

Important Child Safety Information

Youth Internship or Job Shadow

Youth internship or job shadow opportunities are offered at the discretion of supervising staff after receiving approval of their department/unit chair. In addition to department chair or unit director approval, youth opportunities require written parental permission consent agreement, background check for the youth supervisor and other opportunity participants over the age of 18, and if the student will enter a hazardous area (lab), safety protocol review by Environmental Health and Safety. Iowa State recognizes that there are additional responsibilities and requirements that departments/units must consider when a university opportunity involves youth/minors (children under the age of 18). Youth internships require on-site supervision by an Iowa State employee who is Faculty or Professional & Scientific (P&S) staff. These requirements are outlined in the [Youth Activities, Pre-Collegiate Programs and Camps](#) and/or the [Children in the Workplace](#) policies and procedures.

Which policy applies?

Youth Activities, Pre-Collegiate Programs and Camps (YAP)

Generally, all organized programs for youth enrichment fall under the [Youth Activities, Pre-Collegiate Programs and Camps \(YAP\)](#) policy.

Children in the Workplace Policy (CIW)

Activities such as a one-day job shadow, tutoring or similar activities are exempt from the Youth Activities Pre-Collegiate Programs Policy, but have requirements found in the [Children in the Workplace](#) Policy.

Requests for Youth Internships or Job Shadows

Youth internships and job shadows are registered through the Office of Risk Management. Please [visit this website](#) and [submit a youth internship request](#) (will require logging in with your ISU Net ID). After you have submitted the online form, the Office of Risk Management will contact you regarding the participation agreement, background checks and other requirements.