



# Cornell College

## INTERNSHIP AGREEMENT

This Agreement is entered into by and between Cornell College (College) and \_\_\_\_\_  
(Company)

### I. STATEMENT OF AGREEMENT:

This is a mutual Agreement between the Company and the College that the Company will accept College students in internships provided at the Company to College students pursuant to the Agreement shall hereinafter be referred to as the "Program".

### II. RESPONSIBILITIES OF THE COMPANY:

- A. The Company shall designate one of its employees as the Company Internship Coordinator, subject to the approval of College based upon his/her professional and academic credentials, which approval shall not be unreasonably withheld. The Company Coordinator shall act as the administrative liaison to the College in implementing the terms of this Agreement. The Company Coordinator shall be responsible for cooperating with the College Internship Director designated by the College to assure mutual participation and supervision of the program.
- B. The Company shall have the responsibility for supervision of the student while performing this practicum.
- C. The Company agrees to allow Program students the use, on a space available basis, of Company's offices, conference rooms and lockers.
- D. The Company shall provide automobile parking spaces for Program students on a basis consistent with Company employees. Program students shall be solely responsible for any parking costs consistent with such policies.
- E. The Company is aware of and has access to the Department of Labor regulations regarding Interns. The Company recognizes the shared responsibility it has with the College to abide by these regulations.

### III. RESPONSIBILITIES OF COLLEGE:

- A. Students who have successfully completed appropriate academic education shall be selected for the Program by the College. Program students shall be assigned for internships after consultation with the Company Coordinator who shall have final authority regarding all such assignments.

- B. The College shall conduct the Program so as not to disrupt the operations and services of the Company.
- C. The College shall maintain for itself and shall provide to its students, faculty and staff participating hereunder professional and general liability insurance coverage.
- D. The College is aware of and has access to the Department of Labor regulations regarding Interns. The College recognizes the shared responsibility it has with the Company to abide by these regulations

#### IV. RESPONSIBILITIES OF THE STUDENT

- A. The student will abide by the rules and regulations of the College and Company during the Program and will act in a professional manner at all times.
- B. The student will respect the confidentiality of information shared during the Program.

#### V. REQUEST FOR WITHDRAWAL OF STUDENT:

If, in the sole opinion of the Company, any Program student who fails to act in accordance with the policies of the Program, including with limitation, violation of any provision of this Agreement, the Company Coordinator shall, in writing, so notify the College Internship Director. Upon receipt of said notice, the College Internship Director shall immediately suspend the affected student from the Company until such time as appropriate course of corrective action is mutually agreed upon by the Company Coordinator and College Internship Director.

#### VI. TERM AND TERMINATION:

This Agreement shall be in effect for three (3) years from date of signature. This Agreement shall be renewed for additional three-year terms upon the same terms and conditions set forth herein, provided, however, that either party may at any time during their term hereto unilaterally, with or without cause, terminate this Agreement upon ninety (90) days written notice to the other party. Notwithstanding the foregoing, either party may immediately terminate this Agreement on written notice given after the other has committed a material breach of this Agreement and failed to cure such breach within ten (10) days of receipt of written notice from the terminating party identifying the nature of the breach.

NOTICES:

Notices or communication required or permitted to be given under this Agreement shall be given to the respective parties by registered or certified mail, return receipt requested, at the following address unless a party shall other designate in writing:

COLLEGE

COMPANY

\_\_\_\_\_  
Cornell College  
600 First Street West  
Mount Vernon, IA 52314-1098

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

VII. NONDISCRIMINATION:

Neither the Company nor College will discriminate against any individual on the basis of age, creed, race, color, handicap, sex or national origin in connection with the Program.

VIII. ENTIRE AGREEMENT:

This Agreement constitutes the entire Agreement between the College and Company and superseded all proposals or prior agreement, oral or written, and all other communications, oral or written. This Agreement shall not be amended, altered or changed except by written agreement of both parties.

STUDENT: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_

FOR THE COLLEGE: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_

FOR THE COMPANY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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