Industrial and Engineering Technology
SOUTHEASTERN LOUISIANA UNIVERSITY
www.selu.edu/iet • Phone (985) 549-2189 • Fax 985-549-2203

ET Form 408

INTERNSHIP AGREEMENT FOR HOST COMPANY

The purpose of this agreement is to establish a framework for the internship and to outline reasonable expectations for all parties involved. This document is not intended to provide legal advice or to create a legally binding contract governing the internship. Because the internship results in academic credit and a course grade for the student, the University must have reasonable access to information about the student's work for purposes of course evaluation, assessment, and accreditation requirements.

The following requirements must be understood and agreed to by the host company for the internship to be approved by the IET Department. In this agreement, **"host company"** refers to: Host Company Name_____

1. **Internship Approval:** The student must register for the internship course at the University, and the internship must be approved by the IET Department internship coordinator. The following information must be developed in consultation with and approved by the host company:

   a. **Company Supervisor:** Contact information for the designated company supervisor who will oversee the student's internship.

   b. **Responsibilities and Tasks:** A summary of the responsibilities and tasks the student will be expected to perform.

   c. **Learning Objectives:** At least three measurable educational outcomes describing the skills, competencies, and knowledge the student is expected to gain through the internship. These outcomes must be relevant to the student's field of study and contribute to the student's professional development.

   d. **Agreement:** The host company's agreement to the provisions of this document.

2. **Student Eligibility and Qualifications:** The host company is responsible for verifying the student's identity and employment eligibility as required by applicable laws and company policies. The student is responsible for providing any documents required for this verification. The host company is also responsible for determining whether the student's skills, abilities, and limitations are appropriate for the assigned internship duties.

3. **Company Policies and Procedures:** By the first day of the internship, the student's supervisor or another designated company representative must provide the student with applicable company policies and procedures, including those related to: workplace conduct; safety rules and procedures; intellectual property and confidential information; use of technology and company resources; email and electronic communications; and any other policies applicable to the student's work environment. The host company should explain these policies to the student as needed.

4. **Internship Employment and Termination:** Employment associated with an internship is generally expected to last no longer than the period of the internship course for which the student is registered at the University. Any extension of employment beyond the course period is strictly between the student and the host company. The University is not obligated to provide additional academic credit and is not a party to any subsequent employment agreement between the student and the host company. If the internship involves employment with the host company, the employment relationship is "at-will," unless otherwise provided in a written agreement between the student and the host company. The student may resign at any time, with or without cause or notice, and the host company may terminate the student's employment at any time, subject to applicable law. Any modification of the at-will employment relationship must be made in writing and signed by the student and an authorized representative of the host company. The University is not a party to such an agreement. In the event of resignation or termination, both the student and the host company must

notify the University and the internship coordinator so that any required academic evaluation and grading can be completed.

5. **Withdrawal or Dismissal:** The host company or the University may require a student to withdraw from or be dismissed from an internship if the student's performance or conduct does not justify continuation.

6. **Student Status and Purpose of the Internship:** During the internship, the student retains student status while working toward completion of an elective course for a degree requirement. The student is not an employee of the University as a result of participating in the internship. The purpose of the internship is to provide the student with practical skills and experience related to their field of study and intended career. Participation in an internship does not guarantee or create an expectation of employment with the host company beyond the internship period.

7. **Indemnification and Hold Harmless:**

   a. **University Responsibility:** Southeastern Louisiana University shall indemnify, defend, and hold harmless the host company from any and all claims, demands, and expenses of any kind, including attorney's fees, arising from or related to any act or omission of its students or faculty members in connection with the student's internship under this agreement.

   b. **Host Company Responsibility:** The host company shall indemnify, defend, and hold harmless Southeastern Louisiana University from any and all claims, demands, and expenses of any kind, including attorney's fees, arising from or related to any act or omission of its agents or employees in connection with the student's internship under this agreement.

SOUTHEASTERN LOUISIANA UNIVERSITY

BY: _____

Name: DH Name Date _____

Dept. Head, Industrial and Engineering Technology

BY: _____

Ahmad Fayed Date _____
ET Internship Coordinator,
Department of Industrial and Engineering Technology

Host Company Name

BY: _____

Name: Authorized Representative N Date _____

Title: