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

ET Form 409

INTERNSHIP AGREEMENT FOR STUDENTS

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. The internship may be terminated at any time by either party, subject to any applicable policies or requirements of the university or host organization.

The following information outlines the requirements and expectations that you, as the student, must understand and agree to for the internship to be approved by the IET Department.

1. **Employment Eligibility and Identification:** Your internship may require the host company or employer to verify your identity and employment eligibility. No later than your first day of work, make sure you bring all documents required for this verification.

2. **Accurate Representation of Skills and Abilities:** You are required to provide an accurate description of your skills, abilities, and limitations related to the tasks you will perform during the internship. You must not misrepresent your skills, qualifications, or abilities to the host company or the university.

3. **Company Policies:** As an intern, you are required to follow all applicable policies and procedures of the host company. By the first day of your internship, you must ask your supervisor or another designated company representative to provide you with the applicable company policies and explain them to you as needed.

4. **Safety Rules and Policies:** By the first day of your internship, you must ask your supervisor or another designated company representative to provide you with the applicable safety rules and policies. You are responsible for understanding and following all company safety requirements throughout your internship.

5. **Intellectual Property and Confidential Information:** You must be aware of and comply with the host company's policies regarding intellectual property and confidential information. These policies may prohibit employees or interns from bringing proprietary information, trade secrets, proprietary materials, or proprietary processes and methods from a previous employer or other organization. You must be especially aware, and abide, to intellectual property policies that the company may have and which may prohibit any employee from bringing with them from any prior employer any proprietary information, trade secrets, proprietary materials, or proprietary processes and methods of such former employers. As an intern, you may come to know designs, processes, trade secrets, etc. that the company may consider as its own intellectual property and which you may also be required to protect and not disclose to other parties. You will be required to actively seek to be informed about the company's policies in that regard.

6. **Internship Employment and Extension:** Employment associated with an internship is generally expected to last no longer than the period of the ET 400 course for which you are registered. Any employment beyond the approved internship period is strictly between you and the host company, and the University is not obligated to provide additional academic credit. If the internship involves employment with the host company, your employment is “at-will,” unless otherwise provided in a written agreement between you and the host company. You may resign at any time, with or without cause or notice, and the host company may terminate your employment at any time, subject to applicable law. Any modification of this employment relationship must be in writing and agreed to by you and an authorized representative of the host company. The University is not a party to this employment agreement.

7. **Student Status and Purpose of the Internship:** During the internship, you retain your status as a University student and are subject to the University's Student Code of Conduct and other applicable policies. You are not an employee of the University as a result of participating in the internship. The purpose of the internship is to provide practical experience and develop skills related to your field of study in a real-world environment. An internship does not guarantee or create an expectation of employment with the host company after the internship period.

8. **Transportation and Health Insurance:** Neither the University nor the host company is obligated to provide transportation to or from the internship site or health insurance coverage for the student.

9. **Termination or Withdrawal:** 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.

10. **Academic Consequences of Early Termination:** If the internship is terminated early for any reason, the student may receive a failing grade in ET 4000.

11. **Professional and Ethical Conduct:** You must conduct yourself professionally, perform your assigned duties to the highest reasonable standard, and comply with the ethical standards and policies of the University, as described in the Student Handbook and ET 4000 syllabus. For official course-related communications with the University or internship coordinator, you must use your University-provided email account. For work-related communications, email, and company-provided technology, you must follow the host company's policies.

12. **Academic Credit and Learning Objectives:** Academic credit for an internship is available only through the ET 4000 Internship elective course, which must be approved by the department's internship coordinator before registration. Because the internship is an educational experience that may count toward your required electives, it must include clearly defined and measurable learning objectives. A minimum of **three learning objectives** must be developed with your intended company supervisor and approved by the department's internship coordinator before you may register for ET 4000.

13. **Forms, Reports, and Reflection:** You must complete and submit all forms and reports required by the ET 4000 syllabus and follow the established reporting schedule. Your final report must include a reflection on the internship experience, including its strengths and weaknesses and suggestions for improvement.

14. **Indemnification:** You agree to indemnify, defend, and hold harmless Southeastern Louisiana University from any claims, demands, damages, or expenses, including reasonable attorney's fees, arising from or related to any act or omission on your part in connection with the internship or your obligations under this agreement.

Student:

Name: _____ Signature: _____ Date:_____

Southeastern Louisiana University representative or internship coordinator:

Name: _____ Signature: _____ Date:_____