

Dear Faculty Mentor, Administrative Coordinator, and/or Department Chair,

Thank you so much taking the time to help students participate in scholarship as an undergraduate. There are three documents that should be filled out and returned to **the Office of Undergraduate Research (ACU Box 28132)** or signed and emailed to [uresearch@acu.edu](mailto:uresearch@acu.edu) for any student being paid for undergraduate scholarship whether it is research, creative activities, or both.

During the school year, please allow two weeks for processing of the paperwork before a student can be paid. If the paperwork is generated during the summer, please email [uresearch@acu.edu](mailto:uresearch@acu.edu) so that we will know it has been sent as there is not someone in the office in the summer. (The paperwork can be handled; we just need to know to look for it.)

The three documents are the **Internship Agreement, Internship Payment Form, and a W-9.**

### **Internship Agreement**

This form should be filled out by the Mentor and signed by both the mentor and the undergraduate intern. In the form, there is a section in which the mentor will mark the responsibilities of the student. They are loosely grouped by General (things that may apply to multiple areas of research/ creative inquiry) then things that may be more specific to Arts, Humanities, Social Science, and STEM. You may, of course, add other responsibilities. Also in the form is the length of time the student is working as an intern and the amount the student is receiving as a stipend.

If the student is working multiple semesters or over the course of a summer and semester, use your best judgment on whether to have multiple agreements. It may be that particularly, from summer to the semester that you want to fill out a new form because of the difference in size of stipends. If the dates of the time covered on the agreement have expired, you must fill out a new agreement.

The document requires a signature from a supervisor and a mentor. These can be the same person. The supervisor can also be an administrative coordinator, department chair, or research coordinator for the department.

### **Internship Payment Form**

This form is the form accounts payable will use to pay the students their stipends. You can choose the amount and frequency that the students are paid. The student will need a US bank account as interns are paid through direct deposit.

### **W-9**

This is not absolutely required, but the student will have to fill one out if a W-9 is not on file for them. It will be easier to do all the paperwork at once. If a student has been paid by your department as an intern before and their permanent address has not changed, they do not need to fill out the W-9 again. Be sure and have the students put their permanent address on the form, not their school address.

### **Implications of being an intern and not an employee**

These students are interns and not employees. This means that they can work more than 25 hours/ week. (Due to DHS regulations, international students may not work more than twenty (20) hours per week during the Fall and Spring semesters.) But it also means that instead of a W-2 they will receive a 1099 in January when tax documents are sent out. (This is why they filled out a W-9.) Taxes will not be

withheld from their stipend, therefore if students have concerns about how this will affect their taxes when they file, they should speak to a tax professional.

Please return all forms to the Office of Undergraduate Research, ACU Box 28132. If you have any questions, please contact us at [uresearch@acu.edu](mailto:uresearch@acu.edu).

Thank you for the work you do with your students.

A handwritten signature in black ink, appearing to read 'Autumn Sutherlin', written in a cursive style.

Autumn Sutherlin, Ph.D.  
Director of Undergraduate Research  
Abilene Christian University