

Human Subjects Review Application (Internship) - Undergraduate

This application asks the intern to consider the ethical considerations associated with the intended internship experience.

DO NOT leave a question blank; write "N/A" if a question does not apply to your internship. Unsigned or incomplete applications will be returned for resubmission.

Section I.

Student Intern Name:	
E-mail:	Phone:
SIT Study Abroad Program:	
Academic Director:	
Undergraduate Student (SIT Stud Abroad)	
Internship Advisor:	
Name of Internship Organization:	
Internship Location:	
Proposed Internship dates: from	to

Section II.

Briefly describe the proposed internship's scope of responsibilities, including the internship organization's area of work:

Section III.

A. Human subject's engagement

1. Please indicate whether you will interact (speak with or observe) your internship host organization's outside clients/students/constituents: Yes No

If yes, please complete all questions in **Section III**.

If no, please proceed to **Section III, Question 2**.

- a. Describe the organization's outside clients/students/constituencies with whom you will interact.

2. Please indicate the number of participants by age and gender:

- | | | | |
|----|---|------|-------|
| a. | Children (under 18 years of age), female | male | other |
| b. | Adults (18 years of age and over), female | male | other |

3. Are any of the clients that you describe above considered vulnerable? (Vulnerable groups include any persons that are under 18 years of age, occupy a relatively powerless position in society for example, prisoners, patients, etc., or those unable to provide informed consent).

Yes No

If yes, please explain the nature of the vulnerability.

4. If internship's scope of responsibilities includes participation in a project/survey/interviews/classroom time, etc. with clients/students/constituents of the internship host organization:

a. In what ways do the host organization's clients/students/constituents participate in the internship organization's scope of work?

b. Describe the expected nature of your interaction with participants (e.g., one-on-one, in a classroom setting, etc.) and where the interactions will take place.

c. Are clients/students/constituents compensated by the organization in some form? If yes, please describe the form of compensation. Yes No

d. How will you protect the interests (privacy, intrusiveness, confidentiality) of the vulnerable groups that you describe above?

e. How will you inform the clients/students/constituents that you describe above about your goals/intentions/aims at the internship?

- f. How will you protect clients/students/constituents from feeling pressured to participate in your internship activities (e.g., when shadowing internship staff, etc.)? For instance, might a formal relationship between internship organization and participants (teacher/student, aid worker/client) influence a participant's ability to decline participation, such as while an intern is shadowing a staff member?
- g. How might participation in the internship activities/responsibilities benefit clients/students/constituents (there may be no direct benefit)?
- h. Do clients/students/constituents risk any stress or harm by participating in activities associated with your internship responsibilities? Yes No
- If yes, describe the risk or harm and the safeguards employed to minimize the risks.
- j. What protocol of consent is practiced and will be used when clients/students/constituents participate in a project, survey, or other internship activities you engage in?
Written
Electronic
Oral

Section IV.

During the internship and seminar, and in the culminating paper and presentation, how will the following ethical questions be addressed?

- A. Privacy: How will you strive to ensure the protection of internship colleague/supervisor and internship host organization client/student/constituent rights as persons to control access to themselves (intellectual, physical, and behavioral). In short, how will you strive to ensure you honor their right to protect their own privacy and limit your access to their personal information?

B. Any information you collect during the internship must protect the identity of the internship colleague/supervisor and internship host organization client/student/constituent:

1. Anonymity or Confidentiality: To protect the identities of individuals relevant to the internship experience, those individuals are anonymous (i.e., no unique identifiers of the individuals are collected and are not knowable) or their identities are kept confidential (i.e., unique identifiers are collected or easily known but their identities are anonymized). If anonymity is not required or is not possible, please explain the protocol used for obtaining permission to collect and share names, titles, and/or other unique identifiers of persons in the culminating paper and presentation.

2. Confidentiality (protecting data about persons): How is access to internship data (e.g., notes you may take during the internship) protected? How will data be stored and for how long? Will data be used in the future and, if so, how will permission for further use be obtained? Will your data be accessible online? The intended use of the data, as stated in the informed consent form, and the actual use of data by the intern in practice must be consistent.

Section V.

A. Ethics of working with animals and the environment

1. Please indicate whether as part of the internship you will engage with:

Animals

Environment, the natural, ecological systems in which you engage during the internship

Not Applicable

Please describe your engagement with animals and/or the environment, including whether that engagement may be intrusive to sensitive species or disruptive to habitats:

By signing below, I certify that all of the above information (and that attached) is true and correct to the best of my knowledge and that I agree to fully comply with all of the program's ethical guidelines as noted above and as presented in the program and/or discussed elsewhere in program materials. I further acknowledge that I will not engage in internship activities until my academic director has notified me that both my Internship Learning Agreement and my Internship Ethics Review Application are approved.

Student's full name (printed):

Date:

Student's Signature (electronic):

ATTACHMENTS INCLUDED AS APPROPRIATE

(CHECK ALL THAT ARE ATTACHED):

Internship Learning Agreement

Other(s) (please specify):

Submission Instructions: Please submit application to your program's academic director.

The academic director's signature confirms that the composition of this proposal has been supervised and approved for submission to the LRB for review.

Academic Director's name (printed):

Date:

Academic Director's signature (electronic):

Section V.

Please cut and paste your internship proposal in the text field below (if required by your academic director).