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**Intern/Student Worker  
Onboarding Guide  
March 2018**

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## **Purpose**

The purpose of the LSUHSC-NO intern/student worker onboarding process is to provide interns and program administrators/coordinators the tools and resources needed to facilitate placement in the Health Science Center system.

## **Process**

Approval to hire a paid (stipend)/ unpaid intern, student worker, or gratis student worker should be obtained from the appropriate administrative official; Department Head, Dean's Office, director, etc. The onboarding process will include the following:

- Immunization Documentation
- Required Training
- Required Documentation for Interns, Student Workers, and Student Volunteers (Gratis Student Worker/Unpaid Interns)

## **Immunizations**

Pursuant to L.A.R.S. 17:170(A)(1)(a), immunization of persons entering school within the state for the first time, including elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Louisiana Department of Health, or shall present evidence of an immunization program in progress. A copy of the intern's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Department/Program Administrators/Coordinators must securely retain immunization records separate from intern personnel files and annually track records received.

## **Required Training**

LSUHSC-NO's Office of Compliance Programs provides consistency in compliance with Federal and State laws and regulations and University's Policies and Procedures across all the University's schools and administrative areas.

The Office of Compliance Programs contributes to the institution's overall excellence by increasing faculty, staff and student awareness of, and compliance with, applicable statutory, regulatory and policy requirements. This is necessary to minimize the institution's exposure to fraud, waste, and liability, through education, reporting and monitoring. As part of this effort, the following training will be required for all Interns and Student Workers. Program Administrators/Coordinators (Coordinators) are responsible for contacting the Office of Compliance Programs to schedule training, whether online or face-to-face:

*Code of Conduct*

*HIPAA Privacy*

*Information Security*

*Quarterly Safety Meetings*

*Security and Confidentiality Statement*

*FERPA for Students*

*Compliance Update for Students*

*Bloodborne Pathogens*  
*Drug-Free Workplace and Campus*  
*Violence in the Workplace*  
*Sexual Harassment*

Additional training modules (listed below) may be assigned based on the type of research an individual will be conducting/performing on behalf of the University.

*Biological Safety Modules*  
*Conflicts of Interest in Research*  
*HIPPA Privacy Research*  
*Laboratory Safety*

### **Required Documentation**

Intern Program/Student Worker Coordinators or designee should collect the following required documents prior to the selected paid or unpaid intern or student worker appointment for submission to Human Resource Management (HRM). Coordinators may assign Interns or Student Workers to the following job classifications: “Intern”, “Student Worker”, “Gratis Intern” (unpaid), or Gratis Student Worker (unpaid). In addition, *all* interns and student workers should be assigned to specific online and/or face-to-face training as provided by the Office of Compliance Programs, and Environmental Health and Safety and Animal Care, as appropriate.

### ***Interns (stipend paid) Required Documentation***

All Interns with stipends will be paid through direct pay and entered as an affiliated entity.

1. The Office of Compliance will assign online training to external affiliates or as gratis appointees.
2. Proof of immunization: A copy of the intern’s immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.
3. If applicable,
  - a. Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - b. Contact Parking to secure parking decal, as appropriate.
  - c. Contact Housing/Auxiliary to secure housing, as appropriate.

### ***Interns (paid hourly) Required Documentation***

Interns paid by the hour should be paid through PeopleSoft.

1. Submit PER – 2
2. W - 4 AND L-4 (Tax Withholding Forms) *required if intern is being paid through PeopleSoft as an hourly intern.*
3. Eligibility Verification (I-9) Form with proper documentations
4. Biographical Data Form
5. If applicable,
  - Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - Contact Parking to secure parking decal, as appropriate.
  - Contact Housing/Auxiliary to secure housing, as appropriate.

6. IF STUDENT IS LESS THAN 18 YEARS OLD, a Dept. of Labor, "Intention To Employ" Form must be completed by the prospective hiring department and by the student to the issuing authority: If attending an Orleans Parish school, that authority is delegated to the school while in session and to Orleans Parish School Board when school is out of session at 3520 General DeGaulle Drive, Suite 5055, New Orleans, LA 70114.. The Central Office will take your call or e-mail inquiry if you do not wish to come to General DeGaulle Drive. You may reach them via telephone at 504-304-3520.
7. If attending parochial school or public school in any other parish, that authority is the local parish school board. The issuing authority will issue a Work Permit to LSUHSC-N.O. that must then be included in the student's hiring package. The "Intention To Employ" form can be obtained from Human Resource Management
8. Data Protection Form
9. Oath of Affirmation
10. Proof of immunization - A copy of the intern's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.

***Student Worker Required Documentation***

1. Submit PER - 2
2. Copy of resume and application for student employment is required
3. Certification of full-time student status
4. W - 4 AND L-4 (Tax Withholding Forms)
5. Eligibility Verification (I-9) Form with proper documentations
6. Biographical Data Form
7. If applicable,
  - o Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - o Contact Parking to secure parking decal, as appropriate.
  - o Contact Housing/Auxiliary to secure housing, as appropriate.
8. IF STUDENT IS LESS THAN 18 YEARS OLD, a Dept. of Labor, "Intention To Employ" Form must be completed by the prospective hiring department and by the student to the issuing authority: If attending an Orleans Parish school, that authority is delegated to the school while in session and to Orleans Parish School Board when school is out of session at 3520 General DeGaulle Drive, Suite 5055, New Orleans, LA 70114.. The Central Office will take your call or e-mail inquiry if you do not wish to come to General DeGaulle Drive. You may reach them via telephone at 504-304-3520.
9. If attending parochial school or public school in any other parish, that authority is the local parish school board. The issuing authority will issue a Work Permit to LSUHSC-N.O. that must then be included in the student's hiring package. The "Intention To Employ" form can be obtained from Human Resource Management
10. Direct Deposit Form (*also for interns paid hourly*)
11. Data Protection Form
12. Oath of Affirmation
13. Proof of immunization - A copy of the student's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Coordinators

must securely retain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.

***Student Volunteers (Gratis Student Worker or Unpaid Intern)***

LSUHSC-NO provides very limited volunteer opportunities throughout the campus. Volunteers must be 18 years of age or older. Volunteer opportunities must be approved by the Vice Chancellor for Academic Affairs and should be non-clinical, do not consist of any clinical experiences, and are not related to any accreditation processes for student programs. Student Volunteers must also have a school requirement. Documentation of school requirement must be provided with PER2. Student Volunteers may be subject to training provided by the Office of Compliance Programs.

***Student Volunteer (Gratis Student Worker or Unpaid Intern) Required Documentation***

1. Submit PER – 2. Student Volunteers/Gratis Student Workers should be assigned Gratis Student Worker on the PER 2
2. Eligibility Verification (I-9) Form with proper documentations
3. Biographical Data Form
4. If applicable,
  - Contact HRM---HRIS and arrange a time to secure ID Badge(s)
  - Contact Parking to secure parking decal, as appropriate.
  - Contact Housing/Auxiliary to secure housing, as appropriate.
5. Data Protection Form
6. Oath of Affirmation
7. Proof of immunization - A copy of the student's immediate prior school immunization record will suffice, i.e. high school, community college, university, etc. Department Coordinators should securely maintain immunization records separate from intern personnel files and annually track records received. HRM does not need a copy of the immunization record.

**Student Worker Certification and Pay Scales**

LSUHSC-N.O. departments that are employing a student are required to re-certify the full time status and good standing of each student at the beginning of each new semester. This re-certification can be accomplished in two ways:

- Have the institution complete the "Request For Academic Certification" form (fax or mail)
- Obtain a letter from the registrar that certifies the student's full time status and good standing.

The re-certification documents must be retained by the employing department and a copy must be sent to HRM.

Once employed by LSUHSC-N.O., students are required to notify the employing department of any change in their full time status or in their academic or disciplinary standing at the institution. Any student that is placed on academic or disciplinary probation must resign from their student worker position immediately.

Student workers should not be allowed to work in direct reporting relationships to any immediate family members.

The LSU Health Sciences Center - New Orleans reserves the right to terminate a Student Worker at any time.

Students holding part-time campus jobs should not be allowed to work more than 20 hours per week during the fall and spring semesters.

Students shall only be paid for actual hours worked.

Only LSU Health Sciences students working 20 or fewer hours per week during the period they are attending school will be exempt from F.I.C.A. withholding taxes. F.I.C.A withholding taxes must be paid by all other students and by LSU Health Sciences Center students when they work more than 20 hours per week while attending school or during breaks in the academic calendar.

It is HRM's recommendation that at the discretion of the employing department, students may be given one merit increase within the particular Pay Scale after accumulating 12 working months of part time (equivalent) LSUHSC-N.O. experience; but not more often than every 12 calendar months. As students are limited to 20 hours per week during the school year but allowed to work up to a maximum of 40 hours per week during semester and summer breaks, the full time hours worked during those break times will count as twice the amount of LSUHSC-N.O. work experience for the purpose of determining eligibility for step increases.

Current student workers, both Non-LSU and LSU, may not be enrolled in a summer internship program along with their student worker position unless an exception is granted by the Vice Chancellor of Academic Affairs. If the student worker decides to participate in the summer internship program and a dual appointment is not granted, the student worker appointment will need to be placed in a Leave Without Pay (LWOP) status for the duration of the summer internship program. A LWOP PER-3 will need to be completed by the employing department of the student worker appointment for processing by Human Resources before the summer internship commences.

Hiring departments should specifically identify the scale and step in the comments section of the PER-2 when a Student Worker is hired. The comments section of a PER-3 should be similarly annotated when moving a Student Worker from one Pay Scale to another, or giving a merit increase on the same scale.

The Student Worker Classification and Pay Scale has been revised to reflect the Federal minimum wage requirement. It is designed to reflect the differences in job duties and responsibilities within the structure of the scales and brings clarity and consistency to the assignment and pay rates for student workers across the LSU Health Sciences Center – New Orleans Campus. It consists of 4 scales and 5 steps and includes frequency with which step increases may be given as 12 months. Please note that besides for the minimum wage

requirement, the pay scale is only a recommendation for classifying and paying the student worker.

### **Scale A**

To be used for student workers who are performing tasks that are routine and basic in nature. They typically provide general clerical support in an office setting; perform largely manual labor, or non-technical tasks in a laboratory environment. Examples of work: answer phones; make copies; deliver items; file documents; take messages; escort patients; type or word process; sort and distribute mail; assemble reports, prepare mail-outs, perform janitorial duties; mow grass, wash glass-ware; clean bench tops; obtain and copy journal articles; stock shelves, assist in inventories. Scale A positions would work under close and direct supervision. Scale A positions would be open to all eligible students.

### **Scale B**

To be used for student workers who perform para-professional duties and have responsibilities that require some independent judgment, knowledge of subject and high levels of accuracy. Excellent communication skills, both written and verbal, are typically essential at the Scale B level. Examples of work: independently prepare prior approval and travel voucher forms on behalf of faculty/staff; collect complex data from multiple sources while performing database management functions; assist a technician or postdoctoral fellow by performing routine procedures, assist with sample preparation, and monitor instrumentation in a lab setting; provide answers and information to the general public that are not always routine in nature; post and balance to accounting ledgers; maintain property control records; proofs typed material and revises documents. Scale B positions would work under general supervision. Scale B positions would be open to vo- tech, junior college and college students.

### **Scale C**

To be used for student workers are assigned professional/technical duties and responsibilities. The position would typically be required to resolve problems that require interpretive judgment and the application of advanced knowledge and skills. A student worker at Scale C works from non-standardized formats and is given wide latitude for un-reviewed action or decision. They could be expected to plan and implement a project. Work might be performed in a lab or clinic setting, academic areas or institutional support functions. Some examples of work are: provide technical guidance or training to staff; assemble, install or fabricate components of research apparatus or equipment; execute experimental protocols; record and analyze results; present data and participate in research team meetings and discussions, write and modify scientific programs; participate in planning of projects or develop new methods and procedures; install and support computer hardware, software and networks; serve as a "tutor"; assist licensed health care professionals in clinical patient care services; apply principles of engineering and physics to solve problems. Scale C positions would work independently under broad supervision. Scale C positions would require students who possess advanced knowledge and skills (Juniors, Seniors, graduate students) in specialized fields of study, such as Computer Science, Engineering, Basic Sciences, Library Science, Business Administration, Accounting, or Math, and they can be used as "tutors."



### Scale D

This is an exclusive, restricted scale for student workers who perform highly responsible and complex professional/technical duties, assisting in areas related to patient care, clinical trials, and medical research. Scale D is only open to students who are working towards advanced degrees in health care related professions; Allied Health, Basic and Physical Sciences, Dentistry, Graduate Studies, Medicine, or Nursing.

- When a student worker position is being considered, first determine the duties and responsibilities that would be made part of the position. Then compare those duties/responsibilities to the descriptions of the four scales. The scale that best matches the profile of the position will be the scale used for determining the actual hourly pay rate of the eventual incumbent. Students performing similar duties with the same degree of competency should be paid from the same scale.
- Student workers may be initially hired at Step 1 in the scale that best describes their job duties. Departments will have the discretion of appointing at any of the first three steps based on the nature of the work performed, the relevant work experience of the student, the student's academic level, and the student's academic performance.
- At the discretion of the employing department, students may be given a one-step merit increase within the particular Pay Scale after accumulating 12 working months of part time (equivalent) LSUHSC-N.O. experience; but not more often than every 12 calendar months. As students are limited to 20 hours per week during the school year but allowed to work up to a maximum of 40 hours per week during semester and summer breaks, the full time hours worked during those break times will count as twice the amount of LSUHSC-N.O. work experience for the purpose of determining eligibility for step increases.
- For example, a student who begins working for LSUHSC-N.O. full time at the beginning of June and works 40 hours per week through August (3 months full time) would have accrued 6 months of part time equivalent experience towards earning a merit increase.
- If the same student continued to work part time for LSUHSC-N.O. during the school year, he or she might accumulate 12 months of LSUHSC-N.O. work experience (part time equivalent) as early as March of the following year, but would not be eligible for a merit increase until the beginning of June the following year (12 calendar months).
- A student worker may only be moved from one scale to another when 1) the duties and responsibilities of their position change substantially enough to qualify for the higher scale and 2) when the student meets any other required criteria for the higher scale.
- When a student is moved from a lower scale to a higher scale, the student should be paid at the step on the next scale closest to, but not less than the next step on the previous scale. For example, a student being paid at Step 2 of Scale C (\$9.90/hr.) who is moved to Scale D would be paid at Step 1 of Scale D (\$13.40/hr.) because Step 3 of Scale C would pay \$10.90/hr.



**LSU Health Sciences Center - New Orleans Campus  
Student Worker Pay Scale**

	1	2	3	4	5
SCALE A	\$7.25	\$7.25	\$7.90	\$8.65	\$9.40
SCALE B	\$7.40	\$8.40	\$9.40	\$10.40	\$11.40
SCALE C	\$8.90	\$9.90	\$10.90	\$11.90	\$12.90
SCALE D	\$13.40	\$14.90	\$16.40	\$17.90	\$19.40

**2018 Authorized Internships**

**School of Medicine (SOM) - Summer Research Internship Programs**

The SOM program provides internships for Undergraduate Minorities in Basic Sciences – NSF-undergrad basic sciences- underrepresented. Interns receive a stipend, in addition to travel cost, one meal per day (per diem)--10 weeks. Open to anyone in the US.

- Medical Student Summer Research Program –Flat Stipend -- 8 weeks  
[http://www.medschool.lsuhsu.edu/genetics/summer\\_med\\_students.aspx](http://www.medschool.lsuhsu.edu/genetics/summer_med_students.aspx)
- High School & Undergraduate Student Summer Research Program – Flat Stipend – 8 weeks  
[http://www.medschool.lsuhsu.edu/genetics/summer\\_highschool\\_undergrad.aspx](http://www.medschool.lsuhsu.edu/genetics/summer_highschool_undergrad.aspx)
- Underrepresented Minorities Program- REU Site: Research Experiences for underrepresented minorities in the sciences.  
<http://www.medschool.lsuhsu.edu/genetics/reu.aspx>

*Contact for SOM Summer Research Internship Programs:*

Tara O'Neil Rodrigue  
LSU School of Medicine  
Department of Genetics  
533 Bolivar St., CSRB 660  
New Orleans, LA 70112  
Phone (504) 568-6150  
Fax (504) 568-8500  
[trodr2@lsuhsc.edu](mailto:trodr2@lsuhsc.edu)

## **LSUHSC Post baccalaureate Research Education Program (LSUHSC-PREP) in Biomedical Sciences**

The SOM LSUHSC-PREP offers individuals from backgrounds underrepresented in the biomedical sciences, who have recently completed their baccalaureate science degrees, to prepare for successful enrollment, retention, and completion of a PhD or MD-PhD training program during a one-year research education program. The year-long program begins in the summer.

[http://www.medschool.lsuhs.edu/prep/application\\_process.aspx](http://www.medschool.lsuhs.edu/prep/application_process.aspx)

*Contact for LSUHSC-PREP:*

Mary Giaimo  
Department of Physiology  
1901 Perdido Street  
New Orleans, LA 70112  
Phone: (504) 568-6178  
[mgiaim@lsuhsc.edu](mailto:mgiaim@lsuhsc.edu)

## **Summer Undergraduate Neuroscience (SUN) Program**

The SUN program offers Louisiana's undergraduate students hands-on experiences in laboratory research and education in the neurosciences, with the goal of stimulating an interest in medicine, neuroscience and research as a career. [https://www.medschool.lsuhs.edu/neuroscience/sun\\_program.aspx](https://www.medschool.lsuhs.edu/neuroscience/sun_program.aspx)

*Contact for SUN:*

Brenda Chiappinelli  
Laboratory Manager/SUN Student Coordinator  
LSUHSC Neuroscience Center of Excellence  
2020 Gravier St Ste D  
New Orleans, LA 70112  
504-599-0875  
[bchiap@lsuhsc.edu](mailto:bchiap@lsuhsc.edu)

## **Summer Science Program (SSP)**

This is a 5-week program for high school students who come to LSUHSC from around the state to experience an academically enriching environment and participate in educational and motivational activities. Students are exposed to biomedical research, and have hands-on experience in medicine, nursing, dentistry, allied health and other health fields. Additional information can be found at link below. <https://www.medschool.lsuhs.edu/cmhe/>

*SSP Contact:*

Gerlinda Davis

[gdavi6@lsuhsc.edu](mailto:gdavi6@lsuhsc.edu)

(504) 568-8501

### **Louisiana Biomedical Research Network (LBRN)**

These students get paid and program pays for them to live in a dorm.

<http://lbrn.lsu.edu/summer-research/>

#### *LBRN Contacts:*

Alexis White (LSU BR employee)

Program Administrator

Biological Sciences, LBRN Program

Louisiana State University

131 Life Sciences Building, Baton Rouge, LA 70803

Office 225-578-1848 | Fax 225-578-2597

[alexisw@lsu.edu](mailto:alexisw@lsu.edu) | [lsu.edu](http://lsu.edu) | [lbrn.lsu.edu](http://lbrn.lsu.edu)

OR

E. William Wischusen

LBRN Program Coordinator

Associate Professor Biological Sciences

624 Life Sciences Bldg.

Baton Rouge, LA 70803

### **Future Nurses Institute (FNI)**

<https://nursing.lsuhs.edu/Docs/Newsletters/Fall%202014.pdf>

#### **FNI Contact:**

Khaleelah Hassan

[khasan@lsuhsc.edu](mailto:khasan@lsuhsc.edu)

### **Dental School Program -- Summer Enrichment Program (DSPSEP)**

The program is an intense six-week course for underrepresented minority students and students from disadvantaged backgrounds. The program consists of 140 hours of lectures and labs that provide students with hands-on experience during workshops in dental anatomy and the principles of operative dentistry. <https://www.lsusd.lsuhs.edu/News/RootCamp-SummerEnrichment.html>

#### *DSPSEP Contacts:*

Stephanie DiMattia

Assistant Professor

Director of Diversity and Minority Affairs

504-941-8257

[sdimat@lsuhsc.edu](mailto:sdimat@lsuhsc.edu)

AND

Stephen C. Brisco, DDS  
Associate Professor  
(504) 941-8253  
[sbrisc1@lsuhsc.edu](mailto:sbrisc1@lsuhsc.edu)

### **Summer Health Professions Education Program (SHPEP)**

The LSUHSC-New Orleans, Schools of Medicine, Dentistry, and Public Health Summer Health Professions Education Program (SHPEP) are a free summer enrichment program supported by the Robert Wood Johnson Foundation. The program is designed to improve access to information and resources for college students attending either four-year or community college institutions, who are interested in the health professions. <http://www.shpep.org/>

<http://www.medschool.lsuhs.edu/cmhe/shpep.aspx>

#### ***SHPEP Contact:***

Allison C. Augustus-Wallace, Ph.D., M.S., M.N.S.  
Assistant Professor-Research and Director, Program Development Research and  
Pre-Matriculation Program; Undergraduate Institutions' Liaison  
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