

STUDENT LEARNER AGREEMENT

(For 16 Years of Age or Older)

This form details the agreement between University of Massachusetts Medical School, Student Learners and Guardians (if needed)

Section 1 – Hire Information (to be completed by Student Learner):

Name: _____

Personal Email Address: _____

US Arrival Date:

(if known/applicable): _____

Supervisor Name, Credentials and Title: _____

Check your status: High School Undergraduate Graduate Other - Please specify _____

Are you under the age of 18? Yes No

Are you authorized to work in the United States? Yes No

Are you currently located in the United States? Yes No

If not a US Citizen, please check current VISA Status*:

F1 H1B H4 J1 J2 L2 IM TN B1 OTHER - Please specify _____

* If any of these boxes are checked, please also inform Immigration Services at Immigrationservices@umassmed.edu.

Please check one of the following learner types:

RESEARCHER LEARNER

- Dry Lab
- Dry Lab Research - IRB Protocols
- Wet Lab
- Patient Care/Clinical

Under the terms of this Learner Agreement, I will perform specific semi-complex assignments under the direct supervision of the Principal Investigator or Senior Laboratory staff which may include (but are not limited to):

- Normal Laboratory maintenance tasks
- Experimental tasks according to written protocols
- Preparation of laboratory media and solutions
- Analytic assays
- Operation of research equipment (i.e. scintillation counters, microscopes, Centrifuges, balances) and recording results
- Library searches, reading and copying relevant materials
- Statistical analysis of data, genetic analysis and/or clinical studies
- Data entry tasks
- Participation in animal care and/or general operative procedures
- Ordering specialized laboratory supplies

I understand that, working in a laboratory, I may be exposed to toxic, radioactive and/or hazardous materials and will be instructed as to the proper procedures for handling such hazards. Please be aware that no one under 18 can be in the radiation safety lab without approval from the Biosafety Officer.

ADMINISTRATIVE LEARNER

Under the terms of this Learner Agreement, I will perform assignments under the general supervision of the Departmental Supervisor or designee that may include (but are not limited to):

- Prepares material such as correspondence, reports, memoranda and other types of communications
- Proofreads and edits typewritten materials
- Answers and routes telephone calls, recording messages as required
- Receives visitors and provides information and assistance as needed
- Schedules and/or arranges meetings, conferences, appointments or similar activities
- Photocopies and collates required materials
- Operates standard office equipment (computers, photocopiers, calculators, etc.) as required

Section 1A – Student Learner Signature

I understand that this work is beneficial to the institution's mission of research, teaching and service. This work is also beneficial to me in that it provides me with an opportunity to engage in tasks which expose me to my field of interest, to interact with faculty and professional staff, to attend seminars and workshops, to read relevant literature and to further define my career goals and opportunities. If required, I agree to provide proof of eligibility to work in the United States within the required timeframe in addition to completing the appropriate pre-employment forms. I also agree to provide proof that I am currently covered by health insurance. I also understand that I may not begin my assignment until I have satisfactorily completed required health screens and/or background checks.

Student Learner Name

Student Learner Signature _____

Parent/Guardian Name

Parent/Guardian Signature _____
(For Student Learners 18 years
of age and younger)

Section 2 – For Department Use Only

Requisition #: _____ Start Date: _____ End Date: _____

Job Title and Job Code: _____

Academic Administrator Signature Date

For Department: Please attach the completed signed form to the iCIMS requisition or email it to NewHires/On-boarding@umassmed.edu.