

MICHIGAN STATE UNIVERSITY
2026-27 COLLEGE OF HUMAN MEDICINE
YOUTH INTERNSHIP RESEARCH PROGRAM
HANDBOOK



2026-2027 College of Human Medicine Youth Internship Research Program

Handbook Program Director

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Program Description

- The purpose of this program is to provide high school students the opportunity to conduct laboratory bench research under the supervision of Michigan State University (MSU) College of Human Medicine (CHM) faculty at the Grand Rapids Research Center (GRRC).
- Each youth participant will receive individualized training by one faculty member (hereafter named the Research Scientist Mentor).
- The Program will provide conceptual and theoretical framework underlying the scientific method, as well as hands on laboratory experimentation.
- The Program seeks to provide enriched education in STEM subjects, to encourage high school students to consider higher education and careers in STEM fields
- The Research Scientist Mentor and assigned team members will engage students in research activities that provide practical experience along with conceptual and theoretical training in research methodology.

Program Requirements

- Participants must be enrolled in a high school program in the Grand Rapids area (could include home or virtual school).
- Participants must be 14-18 years of age.
- Participants must complete online training in general laboratory and chemical safety by completing the Michigan State University training course. Additional training and/or health surveillance may be required for specific projects.
- Participants must wear personal protective equipment while working in the lab (e.g. lab coat, eye protection).
- Participants will adhere to the MSU EHS laboratory dress code, including wearing closed toed shoes when in the laboratory - <https://ehs.msu.edu/lab-clinic/policy/dress-code.html>
- Participants must attend orientation at the start of the program.
- Participants should expect to volunteer between 16-40 hours per week for 8-10 weeks over the summer. Specific dates and times for research will be coordinated with the Research Scientist Mentor. Continued research during the school term may be negotiated with a specific Research Scientist Mentor.
- Participants must contact the Research Scientist Mentor regarding schedule changes due to illness or other unforeseen circumstances, and provide as much notice as feasible.
- Participants are encouraged to attend curricular events, including seminars, journal clubs and program wide training lectures.
- Participants will present a final report of research performed during the internship at the conclusion of the program.

Student Responsibilities

- Attend Program regularly.
- Complete assignments.
- Maintain written notes of procedures and results in a lab notebook.
- Keep parent(s)/guardian(s) informed of schedule and progress.
- Exhibit appropriate behavior.

Parent/Guardian Responsibilities

- Transport student to and from GRRC. Parents are responsible for providing transportation.
- If participants will be released to a non-parent/guardian during the duration of the program, the standard parent/guardian release of responsibility form (“Pick-up/Drop-off/Commuter Form”) must be utilized.
- Notify Faculty Scientist Mentor or team member of lab absences (scheduled or unscheduled), when arriving late or when leaving early.
- Support and encourage the student to take responsibility for scheduling and performing research experiments.
- Communicate any problems or concerns to the Research Scientist Mentor.

Conduct Expectations for Research Scientist Mentor and other adult staff

- Adult staff or volunteers may have NO one-on-one contact with minors. At least one other staff adult will be present during activities where minors are present.
- Adults may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.
- Adults may not take pictures of minors or post information about minors to social media sites without permission from a parent/guardian.
- Adults may not meet participants off-site or off-hours.
- Adults may not give personal gifts to participants.
- Adults may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for minor participants.
- Adults may not provide alcohol or illegal drugs to any minor.
- Adults may not provide prescription drugs or any medication to any minor except for medical professionals specifically authorized in writing by the parent or legal guardian as being required for the minor’s care or emergency treatment.
- Adults must adhere to all university regulations regarding drivers and vehicles.
- Adults may not violate the University’s anti-discrimination policy.
- Adults may not engage in abusive conduct of any kind toward, or in the presence of, minors.
- Adults may not strike, hit or administer corporal punishment of any kind to a minor, or touch a minor in an inappropriate manner.
- Adults may not make sexual materials in any form available to minors or assist minors in gaining access to such materials.
- Adults may not possess a firearm or other weapon at any time during the youth program.
- Adults may not retaliate against minors, families, parents, guardians and staff/volunteers who report allegations of inappropriate conduct including, but not limited to, abuse, neglect, assault, harassment, sexual assault, sexual harassment, child pornography, furnishing alcohol, drugs and/or sexual material to a minor and violations of the university’s anti-discrimination policy.
- If an allegation of inappropriate conduct including, but not limited to, abuse, neglect, assault, harassment, sexual assault, sexual harassment, child pornography, furnishing alcohol, drugs and/or sexual material to a minor and violations of the university’s anti-discrimination policy is made against an adult participating in a program, including program

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staff/volunteers, the accused adult must be removed from further participation in programs and activities covered by this policy until such allegation is satisfactorily resolved.

Conduct Expectations for student participants

- Program participants must abide by all College and University regulations and may be removed from the program for violation of such rules.
- Participants must act in a professional manner and abide by all laboratory safety rules.
- Participants should not be alone in a room with any other adult. At least one other approved staff adult should be present during all activities.
- Participants may initiate electronic communications (email, phone, text, Face Book, etc.) with adults only for program-related topics. All program-related electronic communication should include other recipients, such as a parent, high school teacher and/or secondary staff supervisor. There may be no personal, non-programmatic contact with adults.
- Participants may not take pictures of laboratories, facilities or experimental animals or post information about laboratory experiences to social media sites without permission from the supervising scientist. In addition, some content may require approval from other University offices.
- Participants may not meet adults off-site or off-hours.
- Participants may not give personal gifts to adult supervisors.
- Participants may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs while attending the youth program.
- Participants may not possess a firearm or other weapon while attending the youth program.

Cancellations

- If Michigan State University closes due to weather, the participant should not report for lab work. Please check the MSU website (www.msu.edu) for notice of closings.
- In cases of extreme weather conditions when MSU does not close, lab participation may still be cancelled at the discretion of the Research Scientist Mentor. In this case, students and parents will receive an email notifying them of the cancellation.
- If there is bad weather in your local area, and MSU has not been closed, please use your judgment on driving your student to the GRRC. It is far better for the student to be absent than to risk unsafe driving conditions. Please contact the Research Scientist Mentor in this event.

MICHIGAN STATE UNIVERSITY POLICIES

Contact Procedures

- In case of an emergency, including medical or behavioral situations, the Research Scientist Mentor or supervising adult will contact the parents/legal guardians via the phone number(s) they provided prior to the beginning of the program.
- In case of a non-emergency, instructors may also correspond with the parents/legal guardians via email.
- Please note that it is the responsibility of the parents/legal guardians to notify the Research Scientist Mentor of any changes to their contact information.
- Contacting students during the program: Parents/legal guardians may contact the participant at any time by cell phone, text or email directed to the participant's individual smart phone.

- Contacting the Research Scientist Mentor: Parents/legal guardians will be given the email and office phone number of the Research Scientist Mentor or supervising adult prior to the beginning of the program. Email is generally the best way to initially reach the Research Scientist Mentor with questions, concerns, to notify them of a student's absence from class, etc..

Emergency Procedures

- The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to the system and adding your number, at <http://alert.msu.edu/>.
- See the last page of this handbook for MSU Alert System resources related to sheltering in place, emergency sheltering, and reporting options for safety concerns.
- In case of a weather-related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.
- In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.
- If a "Secure in Place" action is advised (for active violence), you should:
 - Lock room doors.
 - Close blinds and turn off lights.
 - Find a well hidden and protected area to hide using objects in the room to barricade with or hide behind.
 - Wait for the "All Clear" from the MSU Alert System before leaving your secure location.

Program Rules. Participation in Youth Internship Research Program is a privilege, not a right. The following actions will not be tolerated and may result in the student's dismissal from the program:

- Ethical violations, such as plagiarism or data falsification
- Any inappropriate behavior towards others, such as harassment, abuse, violence, hazing, bullying (physical, verbal, or cyber-bullying) or other misconduct.
- Discriminating against or harassing on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. The full University Anti-Discrimination Policy is available here: https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct. See next section for Reporting Protocols. The full MSU policy on Sexual Harassment is available here: <https://civilrights.msu.edu/policies/rvsm.html>.
- Inappropriate use of cameras, imaging or other digital recording devices, including phone applications, in showers, restrooms, and other areas where privacy is expected by participants.
- Possession and/or use of alcohol, tobacco, illegal drugs, fireworks, guns or other weapons
- Any misuse or damage of University property is prohibited, and participants may be financially responsible for any damage incurred.
- Use of any materials presenting a fire hazard such as candles or incense. Tampering with fire alarms is prohibited.
- Theft of personal property or university property
- Violations of federal, state and local laws, or program rules In addition, rules verbally given by the program instructor or supervising adult must be followed.

University Reporting Protocols for Child Abuse, Sexual Assault, and Child Pornography.

- The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography. Procedures for reporting violations can be found at: <http://www.hr.msu.edu/documents/uwidepolproc/ReportingProtocols.htm>
- All individuals who have direct contact with minors at a youth program have been subject to a criminal background check (including sex offender registry check) through the Human Resource Department within the last twelve months.

Disciplinary action

- CHM Youth Internship Research Program regulations have been established to maximize learning in a safe environment without infringing on the rights of others.
- **Verbal Warnings** may be administered by any member of the staff when participants demonstrate unacceptable behavior deemed hazardous to the individual or others as detailed below.
- A **Disciplinary Warning** in writing will be issued for severe or repeated unacceptable behavior. The Research Scientist Mentor will provide copies of the warning to the Program coordinator and to the parents/legal guardians.
- **Program Dismissal** will be decided by the Research Scientist Mentor in consultation with the program coordinator after gathering relevant facts and talking with all involved parties. In the event a participant is dismissed, parents/guardians will be contacted and are expected to make immediate arrangements for their participant's transportation home.

Accommodation requests.

- Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities.
- Accommodations for persons with disabilities may be requested by contacting the Research Scientist Mentor.

Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the program director by June 30. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Laura Rugless, JD

Title IX Coordinator

Office for Civil Rights and Title IX Education and Compliance

4 Olds Hall

East Lansing, MI 48824

Phone: (517) 884-0610

E-mail: OCR.LauraRugless@msu.edu

Website: civilrights.msu.edu

Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/resources-for-survivors>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Report to the [Office of Institutional Equity \(OIE\)](#) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: oe@msu.edu

Online reporting: [Public Incident Reporting Form](#)

Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [this page](#).
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://civilrights.msu.edu/policies/>.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://civilrights.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

MSU Alert



MSU Alerts • alert.msu.edu

The Michigan State University Police Department is responsible for developing and distributing MSU Alerts. It is important to keep your contact information up to date to receive emergency messages of potentially dangerous situations on or near MSU campus. These messages inform community members about incidents that may pose an ongoing threat and provide information to promote safety and reduce similar crimes. Emergency messages can be delivered by voice messages to phones, SMS text messaging, and email.

The Clery Act • clerycenter.org/jeanne-clery-act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, is intended to provide students and their families, with accurate, complete, and timely information about safety on campus. One of the mandates of the Act is to provide emergency messages to the campus community.

Faculty, Staff & Students

To receive alerts as a student, you must be enrolled in the current semester. To receive alerts as a faculty or staff member, you must be employed at the University. The contact information provided during enrollment or employee orientation is automatically submitted into the alert system. Faculty, staff, and students are encouraged to update and provide additional contact information.

Log in at:
alert.msu.edu

Parents & Guardians

Parents and guardians are able to receive MSU Alerts by subscribing to the MSU Police Department Nixle channel.

Text MSUALERT to 888777

*Message and data rates may apply.
Message frequency varies.*

Visitors & Guests

Visitors and guests are able to receive MSU Alerts by subscribing to the MSU Police Department Nixle channel.

Text MSUALERT to 888777

*Message and data rates may apply.
Message frequency varies.*



When to Secure-in-Place, Evacuate or Seek Shelter

- In the event of an active shooter situation, secure-in-place or evacuate if you can do so safely.
- If a bomb threat is reported on MSU campus, follow the directions provided by emergency personnel.
- During a tornado warning, seek shelter inside and away from windows. If trapped outside, crouch for protection next to a strong structure or lie flat in a ditch or other low-lying area.

Michigan State University Police Department

1120 Red Cedar Rd. East Lansing, MI 48824 • 517-355-2221 • Emergencies: 911

RUN. HIDE. FIGHT.

How you respond to an active violence incident will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one offender involved in the same situation. If you find yourself involved in one of these deadly situations, try to remain calm and use these guidelines to help you plan a strategy for survival.

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The best course of action when faced with a deadly situation is to get away from the danger. If you can do so safely, evacuate immediately and call 911 to report the incident.

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If the incident is occurring near you and you cannot safely escape, secure-in-place in a space nearby. Secure or barricade doors; turn off lights; avoid windows and doors; silence phones; remain quiet; and attempt to note the offender's actions. Call 911 to report offender location if you are able to do so without alerting the offender.

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If the offender enters your hiding location and you are in imminent danger – act aggressively, yell loudly, throw/use objects as weapons to incapacitate the attacker.

We all play a role in keeping our community safe.

If you see anything suspicious, report it immediately by calling 911.