



# LAMAR UNIVERSITY

## LEARNING AGREEMENT

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PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE AGREEMENT

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Student Name \_\_\_\_\_

Major \_\_\_\_\_

Employer Name \_\_\_\_\_

Supervisor \_\_\_\_\_

The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

### 1. Student Obligations

- 1.1 *Student must meet with the Director of Cooperative Education once Internship is secured and attend a mandatory Internship Orientation prior to enrollment for academic credit. Student agrees to complete all forms required at the Orientation.*
- 1.2 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadline given by the employer and the Director of Cooperative Education.
- 1.3 Before the end of the semester, the student will submit to the Director of Cooperative Education the following (3) documents: student evaluation form, employer evaluation form and either a 4-page, double-spaced written report describing the projects he/she worked on or a copy of Power Point slides as part of his presentation to his employer.
- 1.4 Student should be covered by his/her own insurance or by Employer's insurance.
- 1.5 Student agrees to the terms listed in the attached Student's Waiver of Liability.

### 2. Employer Obligations

- 2.1 Employer, when possible, shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.
- 2.2 Employer is to provide Student with real "hands on" career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties.
- 2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student's final grade.

2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.

2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

**3. Director of Cooperative Education Obligations**

3.1 The Director of Cooperative Education shall assign a final grade for the Internship based on the 3 reports submitted as described in section 1.3 above.

3.2 The Director of Cooperative Education shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student's academic work.

3.3 The Director of Cooperative Education shall allow adequate office time to meet with Student for guidance on assignments and projects during the mandatory Orientation.

**All Parties agree to comply with all stipulations and requirements.**

\_\_\_\_\_  
(Student Signature)                      (Date)

\_\_\_\_\_  
(Employer Signature)                      (Date)

\_\_\_\_\_  
(Director of Cooperative Education Signature)      (Date)