



**HOST COMPANY AFFILIATION AGREEMENT FOR INTERNSHIP  
DEPARTMENT OF HISTORY & POLITICAL SCIENCE  
CRMP 491/492 – A REAL-WORLD READY COURSE**

The purpose of this agreement is to establish the framework for an internship and to describe reasonable expectations regarding the work to be performed by the intern. Since the internship will result in a course grade and credit for the student, we ask that reasonable access be granted to the student and the student's immediate supervisors at your company or institution for the purposes of course evaluation and assessment. Please note that this document is not a legally binding document, except for Section 9 below (the "hold harmless" agreement), and is designed primarily as a means of outlining expectations on the part of the student/intern, Southeastern Louisiana University ("university"), the History and Political Science ("HIPS") Department, and the Host Company for the internship.

The following is a list of requirements and details that you should be aware of and to which you must agree for the internship to be approved by the HIPS Department:

1. A student taking on an internship to qualify for credit must register for the CRMP 491 or CRMP 492 RWR course and have that registration approved by the instructor of record (Dr. Samantha Cavell) and the Department Head (Dr. William Robison). For this approval to take place, the following information is required:
  - a) Contact information for the designated company or institutional supervisor who will oversee the student during the internship.
  - b) A summary of the responsibilities and tasks that the student will need to accomplish.
  - c) A list of projected outcomes for the intern in terms of what they are expected to learn and/or experience and how these outcomes might improve the intern's prospects for employment in their intended career.
  - d) A signed copy of this agreement.
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 eligibility. It is also the Host Company's responsibility to establish the student's skills and ability to perform the required internship tasks.
3. By the first day of the internships, the Host Company's intern supervisor or other designated company officials must provide the student with the pertinent company policies regarding conduct, safety rules and procedures, intellectual property policies, use of technology, e-mail use policies, and any other company rules and regulations that pertain to the work environment of the Host Company.
4. Employment that may be part of an internship program is expected to last no longer than the period of the internship CRMP 491 and 492 course (see dates below). Any extension of employment beyond the time frame of the course for which the student is registered is strictly between the company and the student. The university is not required to provide any further course credits, nor is the university part of any further company-student agreements or employments.

5. It is understood that both the student and Host Company agree to employment on an “at will” basis. The student engages in this internship as an “at will” intern, free to resign at any time, for any reason, with or without cause or notice. Similarly, the Host Company is free to terminate the internship at any time, for any reason, with or without cause or notice. The “at will” status of the internship cannot be modified expect by written agreement signed by both the student and a representative of the Host Company, and the university is no way part of this agreement. In the case of either resignation or termination, however, both the student and the Host Company must notify the university and the internship coordinator since a grade may still need to be assessed.
6. 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.
7. While engaged in the internship, the student retains the status of a student working towards the fulfilment of an elective course for a degree requirement. The student is not an employee of the university as a result of performing the internship. The purpose of the internship is for the student to learn skills and practices that enhance his/her education in a “real-world” environment pertinent to his/her intended career. There is no guarantee or expectation that the internship activity will result in further employment with the company beyond the internship period.
8. The Host Company agrees to provide the student with learning opportunities through assignments that allow them to learn, as well as contribute, and to submit the Performance Evaluation detailing the intern’s development and achievement.
9. Hold harmless:
  - a) 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, which may result from or arise out of any act or omission of its students or faculty members relating to the terms and conditions or this agreement.
  - b) 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, which may result from or arise out of any act or omission of its agents and employees relating to the terms and conditions of this agreement.

Southeastern Louisiana University:  
 By: \_\_\_\_\_  
 Karen Fontenot                      Date: \_\_\_\_\_  
 Dean, College of Arts, Humanities, & Social Sciences

Host Company:  
 By: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 Jayetta Slawson                      Date: \_\_\_\_\_  
 Director, Office of Experiential Learning

By: \_\_\_\_\_

William Robison            Date: \_\_\_\_\_

Dept. Head, Dept. of History and Political Science

By: \_\_\_\_\_

Samantha Cavell            Date: \_\_\_\_\_

RWR CRMP 491/492 Coordinator, Dept. History & Political Science