent to the sponsoring faculty member.

***High School and Parental Approval:*** The sponsoring faculty member shall obtain from the prospective intern a completed [RBHS High School Student Sponsorship Form](#) which indicates that the student has reached the ninth grade or higher grade level and meets the High School's criteria for participation in an education program in science. The sponsoring faculty member shall also obtain a copy of the completed [Parental Consent Statement and Insurance Documentation form](#).

***High School Student Proposal:*** The sponsoring faculty is responsible for completion of the Proposal Form and submits to the Department Chair. Once the Department Chair has reviewed and signed the proposal form, the sponsoring faculty member sends the completed [Proposal, Parent Consent and Insurance Documentation, High School Student Sponsorship, and working papers](#) to the Office of Research. The Office of Research will review the completed documents.

After review, the documents will be submitted to REHS for review and approval of duties and involvement of chemicals. After approval of REHS, the Office of Research will inform the faculty mentor of the required training for the high school intern.

**Changes in Activities, Hazardous Material Usage or Scope of Work:** The [Proposal for High School Student to Conduct Research or Work in a RBHS Laboratory](#) form must be resubmitted to the Office of Research if there are to be any substantial changes in the activities or scope of work.

**Participation in Program:** No high school student shall begin to work in a RBHS laboratory until all of the required paperwork listed above has been submitted to the Office of Research for review and approval. Students under the age of sixteen are not permitted to work in a RBHS laboratory.

**Work Hours:** No student shall work more than 20 hours per week during the academic year.

**Send completed applications to:**

Rutgers, New Jersey Medical School  
Giovanna Comer  
Office of Research  
185 South Orange Avenue  
Medical Science Building, C-690  
Newark, NJ 07103  
Phone: (973) 972-7090 ▪ Fax: (973) 972-3585  
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