



Indiana Society of Radiologic Technologists

STUDENT INTERN PROGRAM Student Intern Manual

Revised: July 2012

PREFACE

This manual is designed as an information source for use solely by the ISRT Board and Student Intern. The policies and procedures contained are those that have been approved by the Board. The Executive Secretary provides an updated copy of the Student Intern Manual for the Student Intern, Senior Board Member, and for posting on the ISRT website. The Executive Secretary will provide further updates as changes in policies and procedures occur.

Information contained within this manual may not be released without the prior approval of the Board.

Any language contained in this manual should not be construed as a contract of employment to any individual and a contract should not otherwise be implied.

The ISRT Board reserves the express right to change any policy in the manual at any time.

Throughout this manual the word mentor will be used interchangeably with the Senior Board Member.

STUDENT INTERN MANUAL

ADOPTED: 7/87

LAST AMENDED: 1/06, 7/07, 10/07, 09/10, 09/11, 7/12

1. PURPOSE

1. The purpose of the Student Intern program is to foster knowledgeable students with insight into the activities, functions, purpose, and goals of the Indiana Society of Radiologic Technologists, Inc. and to increase student participation and involvement in their professional organization.
2. Upon completion of serving a one-year term, the Student Intern should be able to:
 - a. Explain the workings of the ISRT board
 - b. Identify the members of the ISRT board and briefly describe their duties
 - c. Operate as a member of a committee
 - d. Properly prepare and submit a board report
 - e. Serve as an active member of a board
 - f. Promote ISRT to their peers
 - g. Serve as a spokesperson for student members

B. APPLICATION AND QUALIFICATIONS

All applicants must:

1. Make an electronic application to serve as a Student Intern to be received by August 15th.
2. Be a 1st or 2nd year student enrolled in an accredited entry-level program in the radiologic sciences at the time of application.
3. Be available to attend all ISRT Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions. The Annual Conference and Business Sessions occur at the end of the Student Intern's term. Availability must be established prior to the applicant's acceptance into the Student Intern Program.
4. Be a current ISRT member at the time of application and maintain membership while serving as a Student Intern.

C. SELECTION

1. Student Interns will be selected by the ISRT Board of Directors and notified no later than August 30.
2. The number of Student interns is the prerogative of the ISRT Board each year.

D. TERM

1. The term will begin at the 1st board meeting of one year and conclude at the close of the Annual Conference and final board meeting of the following year.

E. BOARD MENTOR

1. The Senior Board Member will be the primary mentor for the Student Intern. The mentor will assign the Student Intern to a different board member at each board meeting. For example:
 - 1st board meeting—Treasurer
 - 2nd board meeting—Vice President
 - 3rd board meeting—Secretary
 - 4th board meeting—President
 - 5th board meeting—Chairman of the Board
2. The Senior Board Member will be responsible for briefing the Student Intern prior to the board meeting, seeing that the Student Intern is sitting with the proper person during the meeting, debriefing the Student Intern following the meeting and answering any questions pertinent to the position. The Senior Board Member will also work with and encourage the Student Intern to strive to achieve more than the minimum requirements (shaded areas below).
3. The Senior Board Member will be responsible for recording and tracking Student Intern award points.

F. STUDENT INTERN AWARDS

1. The ISRT will award a Certificate/letter of Recognition to the Student Intern and mentor for each Student Intern who completes the Student Intern Program.
2. Student interns will have the opportunity to earn awards for travel, meeting registration and membership.
3. Awards will be presented by earning the following number of points:

AWARD	PTS NEEDED	RESTRICTIONS
\$10 Gasoline/travel voucher for attending a board of directors meeting	none	Limit 1 voucher per meeting. Must have submitted report prior to meeting.
Registration for Annual Conference (Student or Technologist Category)	40	
Free Student membership	10	
Convert Student membership into Active membership at graduation	30	
Free Active Membership for first year as a Registered Technologist	40	

4. All points earned will expire at the end of the Annual Conference one (1) year following completion of the program.
5. During the term, the Student Intern will be responsible for attendance at all board meetings and the business sessions at the Annual Conference and will earn award points as designated. The shaded areas in the table below are not mandatory for attendance but provide other avenues to earn award points. Applicable business sessions occur at the Annual Conference at the end of the Student Intern’s term.

ACTION	POSS. POINTS	POINTS AWARDED
Attend all board meetings		
1 st board meeting	2	
2 nd board meeting	2	
3 rd board meeting	2	
4 th board meeting	2	
5 th board meeting	2	
Attend all Annual Conference business sessions		
1 st business session	1	
2 nd business session	1	
Submit written reports on time prior to board meetings		
1 st board meeting		
2 nd board meeting	1	
3 rd board meeting	1	
4 th board meeting	1	
5 th board meeting	1	
Assist the Annual Conference educational program chairman to develop a student track for the Annual Conference		
Contact speaker	2	
Secure CV and outline	5	
Make AV arrangements	2	
Introduce speakers at meeting	1	
Tally speaker evaluation forms for educational meeting (1 point per lecture, 5 points maximum)	1-5	
Serve as Teller during Annual Conference Business Session	2	
Serve as Sergeant-at-Arms during Annual Conference Business Session	2	
Give devotional message at the Business Session	2	
Carry the Flag during the Business Session	2	
Make presentation at the Annual Conference	10 - 15	
Serve as a Committee Chairman (Hospitality, Properties, Publicity, etc.) on Annual Conference Committee	15-20	
Attend ASRT conference	5	
Participate in ASRT Leadership Academy	10	
Plan and put on a one-day seminar	40	
Serve on an ISRT committee	5-10	
Perform a student survey as approved by the Board	10-15	
Submit an article to be printed in the ISRT Journal	10-15	
Miscellaneous duties as approved by the Student Intern Mentor	5-10	

G. STUDENT INTERN ORIENTATION

1. There will be a Student Intern orientation to include:
 - a. Purpose of the Student Intern Program
 - b. Definitions
 - c. Guidelines
 - d. Code of Ethics
 - e. Responsibilities

- f. Required Attendance/Excused Absence Form
 - g. Student Intern Policies
 - h. Student Intern Awards
 - i. Student Intern Performance Evaluation
 - j. Student Intern Program Evaluation
 - k. Distribution of the ISRT Bylaws and Special Rules and Student Intern Manual
2. The Student Intern orientation will be held each year during the ISRT Annual Conference prior to the first ISRT Board of Directors meeting. The Student Intern orientation will be conducted by the Senior Board Member.

H. ISRT RESPONSIBILITIES

The ISRT shall:

1. Plan and administer the Student Intern Program.
2. Make Student Intern applications available and provide a copy of the Student Intern Manual to all involved parties in a timely manner.
3. Accept completed applications.
4. Inform all involved individuals of final selection outcome.
5. Provide the Student Intern with all scheduled dates for required attendance during term as a Student Intern.
6. Recognize Student Intern(s) and mentor at the Awards Business Session of the Annual Conference and in the Annual Conference Final Program Booklet.
7. Present Certificates of Recognition to each Student Intern and mentor at the Annual Conference.

I. MENTOR RESPONSIBILITIES

The Student Intern Program offers the ISRT a unique opportunity to foster potential new officers and/or committee chairmen/members. Your attitude, actions and acceptance of the program will in essence predict its success. You will have the responsibility to be familiar with all policies and guidelines of the Student Intern Program, and, as a mentor, assist the Student Intern in successfully accomplishing all that is required. It is essential that this opportunity be a productive and positive learning experience. The ISRT is depending on you, as a mentor, to convey the epitome of professionalism during all your interactions. The personal involvement of your Student Intern is of the utmost importance, and as a mentor you must convey a positive attitude at all times, to insure an atmosphere of cohesiveness and professionalism.

The mentor shall:

1. Personally communicate and work closely with the Student Intern.
2. Conduct an orientation program for the Student Intern.
3. Assign tasks that are appropriate and within the guidelines for the Student Intern.
4. Adhere to all policies and guidelines regarding the Student Intern Program.
5. Set an example as a role model for the Student Intern.

6. Ensure that the Student Intern has been informed of all scheduled times and places of required meetings and special meetings.
7. Complete a board approved Student Intern Performance Evaluation.

J. STUDENT INTERN RESPONSIBILITIES

Immediately upon assuming the responsibilities of an ISRT Student Intern, you are required to attend the official orientation program conducted by the Senior Board member. Orientation is your introduction to a unique experience with the professional organization that represents you. Your conduct, sincerity, and incentive are a necessity if you are going to have a positive learning experience. The knowledge gained during your term as an "Intern" can enhance your professional perspective and prepare you for future professional endeavors. Your involvement can lend itself to a greater understanding of the activities, functions, purpose and goals of the ISRT. A genuinely sincere effort to participate can foster your continued involvement in the ISRT as a registered technologist. It is your duty to take full advantage of this unique opportunity by applying all of your efforts to not only comply with the policies and guidelines, but by utilizing the term as "Intern" to improve your understanding of the ISRT. This is an opportunity to foster your professional growth and maturity.

As the Student Intern, when on official business for the Board or the Society, you are an official spokesman. The Student Intern's words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each Student Intern member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a Student Intern is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

The Student Intern shall:

1. Become familiar with and adhere to the Student Intern Manual.
2. Conduct himself in a professional manner at all times, adhere to all Student Intern policies and guidelines governing the Student Intern Program and may not exceed his responsibility boundaries.
3. Sign and adhere to the Board approved "Code of Ethics" statement.
4. Attend the ISRT Student Intern orientation program.
5. Attend all Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions and any special meetings of the ISRT and/or Board of Directors meetings as instructed. The Annual Conference and Business Sessions occur at the end of the Student Intern's term.
6. Be punctual for all required meetings.
7. Submit a written Board report (see example, page 11) prior to all Board of Directors meetings upon notice from the Executive Secretary.
8. Complete the Excused Absence Form if unable to attend a required meeting and submit the completed form to the Chairman of the Board and the mentor two (2) weeks prior to the scheduled meeting date.
9. Perform duties as assigned by the mentor and/or the ISRT Board of Directors on a timely basis.

10. Assume responsibility for attendance at ISRT educational courses at the Annual Conference.
11. Submit a completed Student Intern Program Evaluation within 30 days after completion of the Student Intern Program to the current ISRT President.

STUDENT INTERN "CODE OF ETHICS"

Each Student Intern must sign and adhere to the Board approved "Code of Ethics" as follows. The Code of Ethics is to serve as a guide for professional and ethical conduct during the term as an ISRT Student Intern.

The Student Intern shall:

- a. Fulfill the responsibilities of the ISRT Student Intern.
- b. Become knowledgeable of all required documents governing the Student Intern Program.
- c. Comply with all ISRT Student Intern policies and guidelines.
- d. Conduct oneself in a professional manner which reflects dignity, respect and a positive attitude toward the radiologic sciences and the Indiana Society of Radiologic Technologists, Inc.
- e. Respond to a charge/task assigned by the mentor and/or the Board of Directors.
- f. Perform charges/tasks in a competent and timely manner.
- g. Maintain confidentiality of all ISRT information and sensitive matters during and after completion of the term as Student Intern.
- h. Participate in and actively support the ISRT and its Student Intern Program.
- i. Work with the mentor, Board of Directors and fellow Student Interns in a positive manner reflecting respect and cooperation.

ATTESTATION:

I have read the ISRT Student Intern Manual and agree to abide and uphold the policies and standards of professional conduct.

Student Intern name (printed) _____

Student Intern signature _____

Date _____

Term of Student Intern _____ TO _____

STUDENT INTERN APPLICATION

The Indiana Society of Radiologic Technologists is committed to planning and providing leadership for the Student Intern Program.

The purpose of the program is to foster knowledgeable students with an insight into the activities, functions, purpose, and goals of the ISRT and to increase the participation and involvement of students.

STUDENT QUALIFICATIONS:

Student Intern applicants must be a student of an accredited entry level program in the Radiologic Sciences. The Student Intern must be available to attend all ISRT Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions. The Annual Conference and Business Sessions occur at the end of the Student Intern's term. A Student Intern who graduates may continue the program as a technologist until the end of their term or they may withdraw from the program upon graduation by submitting a written letter to the ISRT Board of Directors. The Student Intern applicant must be a current member of the ISRT at the time of application and must maintain ISRT membership while serving as a Student Intern. **Please include a copy of your ISRT membership card.**

NAME OF STUDENT INTERN APPLICANT _____

ADDRESS OF APPLICANT _____

CITY/STATE/ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

MONTH/YEAR OF GRADUATION _____

NAME OF RADIOLOGIC SCIENCES PROGRAM _____

NAME OF PROGRAM DIRECTOR _____

APPLICANT STATEMENT:

Please provide a brief narrative that explains how serving as an ISRT Student Intern would benefit you. Please type your statement, double spaced and no more than two (2) pages in length and attach to your application.

APPLICANT CERTIFICATION:

I submit this application for consideration as an ISRT Student Intern. If selected I will comply with all ISRT policies for the Student Intern program.

Student Intern applicant signature _____

Date _____

Please submit your Student Intern program application and required documents electronically on or before August 15 of current year to:

ISRT STUDENT INTERN PROGRAM

c/o ISRT SECRETARY

(Current ISRT Secretary's e-mail address can be located on the ISRT website at www.isort.org)

Postmarked/Received _____

ISRT membership verified _____

All documentation supplied _____

Signature of ISRT Secretary _____

SAMPLE BOARD REPORT

To: ISRT Board Members
From: Jane Patton
Student Intern
Date: 12/06/06
Subject: 2nd ISRT Board Report

Below are my activities as a Student Intern since the first ISRT Board of Directors Meeting on 9/22/06:

9/22/06 Completed orientation with Student Intern Mentor
10/01/06 Contacted mentor via email to discuss my goals as a student intern
11/2006 Participated in email discussion with ISRT board and committee chairman
regarding the date for the 1st BOD meeting
11/24/06 Met with members of Ad Hoc Committee to review results of email survey to
other affiliates

Respectfully submitted,



Jane Patton
Student Intern

STUDENT INTERN PERFORMANCE EVALUATION

This evaluation is to be filled out by the Student Intern Mentor (Senior Board Member). If any statements are answered NO, please provide specific comments on back of form.

1. Student Intern complied with all policies/guidelines relative to the Student Intern Program: Yes No

2. Student Intern conducted himself in a professional manner while representing the ISRT and complied with the ISRT "Code of Ethics": Yes No

3. Student Intern was punctual and attended:
 - a. Student Intern Orientation Yes No
 - b. Board of Directors Meetings Yes No
 - c. ISRT Annual Conference Yes No
 - d. Business Sessions Yes No

4. Student Intern complied with excused absentee guideline: Yes No

5. Student Intern became familiar with and complied with the responsibilities of the Student Intern: Yes No

6. Student Intern successfully carried out duties as assigned by the mentor and/or the Board of Directors in a proper and timely manner: Yes No

7. Please define the general overall performance of the Student Intern in respect to incentive, acceptance of the program, participation, and willingness to serve/learn during the term as Student Intern:

8. Upon completion of the Student Intern Program, the Student Intern demonstrated a good knowledge and insight into the activities, functions, purpose and goals of the ISRT: Yes No

9. Student Intern properly completed and submitted the Student Intern evaluation of program by the designated date to the outgoing ISRT President: Yes No

10. Would you recommend that this Student Intern be considered for future ISRT appointments to Offices, committees or taskforces? Yes No

If YES, what area(s) do you feel the Student Intern has displayed the greatest interest?
Please list Offices, committees or task forces.

Senior Board Member's signature _____

Date _____

Submit the completed evaluation within thirty (30) days after the Annual Conference with a copy to the board and Student Intern.

STUDENT INTERN PROGRAM EVALUATION

This evaluation is to be filled out by the Student Intern. Please circle the appropriate answer and/or provide additional comments when required. Use back of form if necessary.

1. Do you have any comments/recommendations concerning the Student Intern Manual? Yes No

2. Are the Student Intern policies and guidelines clearly identified? Yes No

3. Did you find your responsibilities within reasonable expectations? Yes No

4. What did you experience that assisted you in gaining a better understanding of the ISRT?

5. What did you like the most about the Student Intern Program?

6. What did you like least about the Student Intern Program?

7. You learned the most from (number in order of importance):

- a. Mentor _____
- b. Student Intern Manual _____
- c. Annual Conference _____
- d. Business Sessions _____
- e. Board Meetings _____

8. List areas of needed change/improvement in the Student Intern Program and suggest alternative methods, if possible.

9. Please give an overall general description of your experiences (positive/negative) during your term as an ISRT Student Intern:

10. Would you be willing to serve as an officer, committee member or task force member in the future? Yes No

If YES, please list Committees/Task Forces on which you have a prime interest in serving:

Student Intern signature: _____

Date: _____

Submit the completed evaluation within thirty (30) days after the Annual Conference with a copy to the board and Senior Board Member who served as your mentor.

STUDENT INTERN EXCUSED ABSENCE FORM

The Student Intern must complete the Excused Absence Form if unable to attend a required meeting and submit the completed form to the Senior Board member two (2) weeks prior to the scheduled meeting date.

Name of Student Intern: _____

Scheduled meeting date: _____

Reason for Absence: _____

Signature of Student Intern: _____

Date _____

TO BE COMPLETED BY THE SENIOR BOARD MEMBER

Date received: _____

Excused _____ Unexcused _____

Comments: _____

Senior board member signature

STUDENT INTERN POINTS FAQ

1. 40 points earns a Student Intern free membership for the following year. If a Student Intern is still a Student member at \$10 per member for the year, how will the points be adjusted? If the points are kept at 40, will that number of points automatically switch Student Intern from Student member to Active member when they graduate?

10 points **free Student membership**

30 points **to convert a Student membership to Active membership**

40 points **get a credit for 1st year of membership as an RT**

2. According to the Student Intern manual, if the Student Interns put on a 1-day seminar and they receive 40 points, what would the points be for putting on the Annual Conference?

Points would stay at 40. Student Interns would receive part of the commission paid to host a meeting and much of the additional work is delegated to committees.

3. How would you decide the points for the following items that were listed as 10-15 points?

a. Perform a student survey as approved by the Board

b. Submit an article to be printed in the ISRT Journal

c. Make a presentation at the Annual Conference

These would all be decided on an individual basis depending on the amount of work involved, the quality of the product and the benefit to the Society. The board would approve the number of points based on a recommendation by the mentor and the student.

4. Can a Student Intern use any of the points that have been saved in order to pay for a hotel room at the Annual Conference?

No. The ISRT does not have the funds to allow for this.

It was the intention of the board when the Student Intern program was structured that when the Student Intern attended the board meeting that they would be reimbursed the \$10 for travel expenses at that time provided all criteria was met. This would follow the same guideline as any other board member, i.e., they would not be reimbursed if they rode with another individual or if they did not turn in a report, etc.