

**CHICAGO STATE UNIVERSITY**  
**MBRS RISE Program**  
**ASPIRE Laboratory Internships**

**Student Regulations & Guidelines**

1. Applicants must complete the MBRS Program Student Employment Information & Consent Form. The minimum qualifications for a successful applicant include: (i) U.S. Citizenship (or Immigrant Visa), (ii) an interest in a career in biomedical research, (iii) a full-time student (defined as a minimum of 12 credit hours per semester) during the Academic Year majoring in biology, chemistry or physics, and (iv) a GPA of 3.00. The last requirement may be waived only in exceptional cases upon the request of the faculty P.I.
2. To continue employment as an ASPIRE intern, each student is expected to maintain a 3.00 minimum GPA or to be making progress toward this minimum goal.
3. The maximum workload during the Fall and Spring semesters is 15 hours per week. MBRS student employment is regulated by the Office of Student Employment. Regulations include: (1) Students are not permitted to work more than 7 hours in one day. (2) Students are not paid for lunch or breaks. (3) If a student works for 6 consecutive hours he/she must take an unpaid 30-minute break.
4. During the Summer, students who are not enrolled in class(es) may work up to 40 hours per week.
5. Laboratory work outside the normal workday hours or on weekends is discouraged for reasons of safety and can only be undertaken with written consent of the faculty mentor.
6. All students must enter work hours on the printed CSU STUDENT AIDE TIME SHEET. MBRS work hours must not conflict with class schedules. These time sheets must be handed in to the MBRS Office prior to noon on each semi-monthly pay day and must be signed by the student's faculty mentor. Failure to do this will result in a delay of pay for that pay period.
7. Student are compensated on an hourly basis with pay scales set by the MBRS Program Director to conform to the NIH-mandated local norms. The pay rate for an individual student is set by the Program Director based on the student's CSU class status and previous experience in the RISE program. (For the current fiscal year, 2007, the pay range is \$7.50 - \$9.00 per hour. Students who also participate as RESKUE tutors are paid at the rate of \$10.00 per hour.)
8. MBRS students who have completed the pre-college PREMAT Project are eligible for a waiver of the CSU tuition during the Academic Year. However, the student must also apply for a need-based tuition waiver.
9. Each student is expected to maintain a regular work schedule and are required to notify her/her faculty mentor in advance of any anticipated inability to maintain this schedule. Failure to do this is grounds for termination.
10. Each student must maintain a good working relationship with their faculty mentor. Failure to do this will result in termination of the student's contract. Any student grievance on the basis of termination for unjust cause must be made in writing to the Program Director within 10 working days of the termination date. If the Program Director judges that there is basis to the complaint, then the case will be presented to the MBRS Advisory Committee for an evaluation.

Approved by the MBRS Advisory Committee  
Date: May 12, 1998

Editorial revisions to conform to RISE Program  
Guidelines: **January 3, 2007**