



CASE INDUSTRY CO-OP PROGRAM GUIDELINES

1. Each Company shall determine the number of interns that it wishes to hire each semester, and shall interview and select its interns. Only students who are enrolled at Syracuse University shall be eligible for internships. An internship shall last for one semester.
2. The Company acknowledges that it is purchasing the services of the intern through the University. Each Company shall be responsible for establishing the intern's compensation and anticipated work schedule, subject to applicable federal and state employment laws. Each Company shall pay the University upon receipt of invoices which represent hours worked by the student, approved and submitted to the University. Specific payment arrangements will be worked out with the Program Manager prior to the start of the internship. Due to the services the University is providing in administering this program, the Company acknowledges that any amounts paid to the University are non-refundable, regardless of the circumstances.
3. The students participating in this program are considered student-employees of Syracuse University for compensation purposes only. Each Company acknowledges that it shall be solely responsible for the interns' acts or omissions, regardless of where the internship takes place, and that it will defend the University with competent counsel, hold it harmless, and indemnify it from any liability or claims brought against the University as a result of the acts or omissions of the Company, its employees, or the interns. The Company, at its own expense, shall maintain Commercial General Liability insurance with at least \$1,000,000 liability coverage per occurrence with a \$2,000,000 aggregate. The required insurance shall cover the acts or omissions of the Company, its employees and the interns.
4. The Company shall promptly notify the University of any exposure of an intern to health hazards at the Company. In the event of an accident or illness, the Company shall, if it has facilities to do so, render emergency care to the intern. The cost of emergency care will be paid for by the intern.
5. The Company may terminate an intern's internship by providing written notice to the University, stating that the intern is no longer acceptable to the Company, and stating the specific reason for the termination. However, the Company agrees to initially bring any issue related to intern's performance to the attention of the Program Manager, to allow for resolution through a means short of termination.
6. The Company certifies that it does not and will not discriminate against any intern or applicant for an internship because of race, color, creed, sex, handicap status or national origin.
7. A Company's participation in this internship program shall serve as its consent to abide by these Guidelines. Any legal issues regarding this program shall be construed and enforced in accordance with the laws of the State of New York.