Below are documents that have been approved by the Texas State University System General Counsel. All documents are to be included in the internship and/or co-op packets distributed to students and employers.

**Student Information:**

- Guidelines for Receiving Internship Credit
- Pre-Screening Form
- Learning Agreement
- Student Waiver of Liability

**Employer Information:**

- Learning Agreement
- Employer Waiver of Liability (Unpaid, For Profit only)

All academic departments participating in service learning initiatives must provide the following:

- Community Partnership Agreement Letter**
- Student Waiver of Liability**

** Classroom trips supervised by a Lamar University faculty or staff member are exempt from the service learning documents.**

Following the steps below will ensure that all internships, co-ops and service learning packets, as well as opportunities posted through our site, have been reviewed and approved.

**Step 1.** Documents must be put on website through The Career and Testing Center.

**Step 2.** The completed packet must be approved by the Career and Testing Center.

**Step 3.** All unresolved issues will be sent and approved through the Senior Associate Provost for review and decisions.

**Step 4.** All internships, service learning and co-ops must be registered through Cardinal Connect for university tracking.

Teresa Simpson
Director, Career and Testing Center
Date
1/19/12

Steve Doblin
Provost and VP Academic Affairs
Date
1/23/12

Deidra Mayer
Associate Director, Career Services
Date
1/18/12

Communications

All questions are to be directed to Deidra Mayer, Associate Director for Career Services in the Career and Testing Center at Deidra.Mayer@lamar.edu or call at 409-880-8871.

For more information on legal questions surrounding paid or unpaid internships:

Update: 02-22-11
Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

**Key Facts of the Course:**
- Carries three hours of upper-level academic credit.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If you do not currently have an Internship site, Career and Testing Center will assist you in the process.

For the *(Course)*, credit can be earned for Internships under the following conditions:

**Guidelines for Approval:**
- Must attend Internship orientation.
- Credit is not given for general work experience. It must be an Internship—not a job.
- Duties and project descriptions are required.
- The Internship must have a beginning, an end, and concrete professional development goals.
- The Internship should be a necessity for entering a career field and a valuable experience.
- Students need a cumulative GPA of 2.25 or higher.
- Students must have completed a minimum of 85 academic credit hours.
- Students must agree to work a minimum of 200 hours during Internship.
- Students must apply and be approved to participate in the Internship program with the Faculty Internship Coordinator.
- Only two, 3-hour Internships can apply toward your degree plan.

**How to Register for Class:**
All the necessary forms are available on the Construction Management and Career and Testing Center websites. The following pages further list all materials and forms that must be submitted to the Career and Testing Center and Faculty Internship Coordinator before you can enroll in the course.

Update: 02-22-11
LAMAR UNIVERSITY
PRE-SCREENING FORM

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

The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Career and Testing Center.

PART 1: STUDENT INFORMATION

Name ________________________________ Major ________________________________
Address ______________________________ Telephone ________________________________
__________________________________________ Email ________________________________
GPA: ________________________________ Classification ________________________________

During which term and academic year will you be doing the Internship?

During which term and academic year will you be enrolling for academic credit?

PART 2: EMPLOYER INFORMATION

Organization ____________________________________________
Address ________________________________________________
Supervisor __________________________________ Title ________________________________
Email ______________________________ Phone ________________________________

PART 3: JOB DESCRIPTION

Please attach a copy of your job description to this agreement.

PART 4: PROJECT DESCRIPTION

Please attach a detailed description of your project to this agreement.

I hereby request an Internship as described in Parts 2, 3, and 4 above:

___________________________________________________________________________

Student Signature ______________________________ Faculty Coordinator Signature ______________________________

Date ______________________________ Date ______________________________

Update: 02-22-11
LAMAR UNIVERSITY
LEARNING AGREEMENT

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

Student Name ____________________________  Major ____________________________
Employer Name __________________________  Supervisor __________________________
Faculty Internship Coordinator ______________

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 shall attend a mandatory Internship Orientation prior to enrollment for academic credit. 
       Student agrees to complete all forms required at the Orientation.
   1.2 Student must meet with the Faculty Internship Coordinator once Internship is secured.
   1.3 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 
       Faculty Internship Coordinator.
   1.4 Please see attached General Guidelines for class details for student criteria and responsibilities 
       specific to this Internship program.
   1.5 Student should be covered by his/her own insurance or by Employer’s insurance.
   1.6 Student agrees to the terms listed in the attached Student’s Waiver of Liability.
   1.7 Student agrees to complete a brief evaluation at the completion of the Internship.

2. Employer Obligations
   2.1 Employer 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. Please do not expect Student to perform minor tasks or tasks others wish to avoid.
   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.
2.6 Employer agrees to the terms listed in the attached Employer's Waiver of Liability.

3. Faculty Internship Coordinator Obligations
3.1 Faculty Internship Coordinator shall monitor Student’s progress and assign a final grade for the Internship.
3.2 Faculty Internship Coordinator shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.
3.3 Faculty Internship Coordinator shall allow adequate office time to meet with Student for guidance on assignments and project.
3.4 Faculty Internship Coordinator shall conduct at least one evaluative interview with the student’s on-site supervisor either on-site or electronically—during the course of the semester.

4. Career and Testing Center Obligations
4.1 Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience.
4.2 Career Center Consultant may visit Student’s employment site.

All Parties agree to comply with all stipulations and requirements.

________________________________________  ______________________________________
(Student Signature)                      (Employer Signature)

________________________________________  ______________________________________
(Faculty Internship Coordinator Signature)  (Date)
Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, ________________________________ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. I voluntarily intend this waiver to be broadly interpreted in favor of the released parties. Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.

I fully understand that by signing this form, I am

a). giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and

b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

______________________________     ________________________
Student                                     Date