



INTERNSHIP AGREEMENT FOR HOST COMPANY

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 or as a legally binding contract in what regards the internship. Since the internship will result in a course grade and credit for the student, the university must be allowed proper information and access to the student's work for the purposes of course evaluation, assessment, and accreditation requirements. 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. In the following "**host company**" refers to _____.

1. A student taking on an internship must register for the internship course at the university and in order to do so the particular internship must be approved by the internship coordinator of the IET department. For this approval the following documents are required that must be developed in coordination and agreement of the host company:
 - a. The contact information of the designated company supervisor who will be supervising the student during the internship.
 - b. A summary list of the responsibilities and tasks that the student will need to accomplish.
 - c. A set of at least three different educational outcomes explaining the major skills, competencies, or other learning objectives that the student will gain through his/her assignments and work. These projected outcomes must be pertinent to the student's field of study and will be assets for the student's intended professional career.
 - d. The host company's agreement to the provisions of this document.
2. It is the host company's responsibility to establish the student's identity and employment eligibility as may be required. Student interns are instructed to provide any documents that may be required to establish that. It is also the host company's responsibility to establish the student's skills, ability and limitations to perform the required internship related tasks.
3. By the first day of the internship, the student's supervisor or other designated company officials at the host company must provide the student with the pertinent company policies of conduct, safety rules and procedures, intellectual property policies, use of technology, email use policy, and any other company policies that pertain to the work environment and explain them as needed.
4. Employment that may be part of an internship program is expected to last no longer than the period of the internship course for which the student is registered at the University. Any extensions of employment beyond the time frame of the course registered at the university, is strictly between the company and the student, and the university is not required to provide any further course credits, nor is the university part of any further company-student agreements or employment. Also note that regarding employment as part of an internship, as far as the university is concerned, the status of the student is an express "at-will" employee and the student is considered to be 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 the student at any time. The "at-will" employment status cannot be modified or amended except by written agreement signed by both the student and a representative of the host company, and the university is not part of it in any way. However, in the case of either resignation or termination, both the student and the host company must notify the university and the internship coordinator since a grade may still need to be assessed.

