

Department Agreement for J-1 Student Interns

Name of Department _____

Name of Student Intern _____

The sponsoring department agrees to abide by the following conditions:

1. The purpose and goals of the internship are to expose the intern to American techniques, methodologies, and expertise; to expand upon the intern’s existing knowledge and skills; and to promote international exchange. The intern will engage in “work-based learning” and not in ordinary work or unskilled labor.
2. The student intern will engage in a full-time internship of at least 32 hours per week.
3. Close supervision will be provided throughout the duration of the internship.
4. The department agrees to conduct an evaluation for the intern. All programs must do a concluding evaluation, and programs lasting more than six months must do a midpoint and concluding evaluation.
5. The internship will not duplicate any prior internship experience of the student intern.
6. The internship will not place the student intern in a position that involves unskilled or casual labor or that involves patient care or contact of any kind.
7. The internship does not serve to fill a labor need. The internship exists solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.
8. The internship will not displace full- or part- time temporary or permanent U.S. workers.
9. The internship will consist of no more than 20% clerical work.
10. The department will ensure the intern has a check-in appointment with International Services as soon as the intern arrives at LSU.

Department Chair

Date

Faculty Sponsor

Date