Agreement made this [\_\_] day of [month, 200\_], between the CASE of Syracuse University, Syracuse, NY 13244, and [Company], a New York corporation, having an address of [address of Company].

WHEREAS,

Syracuse University and [Company] desire to establish and maintain an educational affiliation in [**INSERT FIELD OF STUDY]** between the parties for the benefit of one or more Syracuse University students;

CASE desires to place talented and motivated Syracuse University students in positions that are enriching and integral to a student’s educational program, provide challenging exposure to practical work experiences and enhance a student’s academic experiences. [Add statement explaining how the affiliation is directly related to the school’s curriculum (e.g. Scholarship in Action, CASE mission, or contractually-funded post-graduate research grants (NYSTAR)];

[Company] affirms that the co-op opportunity will not displace a U.S. resident;

[Company] desires access to talented students, to the University’s resources including state–of-the-art facilities to support their co-op project needs and to solve real business problems; and

Such student(s) shall undertake employment activities associated with Syracuse University’s established curriculum in the [**INSERT SCHOOL OR DEPARTMENT]** and such employment shall be an integral and important part of the education of the student(s) as it constitutes practical application of skills called for in the student’s program of study;

THEREFORE,

[Company] will provide an opportunity for student to develop the skills and perform the duties described in the internship duties/responsibilities attached as Exhibit A. A student’s internship experience will not exceed 20 hours per week during the school year.

At [Company], the student will be supervised by [name of individual to whom student will report his/her designee]. [Company] shall provide a performance evaluation to the Academic Advisor, the student and the CASE at the end of the academic semester or the conclusion of the student’s work, whichever occurs first.

The CASE will provide administrative management and project oversight of the Internship and a student’s participation therein. The academic department will provide a student advisor to provide guidance and/or support to the participating student intern(s).

Students employed under this Program shall be paid by the CASE/Syracuse University. [Company] agrees to pay the CASE the agreed cost for the program at established intervals during the student’s employment.

The Academic Department, CASE and [Company] will collaborate to maximize the educational value of the program.

This Agreement is subject to the CASE Industry Co-op program guidelines which are incorporated into this Agreement by reference.

This Agreement will renew automatically year to year from the date of execution by the parties unless terminated upon 30-day prior written notice to the other party. Termination may be at will, however, if the agreement is terminated before completion of student’s co-op program, the student may not continue employment.

Any notices required to be given or which shall be given under this Agreement shall be in writing and be addressed to the parties as shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | CASE |  |  | Company |
| Name: | Pramod K.Varshney,PH.D. |  | Name: |  |
| Title: | Director-CASE |  | Title: |  |
| Address: | CST 2-212 |  | Address: |  |
| Phone: | 315-4431060 |  | Phone: |  |
| Fax: | 315-443-4745 |  | Fax: |  |
| Email: | [Varshney@syr.edu](mailto:Varshney@syr.edu) |  | Email: |  |

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the day and year first above written.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **UNIVERSITY** |  |  | **SPONSOR** |
| By: |  |  | By: |  |
| Name: | Gina Lee-Glauser |  | Name: |  |
| Title: |  |  | Title: |  |
| Date: |  |  | Date: |  |

## INTERNSHIP DUTIES AND RESPONSIBILITIES

The student intern, in conjunction with his/her academic advisor, will develop an agreement that consists of the following for the requested internship:

**Objective** – The internship objective must be clearly stated (e.g., develop a business plan, maintain/develop website, create software for a particular use);

**Methodology** – How will the objective be achieved;

**Schedule** – Develop a weekly schedule for the duration of the internship. Work hours cannot exceed 20 hours/week while school is in session.

**Deliverables** – what product/output will be provided to the client/company (e.g., business plan, web content, presentation of findings);

**Communication** – How will the client/company, intern, academic advisor and CASE communicate (e.g., weekly/montly meetings, reports)

The internship duties and responsibilities must be completed and signed by both the student, academic advisor supervising the internship.