



INTERNATIONAL INTERNSHIP AGREEMENT

This International Internship Agreement (the “Agreement”) is entered into as of this ____ day of ____, 201____ (“Effective Date”) by and between Lehigh University, a Pennsylvania nonprofit corporation and educational institution (the “University”) and ____ (the “Experience Provider”) located at _____.

International Internships are established based upon a cooperative three-party relationship between the Internship placement (work experience company), 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 an international workplace or research setting on a project developed by the Experience Provider. This work experience will allow for exploration in the student’s field of study, exploration of a career path, international networking and workplace environment experiences.

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 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, and availability of the Experience Provider’s facility as an Internship work experience placement;
 - b. to establish the educational objectives of the Internship, devise methods for their implementation, 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;
- 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. Ham
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 location, additional contacts as required. The Experience Provider will designate contacts for the student who will be available 24 hours per day, 7 days per week, both for regular in-country inquiries during business hours and in the event of emergency needs during all other hours. 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, genetic information, marital 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 location, who will be responsible for the planning, implementation, project

and work assignment, and primary supervision of the Internship experience for each student assigned;

- b. provide the physical facilities and equipment necessary for the Internship experience;
- c. instruct each student assigned to it about the Experience Provider'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 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 Work Experience);
- 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 staff;
- h. ensure that student has immediate access to a member of the Experience Provider's professional staff in case of an emergency arising at any time of the day or night. 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 location 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; and
- j. to agree to all legal requirements related to Experience Provider's work relationship with the student.

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 experience, 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.
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 and Governing Law: 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. This Agreement shall be construed and governed in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to conflict of law provisions.
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

 [Insert Name of Experience Provider]

By: _____	By:  _____
Name: _____	Name: <u>Carol S. Ham</u>
Title: _____	Title: <u>Director, International Internship Program</u>
Date: _____	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 an individual student program abroad sanctioned by Lehigh University.

In exchange for being granted the opportunity to participate in a Lehigh sanctioned program abroad, 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 an individual student Lehigh sanctioned program abroad, you must:
 - a. Be enrolled full-time at Lehigh or your home post-secondary school in the semester immediately prior to studying abroad;
 - b. Be in good academic standing;
 - c. Not be on disciplinary probation the semester prior to participation, or during the term abroad;
 - d. Have a faculty/staff advisor that has approved both your program of study and international location.

The Study Abroad Office, in consultation with the Dean of Students Office, will review each student’s disciplinary records prior to determining whether to grant approval to study abroad. 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 study abroad.

2. **REQUIRED COMPETENCIES:** In order to participate in Lehigh University sanctioned programs abroad (non-credit-bearing), 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. (Ex: live in a host dorm with non-Lehigh students; use urban/rural public transportation systems).
 - b. Ability to be responsible for all known personal medical and psychological needs prior to participation in this off-campus 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.
 - d. Knowledge of, and willingness to uphold, reasonable and appropriate standards for living and learning environments.

If you are unable to demonstrate the competencies at any point prior to or during a Study Abroad program, Lehigh may reconsider your approval to participate in such program. You may contact

the Director of International Programs/Study Abroad Office or the Associate Dean of Students if you have questions about the competencies.

B. COST AND PAYMENTS

1. **DEPOSIT AND REGISTRATION FEE:** Once your program has been approved, a non-refundable \$50 registration fee will be billed to your Bursar account.

C. INTERNATIONAL TRAVEL

1. **INTERNATIONAL SERVICES AND INSURANCE:** Lehigh University has established the *Lehigh University Student International Services and Insurance Program (LUSISIP)* for students abroad on Lehigh-sanctioned programs:
www.lehigh.edu/~incis/documents/Service%20and%20Insurance%20Program.pdf. You will pay a registration fee for the cost of this program at the time of application.
Undergraduate student: This mandatory insurance program is primary in all cases, and works in concert with International SOS for the **official duration of the abroad portion of the program**. You will be responsible for obtaining your own insurance and/or services package within the United States as well as for any travel abroad before or after the official duration of the abroad portion of the program.
Graduate Student: You will receive the benefits of International SOS **for the official duration of the program**, but not the insurance portion of LUSISIP, and are required to provide or purchase your own health insurance.
2. **WEB REGISTRATION FOR INTERNATIONAL SOS:** You must register your international travel **prior to departure** on the International SOS portal, which can be found on the Study Abroad website: www.lehigh.edu/studyabroad. You will receive directions for registering, which will include a registration deadline.
3. **AIRLINE RESERVATIONS:** You are responsible for making your own travel arrangements.
4. **PASSPORT:** You must obtain your own passport which must be valid for at least six months beyond the last day of the program. You must submit a copy of your passport to the Study Abroad Office prior to program pre-departure. American citizens may obtain forms at www.travel.state.gov. Please note that it may take up to eight weeks to process an application for a U.S. passport. Non-US passport holders should consult their home embassy.
5. **VISAS:** You must obtain proper visas and pay all costs associated with such visas. U.S. citizens may be required to obtain a visa if their plans include travel outside the designated study abroad country before or after the program. Importantly, non-US passport holders need to consider very carefully any visa requirements. Obtaining visas may be a lengthy and detailed process involving persistence. Check www.travel.state.gov for specific entry requirements for each country.
6. **CONTACT INFORMATION:** You must complete the Contact Information Sheet provide by the Study Abroad Office **BEFORE** departure and by the date established by the Study Abroad Office.

D. 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 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 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.

2. **RISK FACTORS:** I understand that my participation in this program involves risks not found in study at Lehigh University. These include risks inherent in traveling to, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places and conveyances; and local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
3. **REPORTING OBLIGATIONS:** I agree to report to the Study Abroad Office and my faculty/staff advisor 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 for 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.
4. **MEDICAL CONSULTATION:** I agree to consult with my personal physician about necessary immunizations and any other medical matters relating to my participation in an international program. I understand that I am strongly encouraged to disclose to the Study Abroad Office and/or program leaders 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 at a time sufficiently prior to the commencement of the program to allow the program leaders/providers to make reasonable accommodations.
5. **PRE-DEPARTURE ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory pre-departure orientations and meetings with the Office of International Programs/Study Abroad and Program Leaders.
6. **ATTENDANCE:** I agree to complete all University requirements/assignments associated with my program and as agreed upon with my faculty/staff advisor.
7. **PROGRAM MODIFICATION:** If necessary, Lehigh reserves the right to change or modify any arrangement concerning the location and/or content of the program.

8. **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. I fully understand the insurance programs described in Sections C.1 and C.2 above.
9. **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. If deemed necessary or desirable by Lehigh, I may be returned to the United States by commercial airline or other means at my expense for medical treatment.
10. **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).
11. **ALCOHOL AND OTHER SUBSTANCES:** Lehigh will not tolerate alcohol or drug abuse (by U.S. definition, or that of any other country visited) and/or excess. I understand that if I am impaired and cannot fully participate in my program, Lehigh and/or the host program may require my immediate termination from the program and I will return to the United States.
12. **REMOVAL FROM PROGRAM:** If my program participation is terminated, Lehigh shall have the right to require me to leave the program and return to the United States without refunding the registration fee. If Lehigh directs me to return to the United States, I agree to cooperate and abide by such direction and cover all associated costs.
13. **UNFORSEEN COSTS:** I understand that I am responsible for any additional unforeseen costs (e.g., housing, board, travel fees) 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. I am responsible for the purchase of trip interruption/cancellation insurance.
14. **EMERGENCY CONTACTS:** I agree that the Lehigh Study Abroad Office staff may distribute information about my participation in a study abroad 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 study abroad experience.
15. **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 Signature:

Date:

Print Name:

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 Internship 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 Internship.
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 understand that my Experience Provider will pay reasonable expenses associated with housing, in country transportation, meals, and other arrangements in connection with my Internship. If the experience provider requires documentation of expenses, I will provide them with necessary receipts and accounting of all expenses.
7. 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 voluntarily. I have carefully read this 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: _____