

VOLUNTEER MINORS IN SCIENCES AND ENGINEERING

PROCEDURAL AND RISK MANAGEMENT
CONSIDERATIONS

This presentation is for your guidance only. This information and the related policies are subject to continued review and updating. Be sure to verify process and current forms with the Office of Equal Opportunity, Inclusion and Resolution Services.

Updated 4/30/12)

WHO TO CONTACT

- Department Chair and/or Individual Faculty, and
- Office of Equal Opportunity, Inclusion and Resolution Services (EOIRS)
 - **Cynthia Maxwell Curtin**, Associate Vice President, Human Capital Development and Title IX and Sexual Harassment officer. She can be reached at cmcurtin@syr.edu or 443-1520.
 - **Sheila Johnson-Willis**, Director of Equal Opportunity and Inclusion. Her responsibilities include affirmative action planning and working with departments on climate assessments. She can be reached at sjohnson@syr.edu or 443-2377.
 - **Dana Butler**, Leaves and Disabilities Accommodation Coordinator. Her responsibilities include coordinating disability-related leaves and accommodations for faculty and staff. She can be reached at butlerdl@syr.edu or 443-5367.

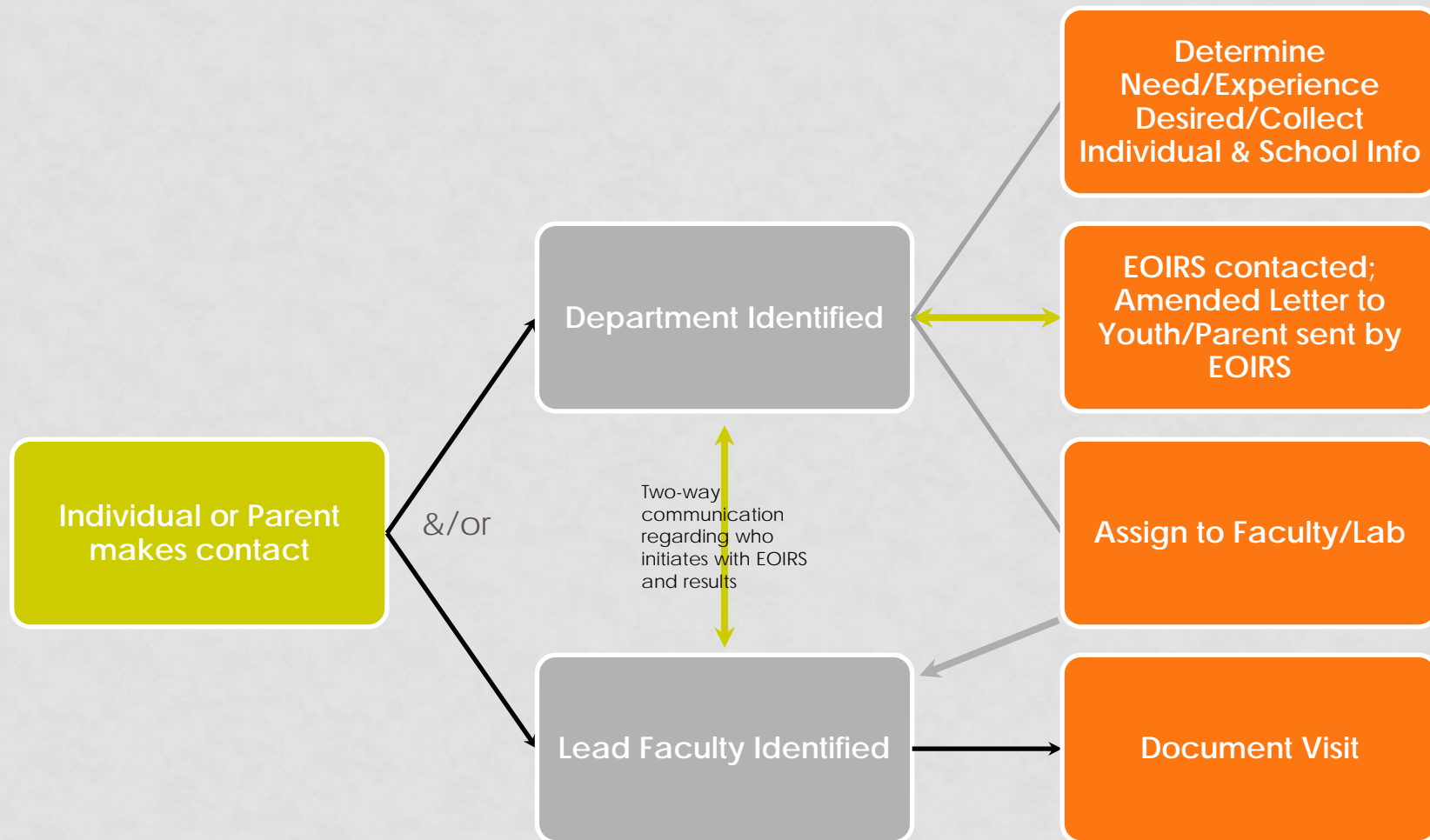
TYPES OF VOLUNTEERING

- **Orientation and Information** – 1 day or less
- **Short-Term** – Observation or Shadowing – 1 week or less
- **Externship** – Long Term – more than one week, Hands On

ORIENTATION AND INFORMATION

- **This opportunity can be used for individual students (minors) to informally:**
 - introduce a minor to the world of science and engineering,
 - introduce a minor to sub-specialties within a discipline
 - conduct information interviews with a variety of faculty/disciplines, and/or
 - tour labs
- **Is not part of a larger program or service.**
- **Requires no documentation or procedures.**
 - Advice: lead faculty keep a record (name, address, dates, description of activity, etc.) and follow the “Top Ten Things to Keep in Mind When Supervising Minors” strategies.

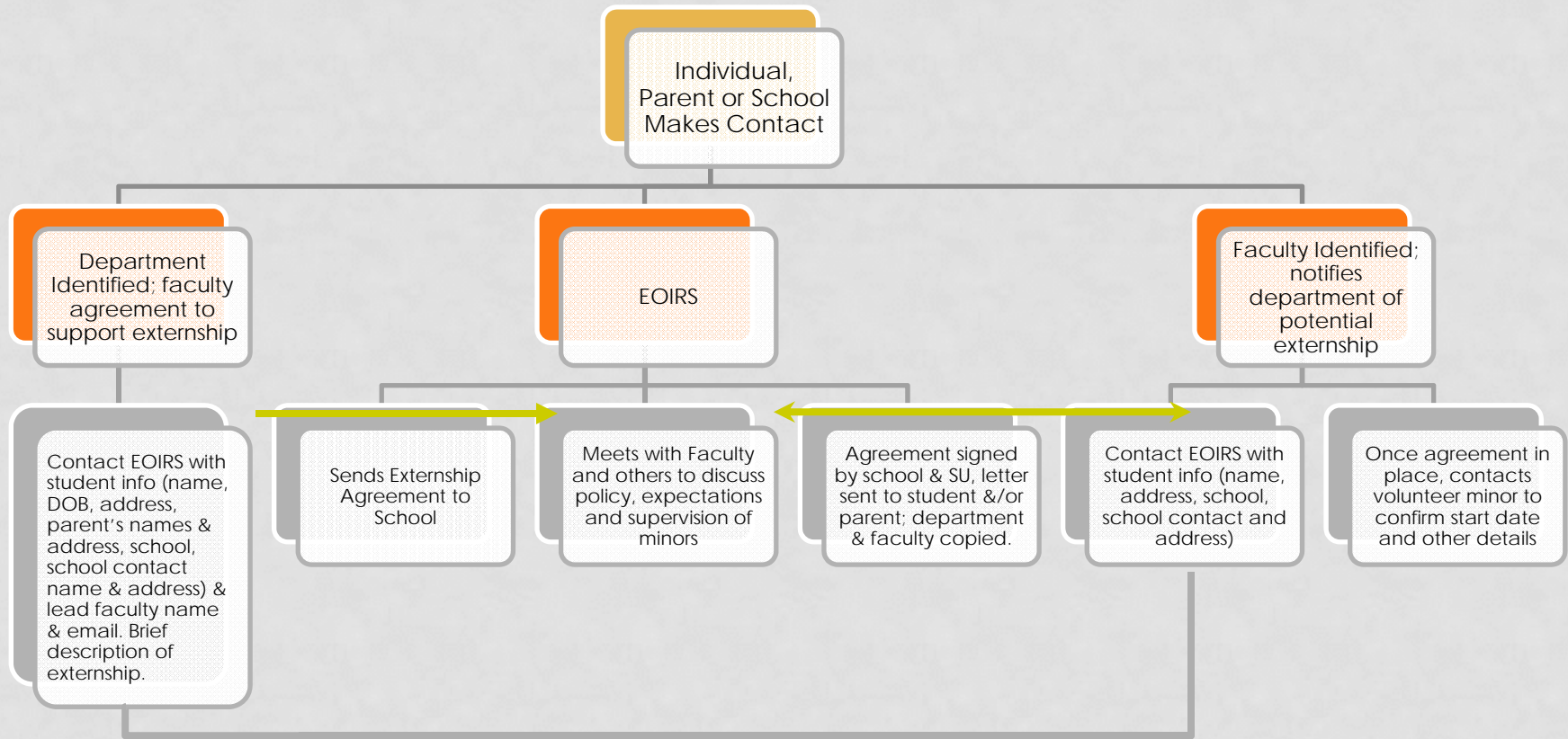
SHORT TERM VOLUNTEERING BY MINORS



EXTERNSHIP

- Long term arrangement (one-week or more)
- Agreement
 - School sponsorship required (school student(s) attends)
 - Can be for one student or many
 - Individual student can request and make arrangements for school to sign agreement or school can identify individual (s) and make the arrangements.
 - Takes 1 to 3 weeks depending on school's and SU's turn around of document
 - Must be signed by Comptroller (Rebecca Foote)
 - Student arranges own schedule; not assigned hours as an employee would have.

EXTERNSHIP PROCESS



Who starts process with EOIRS is dependent on department procedures

TOP TEN THINGS TO KEEP IN MIND WHEN SUPERVISING MINORS

1. Create and maintain a **welcoming and respectful** work environment at all times. **We have an obligation to provide safety for all persons of all ages who participate in University programs.**
2. Know University policies of **No Discrimination, No Sexual Harassment, Abuse & Assault** and the **Code of Ethical Conduct** which sets as our standard **respecting the rights and dignity of all persons.**
3. Remember that the University **strictly prohibits sexual activity involving** minors in connection with any of its programs. Minors are unable to consent to any sexual activity with an adult. There is no such thing as **consensual sexual activity between a minor** and an adult. **Maintain appropriate boundaries.**
4. Remember that there are two types of Harassment: **Quid Pro Quo** (literally "this for that") and **Unwanted Behavior that can create a hostile work environment** (behaviors that can create fear, intimidates, ostracizes, psychologically or physically threatens, embarrasses, or in some other way has the effect of interfering with the individual's work).
5. **Intent vs Impact** – always keep in mind that **harassment is determined by the impact** on the individual and **not by the intent of the harasser.**
6. Ensure that others are aware of our policies. **Do a friend a favor and talk with him/her if there is insensitive or inappropriate behavior or comments.**
7. When possible, implement the **Rule of Three:** have a third person present and avoid being alone with the volunteer minor or minor-employee. In the event that you are alone, follow the universal best practice of leaving the **door open.**
8. **Lead by Example** and role model appropriate behavior; including, but not limited to, being respectful; minimal touching; no joking or comments or conduct related to any protected category, including **disability, race, national origin, sexual orientation, gender identity or expression.**
9. Address minor behavior incidents calmly and friendly, yet firmly.
10. Know when and where to report incidents and/or inappropriate behaviors. **WHEN IN DOUBT REACH OUT!**