



INTERNSHIP AGREEMENT FOR STUDENTS

The purpose of this agreement is to establish the framework for an internship and to describe reasonable expectations regarding such a framework. This is not to be construed as legal advice and is not intended to be or give rise to a legally binding contract in what regards the internship which may be terminated at any time by either of the parties involved. The following is a list of information and requirements that you should be aware of and to which you must agree for the internship to be approved by the IET department.

1. Your internship may require that your internship company or employer establishes your identity and employment eligibility. At the latest on your first day of work please make sure to bring with you all of the documents that may be required to establish that.
2. You are required to provide an accurate description of your skills, ability and limitations to perform the required internship related tasks to the host company and to the university. You understand that no misrepresentations of your skills or ability to the employer or to the university will be tolerated.
3. As an intern you will be required to follow all pertinent company policies. By the first day of your internship, you must ask your supervisor or other designated company officials to provide the pertinent company policies and explain them as needed.
4. By the first day of your internship, you must ask your supervisor or other designated company officials to provide the pertinent company safety rules and policies and explain them as needed.
5. 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. You must be aware that employment that may be part of an internship program is expected to last no longer than the period of the internship course for which you have registered at the University. Any extensions of employment beyond the time frame of the course for which you have registered at the university, is strictly between you and the company, and the university is not required to provide any further course credits. Also note that regarding employment as part of your internship, your status is an express "at-will" employee and you are free to resign at any time, for any reason, with or without cause or notice. Similarly, the Company is free to terminate its employment with you at any time. The "at-will" employment status cannot be modified or amended except by written agreement signed by both you and a representative of the host company, and the university is not part of it in any way.
7. While engaged in the Internship, you retain the status of a student working towards the fulfillment of an elective course for a degree requirement and therefore you are still bound by the university handbook of student conduct. You are not an employee of the University as a result of performing the Internship. The purpose of the internship is for you to learn skills and practices that enhance your education in your chosen educational field in a real-world environment pertinent to your field. There is no guarantee or expectation that the internship activity will result in further employment with the company beyond the internship period.



8. Neither the University nor the host company is obligated to provide for student's transportation to and from the employer or for health insurance for the student.
9. Either the host company or the University may require the withdrawal or dismissal of any student if his/her performance record or conduct does not justify continuance.
10. In the event of early termination for any reason, you may get a failing grade.
11. You are required to conduct yourself in a professional manner and perform your assigned duties with the highest possible standards and abide by the ethical standards expected by the university and as described in the university student handbook and the syllabus. You are particularly required to display professionalism and ethical standards in the use of technology. In what concerns use of email communications regarding official course matters with the university or the internship coordinator at the university, you are required to use the university provided email ID. For other email communications pertaining your work related or host company related matters, you must adhere to the host company's policy regarding the use of email or company provided technology.
12. Academic credit for an internship is only possible through the **ET-400 Internship** elective course. An internship must be approved by the department's internship coordinator. Because an internship is primarily a learning experience equivalent in educational value to that of a regular course, and because it is counted as one of the minimum required number of elective courses, there must be well defined and measurable learning objectives. A minimum of 3 learning objectives must be defined in coordination with your intended supervisor at the company and must be approved by the department's internship coordinator before you will be allowed to register for the internship.
13. You will be required to provide all the forms and reports as specified in the course syllabus and follow the reporting schedule. Your final report must also include a reflection section identifying strengths and weaknesses of your experience and suggest ways for further improvement.
14. You agree to indemnify, defend and hold harmless Southeastern Louisiana University from any or all claims, demands and expenses of any kind, including attorney's fees, which result from or arise out of any act or omission of its agents and employees relating to the terms and conditions of this agreement.

Student:

Name: _____ Signature: _____ Date: _____

Southeastern Louisiana University representative or internship coordinator:

Name: _____ Signature: _____ Date: _____