

**Summer Undergraduate Research Internship
Plant Molecular Biology/Biotechnology Program
Reprimand Policy**

In the unfortunate situation that an SURE intern encounters difficulties in adhering to SURE and/or OSU policies and procedures, the intern, faculty sponsor, and Internship Coordinator will discuss the situation and attempt to find a viable solution. These meetings will be documented through an Incident Report, which will become a part of the intern's SURE file.

In extreme cases such as those listed below, the reprimand process will be implemented.

- Flagrant disregard of SURE, OSU, or lab policies and procedures.
- Repeated failure to comply with instructions or tasks assigned by the faculty sponsor.
- Repeated failure to comply with terms in the Statement of Understanding

Process for Reprimand:

1st Offense

Discussion between intern, faculty sponsor and the Internship Coordinator. A reprimand form will be completed and placed in the intern's SURE file. The intern will not be eligible for a completion certificate with a rating higher than "Good".

2nd Offense

Discussion between intern, faculty sponsor, and the Internship Coordinator. A reprimand form will be completed and placed in the intern's file. The intern will not be eligible for a completion certificate with a rating higher than "Fair". The PMBB Director will be informed of the 2nd Offense.

3rd Offense

Participation in the SURE program will be terminated.

**Summer Undergraduate Research Experience (SURE)
Reprimand Form**

Date of Report: _____

Name:

Last

First

Middle

Sponsor's Name: _____

Dates of Internship Experience: _____

Reason(s) for Report:

Action Taken:
