



INTERNATIONAL INTERNSHIP AGREEMENT

This International Internship Agreement (the “Agreement”) is entered into as of this ____ day of ____, 202__ (“Effective Date”) by and between Lehigh University, a Pennsylvania nonprofit corporation and educational institution (the “University”) and _____ (the “Experience Provider”) located at _____ address.

International Internships are established based upon a cooperative three-party relationship between the Experience Provider, the student, and the University, all working together for mutual benefit and with a common goal -- the education and development of students and future professionals.

The International Internship Program is defined as follows:

WORK EXPERIENCE – A meaningful, professional working experience during which the Lehigh University Student will learn and work under the direction of an Experience Provider mentor in a remote or virtual setting, or in an international workplace or research setting, which will allow for exploration in the student’s field of study, exploration of a career path, international networking, and workplace environment experiences, as applicable (hereinafter referred to as the “Internship Program”).

To help promote an effective and productive relationship for each of the parties involved in an International Internship Program, the University has developed this Agreement describing the responsibilities of the three parties that participate in the International Internship Program. The International Internship Program experience may occur in a variety of settings as set forth above, provided it meets the goals of the educational experience and is approved by the University.

1. The Experience Provider and the University agree:
 - a. to mutually determine the specific University students, date(s) of assignment(s), hours of supervision, availability of the Experience Provider’s facility as an Internship Program placement or to locate and designate an in-country or remote Internship Program placement in a company (the “Company”);
 - b. to establish the educational objectives of the Internship, devise methods for their implementation (which may include remote or virtual implementation in whole or in part), and continually evaluate the effectiveness of the overall Internship Program;
 - c. to implement coordinated planning and evaluation of the Internship through regular communication between the Experience Provider and the University’s Internship Administrator, and to inform one another of changes reasonably relevant to the purpose of this Agreement (including, without limitation, changes in academic status of a student, availability of learning opportunities, or staff changes affecting either preparation or supervision of selected students);

- d. to notify the other party of a requested withdrawal of a student from an assignment, such withdrawals to be upon such terms and conditions as the parties shall agree;
- e. that it shall be the responsibility of each student intern to (i) comply with the Experience Provider's policies and procedures; (ii) report any serious problems related to the Experience Provider, including physical safety and personnel problems, to the Internship Administrator at the University and the Experience Provider; (iii) maintain a health insurance policy in effect during the full period of any Internship with the Experience Provider, and (iv) prepare and present a report to the Experience Provider at the conclusion of the student's internship and to the University community upon the student's return to campus or within ten (10) days after conclusion of the Internship Program, as applicable;
- f. to provide a contact person (the "Internship Administrator" (University) and the "Internship Mentor" (Experience Provider)) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Mentor and Administrator for the Experience Provider and the University:

For Experience Provider:

Name: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

For The University:

Name: Carol S. Strange
 Address: Office of International
 Affairs, Lehigh University, Sayre
 Drive, Bethlehem, PA 18015
 Telephone: 610.758.3467
 Fax: 610.758.5156
 Email: cs205@lehigh.edu

The parties will designate in writing as Exhibit A, at least twenty (20) business days prior to the student's departure to the Experience Provider and/or Company location, or to the start of the remote Internship Program, as applicable, additional contacts as required. The University will designate contacts at a home desk and contact point for all other support needs; and

- g. not to discriminate against Internship students on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.
2. The Experience Provider agrees to:
- a. designate as its Internship Mentor an appropriate staff member at the Experience Provider and/or Company location, who will be responsible for the planning, implementation, project and work assignment, and primary supervision of the Internship Program for each student assigned;
 - b. provide the physical facilities and equipment necessary for the Internship Program, or to locate and designate an in-country or remote Internship Program placement in a

company;

- c. instruct each student assigned to it about the Experience Provider's and the Company's pertinent policies, rules and regulations with which the student is expected to comply, including but not limited to confidentiality policies or regulations, and it will be sole responsibility of the Experience Provider to assure communication of and compliance with such policies, rules and regulations;
 - d. make available to assigned student, learning experiences such as a primary project and deliverable description, interdisciplinary collaboration, staff conferences, in-service education, special lectures, and similar activities at the discretion of the Internship Mentor at the Experience Provider and/or Company location;
 - e. evaluate the performance of the assigned students, writing a letter of evaluation to the University's Internship Administrator in such timely manner as the Administrator may reasonably request (typically 30 days from the conclusion of the Internship Program);
 - f. notify immediately the University's Internship Administrator of any situation or problem which may threaten a student's successful completion of the student's Internship Program;
 - g. provide student personal supervision as needed and maintain a sufficient level of staff support to carry out adequate service functions so that an assigned student will not be expected to perform in lieu of the Experience Provider's or Company's staff;
 - h. ensure that student has immediate access to a member of the Experience Provider's professional staff in case of an emergency. The name of the emergency contact person shall be provided in writing to the University's Internship Administrator at least twenty (20) business days prior to the student's departure to the Experience Provider or Company location, or to the start of the remote Internship Program, as applicable, and such writing shall be incorporated by reference into this Agreement as Exhibit A, "Individual Program Contact Sheet"; and
 - i. provide the University Internship Administrator with proper invoicing pertaining to the service fee paid to support expenses arising from the Internship Program including appropriate housing, meals, in country transportation, mentor costs for time and administration, equipment, and any other reasonable and properly documented fees.
3. The University agrees to:
- a. provide an Internship Administrator who will direct the Internship Program for the University and who will provide the Experience Provider with appropriate information prior to and in connection with each student Internship assignment, and will plan appropriate visits and/or consultation conferences;
 - b. establish and maintain on-going communication with the Experience Provider's designated Internship Mentor on items pertinent to the University's International Internship Program, such as pre-training, preparation or outlines, University policies, and relevant changes in Administrator assignments, if any;

- c. make reasonable efforts to ensure that each student intern from the University is reasonably screened and scrutinized through selection as an appropriate intern for the Internship Program;
 - d. make reasonable efforts to ensure that each student intern is aware of his/her responsibilities to abide by the terms of Section 1.e, and that each intern from the University shall enter into a separate written agreement between the University and the intern (“Student Understanding and Agreement” and “International Internship Addendum”) in the form attached as an example in Exhibit B; and
 - e. Coordinate with the Experience Provider to ensure that the student’s expenses associated with housing, in-country transportation, some meals, and other arrangements are paid.
4. Insurance and Indemnity: The Experience Provider and the University shall at all times maintain commercial general liability insurance of at least One Million Dollars (\$1,000,000) per occurrence and, if needed, other insurance coverage necessary to adequately underwrite its promise to indemnify the other. Each party, upon request from the other party, shall supply a certificate of insurance.

The University and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance or non-performance of this Agreement.

Neither the University nor the Experience Provider will be responsible or liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and the University, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

5. Term: The term of this Agreement shall begin on the Effective Date and may be terminated by the University or the Experience Provider for any reason by providing sixty (60) days’ advance written notice to the other party.
6. Compliance with Laws: In the performance of this Agreement, each party agrees to comply with all laws, statutes, ordinances, and government regulations or rulings applicable to its activities and operations.
7. Amendment: This Agreement may be revised or modified only by a written amendment signed by authorized representatives of both the University and Experience Provider.
8. Entire Agreement: This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have signed this Agreement as of the date(s) indicated.

EXPERIENCE PROVIDER

LEHIGH UNIVERSITY

(name of organization)

By: _____

By: _____

Name: _____

Name: Carol S. Strange

Title: _____

Title: Director, International Internship Program

Date: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

*This page intentionally left blank. Individual Program Contact Sheet
under review and will follow at a later date.*

EXHIBIT B

STUDENT UNDERSTANDING AND AGREEMENT LEHIGH UNIVERSITY SANCTIONED INDIVIDUAL STUDENT PROGRAMS ABROAD

This Student Understanding and Agreement (the “Agreement”) is a legally binding contract between Lehigh University (referred to as “Lehigh” or “University”) and the undersigned student (referred to as “student”, “participant” or “you”) that sets forth the requirements and expectations for participation in a sanctioned remote or virtual internship or Study Abroad program offered by Lehigh University (the “Virtual International Program”).

In exchange for being granted the opportunity to participate in a Lehigh sanctioned Virtual International Program, the student, intending to be legally bound, agrees to the following terms and conditions:

A. ELIGIBILITY AND COMPETENCIES

1. **ELIGIBILITY:** In order to be eligible to participate in a Lehigh sanctioned Virtual International Program, you must:
 - a. Be enrolled full-time at Lehigh or your home post-secondary school in the semester immediately prior to participation in the Virtual International Program;
 - b. Be in good financial standing with the Bursar’s Office;
 - c. Be in good academic standing;
 - d. Not be on disciplinary probation the semester prior to participation, or during the term of participation; and

The Study Abroad / IIP Office and/or Program Leader(s) (if applicable), in consultation with the Dean of Students Office, will review each student’s disciplinary records prior to determining whether to grant approval to participate in a Lehigh sanctioned Virtual International Program. Students whose records indicate a history of inappropriate conduct should expect to have their cases reviewed in depth and considered fully in the final decision about whether such student may participate. This includes noncompliance with Lehigh COVID-19 policies and requirements.

2. **REQUIRED COMPETENCIES:** In order to participate in a Lehigh sanctioned Virtual International Program, you must demonstrate the following required competencies:
 - a. Ability to be flexible and adapt to new, unexpected circumstances as they occur. Navigate independently and/or appropriately in a new and /or unfamiliar environment, as applicable.
 - b. Ability to be responsible for all known personal medical and psychological needs prior to participation in this activity, as well as the ability to be functionally stable for at least six months prior to participation.
 - c. Ability to respect the host culture and its different language(s), values, customs, and belief systems, as applicable.
 - d. Knowledge of, and willingness to uphold, reasonable and appropriate standards for living and learning environments, as applicable.

If you are unable to demonstrate the competencies at any point prior to or during a Virtual International Program, Lehigh may reconsider your approval to participate in such program. You may contact the Program Leader(s) or Faculty/Staff Advisor, the Director of the Study Abroad / IIP Office, or the Associate Dean of Students if you have questions about the competencies.

B. COST AND PAYMENTS

1. **DEPOSIT AND REGISTRATION FEE:** A \$50 registration fee and an additional deposit, if applicable, are due at the time of program registration. The registration fee in some cases is covered by the program and in some cases the registration fee is more than \$50.00 based on program length. The registration fee is non-refundable in all cases. The deposit may be refunded under certain circumstances, subject to approval on a case-by-case basis.
2. **ACCEPTANCE:** By submitting an application or registration form online to a Lehigh sanctioned Virtual International Program abroad, you are agreeing to enroll in the program for which you applied/registered if you are approved and accepted. Programs may require interviews, written statements, or both, before deciding to accept a student.
3. **PROGRAM COST AND BILLING:** Upon acceptance into the program, if applicable, the Bursar's Office will send you an invoice for the program cost less the deposit. Full payment is due as stated on the invoice. For specific costs, please refer to the applicable program.
4. **STUDENT WITHDRAWAL:** In order to withdraw from a program, you must notify the Study Abroad / IIP Office and/or Program Leader(s) **in writing**. Since Lehigh may undertake substantial financial commitment on behalf of students prior to the beginning of Virtual International Programs, you will be charged for all non-recoverable funds Lehigh has committed on your behalf.
5. **DISMISSAL BY LEHIGH:** If your conduct after registration/acceptance and prior to the start of the program leads to disciplinary probation, you will be dismissed from the program and, if applicable, will forfeit your deposit and registration fee as well as any non-recoverable funds Lehigh has committed on your behalf up to the date of dismissal. If you are dismissed from the program at any point after the program starts including pre-program meetings on campus, you will be billed according to the program (i.e., no refund, if applicable, will be given).
6. **PROGRAM CANCELLATION:** Please refer to the Study Abroad / IIP Office website (www.lehigh.edu/studyabroad) for the cancellation policy.

C. GENERAL TERMS AND CONDITIONS

1. **RELEASE OF LIABILITY; INDEMNIFICATION:** In consideration for the use of premises or facilities owned or operated by Lehigh University and/or in consideration for permitting me to participate in this Virtual International Program, on behalf of myself, my heirs, executors, administrators, successors or assigns, I hereby release and forever discharge Lehigh University, its trustees, employees and agents from and against any and all actions, causes of action, suits, damages, claims, and demands, on account of personal injury, including death, or any other cause whatsoever, which I may have by reason of or arising out of my participation in this program.

Further, I agree to indemnify and hold harmless Lehigh University, its trustees, employees and agents from any and all causes of action, claims, demands, losses or costs of any nature whatsoever arising out of or in any way related to my participation in the Virtual International Program and my use of facilities, equipment, or services in association with the program. Lehigh University will not accept liability for any act I commit, willful or negligent, which results in damages or injury to persons or property, and I agree to undertake full reimbursement to the injured party should such damage or injury occur.

RISK FACTORS: I understand that my participation in this Virtual International Program may involve risks not found in study at Lehigh University. These include risks

inherent in foreign political, legal, social, and economic conditions. I represent that I have made my own investigation and am willing to accept these risks.

2. **REPORTING OBLIGATIONS:** I agree to report to the Study Abroad / IIP Office, Faculty/Staff Advisor, Program Leader(s), host institution, and/or experience provider any serious physical, safety, personnel or other problems that I may encounter during the program. I understand that the University is not responsible and I agree to hold the University harmless from any claims, disputes, losses, damages, injuries, adverse events, or outcomes arising out of or caused by the host institution, experience provider, or internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events, and outcomes caused by their actions, inactions, or negligence, even if the University has been advised of the possibility of such.
3. **MEDICAL CONSULTATION:** I agree to consult with my personal physician about medical matters relating to my participation in a Virtual International Program. I understand that I am strongly encouraged to disclose to the Study Abroad / IIP Office and/or Program Leader(s) any personal, physical, medical, and/or psychological or emotional concerns/issues I might have which would, without reasonable accommodation, prevent me from performing my responsibilities on my program. I understand that if I have a disability which requires reasonable accommodation by the program provider, I will advise the Program Leader(s) at a time sufficiently prior to the commencement of the program to allow the Program Leader(s)/providers to make reasonable accommodations.
4. **PRE-PROGRAM ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory pre-program orientations and meetings with the Study Abroad / IIP Office and Program Leader(s).
5. **ATTENDANCE:** I agree to attend the program in accordance with its established schedule, including all orientations, meetings, work assignments, classes, excursions, and exams on and off campus, as applicable. I agree to complete all University requirements/assignments associated with my program and when applicable as agreed upon with my Faculty/Staff Advisor.
6. **ABSENCES AND FREE TIME:** I understand that Lehigh is not responsible for my welfare or liable for my actions during periods of absence from the program free time. Free time means any time(s) when students are not under the direction or supervision of the program or its agents.
7. **PROGRAM MODIFICATION:** If necessary, Lehigh reserves the right to change or modify any arrangement concerning the content of the program.
8. **PAYMENTS AND BILLING:** If applicable, I will pay all tuition, fees and charges due according to the regularly scheduled billing by Lehigh and I am responsible for the timely payment of all other charges incurred by me or on my behalf in connection with my participation in the program.
9. **HEALTH AND SAFETY; INSURANCE:** Lehigh reserves the right to make such decisions and take such actions that it believes are necessary to maintain my health and safety, and I shall not hold Lehigh responsible for such decisions or actions.

10. **AUTHORIZATION FOR EMERGENCY SERVICES:** I hereby authorize Lehigh, its faculty, staff and agents, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense.
11. **RULES, STANDARDS AND INSTRUCTIONS FOR STUDENT CONDUCT:** I will, at all times, act responsibly and comply with the policies, rules, standards, and instructions for student conduct and behavior of Lehigh and the host institution(s). Lehigh will enforce appropriate standards of conduct and may terminate my participation in the program for failure to maintain these standards or for any actions or conduct which Lehigh considers incompatible with the interest, harmony, comfort or welfare of participants. Unacceptable conduct includes, but is not limited to, unauthorized absence from the program, harassment, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity.
- I understand and agree to be bound by the rules and policies of Lehigh University and, in particular, the Student Code of Conduct as well as those of my host institution(s).*
12. **ALCOHOL AND OTHER SUBSTANCES:** Lehigh will not tolerate alcohol or drug abuse (by U.S. definition) and/or excess. I understand that if I am impaired and cannot fully participate in expected classroom attendance, group activities, excursions, and/or my conduct is disruptive or incompatible with the program purpose and objectives, Lehigh and/or the host program may require my immediate termination from the program.
13. **REMOVAL FROM PROGRAM:** If my program participation is terminated, Lehigh shall have the right to require me to leave the program without refunding my tuition or fees (if applicable) and without academic credit (if termination is prior to the program end date).
14. **UNFORSEEN COSTS:** I understand that I am responsible for any additional unforeseen costs associated with my participation in the program in the event of an emergency that detains me outside of the program and/or planned program dates.
15. **EMERGENCY CONTACTS:** I agree that the Lehigh Study Abroad / IIP Office staff and/or the Program Leader(s) may distribute information about my participation in a Virtual International Program to the parent or guardian whom I have designated as my emergency contact. I further agree that such staff may discuss my academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my experience.

16. **AUTHORIZATION AND RELEASE OF COPYRIGHTS:** I grant permission to Lehigh to use my photograph, likeness or comments in any medium for educational, promotional, or any other purpose in furtherance of the non-profit missions of the University.

By signing below, I confirm that I have read and understand these conditions and agree to be bound by them.

Student Name (please print):

Student Signature: _____ Date: _____

International Internship Addendum to Student Understanding and Agreement

Student Name: _____

Experience Provider: _____

Internship Start Date: _____ End Date: _____

The student intern, intending to be legally bound, agrees as follows:

1. I agree to enroll as a Lehigh University student for the International Internship Program. I recognize that the air travel arrangements will be made by the Lehigh University Internship Administrator and that, once booked, if subsequent changes are needed I will notify the administrator, change the ticketing myself, and absorb the corresponding costs.
2. I agree to complete the International Internship Program and all required pre-training and subsequent reporting required by Lehigh University and/or the Experience Provider within the specified dates.
3. I agree to accept no other employment or to enroll in any academic coursework during the International Internship Program.
4. I agree to train, work conscientiously, and complete all assignments under the direction of the assigned Internship Administrator and Internship Mentor, submitting all reports and assignments as required by each party.
5. I verify that I, and my Internship Administrator, have been provided by the Experience Provider a written explanation concerning any dangerous conditions or physical hazards that I may be exposed to as a result of my participation in the Internship Program. I understand that the University does not supervise, monitor, or control the Internship working conditions.
6. I agree to read a copy of the International Internship Agreement between Lehigh University and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by the terms and conditions that specifically apply to interns.

I am at least eighteen years of age and am participating in this International Internship Program voluntarily. I have carefully read this Addendum to the Student Understanding and Agreement before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made to me.

Student's signature: _____

Date: _____

Witness: _____

Date: _____

University Internship

Administrator's Signature: _____

Date: _____