



### Company Compliance Requirements and Agreement

(Company Representative to Complete)

You have agreed to sponsor Indiana University student \_\_\_\_\_  
(name of student)

in an internship with \_\_\_\_\_  
(name of company)

By signing below you commit to sponsor the intern and agree to the following terms:

- Supervision of the internship program, whereby the student reports directly to an assigned supervisor in the sponsoring company.
- Responsibility for providing the student with a learning environment complementing their educational background. The program does not have to be formal, however, we do require the student intern be involved in activities pertaining to their education. We ask you to include the intern in as much responsibility as possible in the day to day business operations of the company.
- To abide by all Federal, State and Local laws relative to employment standards and to exhibit professional behavior towards the Indiana University student intern at all times. (only 8 hour days, 5 days/ week).
- To keep all communication among the student, the sponsoring company and Indiana University, strictly confidential.
- To provide developmental feedback throughout the internship and to complete a midterm and final evaluation on the student (which should be reviewed with the student before sending to Indiana University).

The Company representative signing must have authority to represent the Company in this agreement.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Note: Student to turn in with Application for credit approval**



**SCHOOL OF ART, ARCHITECTURE + DESIGN**

**Merchandising**

**x-373 Internship in Professional Practice**

Document 10-002E