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**VISITING UNPAID INTERN STUDENT AGREEMENT**

This Visiting Unpaid Intern Student Agreement ("Agreement") is between the Board of Supervisors of Louisiana State University A&M College, on behalf of its LSU Health Sciences Center - New Orleans ("University"), located at 433 Bolivar St., 8th Floor, New Orleans, LA 70112, and \_\_\_\_\_ ("Visiting Unpaid Intern"), located at \_\_\_\_\_.

This Agreement starts on \_\_\_\_\_, and terminates on \_\_\_\_\_.

The Visiting Unpaid Intern wants to participate in research or education at the University's \_\_\_\_\_ Department to achieve specific goals ("Objective") that align with their interests and, if applicable, those of their employer or academic institution ("Home Institution"). The University agrees to host the Visiting Unpaid Intern for this purpose.

**AGREEMENT TERMS**

**1. Purpose of the Visit**

The Visiting Unpaid Intern will work on: \_\_\_\_\_, ("Objective") in the University's \_\_\_\_\_ Department from \_\_\_\_\_, to \_\_\_\_\_, ("Visit").

**2. Visit Management**

The Visit will be overseen by \_\_\_\_\_ ("Faculty Host") in the University's \_\_\_\_\_ Department, following University rules.

**3. Visiting Unpaid Intern's Status**

- (a) You, as a Visiting Unpaid Intern, are not a university employee and will not receive employee benefits like health insurance or workers' compensation.
- (b) You, as a Visiting Unpaid Intern, cannot sign agreements on behalf of the University or claim to represent it.
- (c) You, as a Visiting Unpaid Intern, are responsible for any taxes related to the visit.

You, as a Visiting Unpaid Intern, are responsible for verifying with your Home Institution to determine if your educational experience at the University will count toward your credit hours at your Home Institution. You are responsible for providing the University with written documentation from your Home Institution of the credit hours

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that you will earn during your educational experience at the University, and of the criteria to be met before you can earn said credit hours. The University will not be responsible for your academic requirements, progress, or outcomes at your Home Institution.

### **4. Visiting Unpaid Intern's Responsibilities**

- (a) The Visiting Unpaid Intern agrees to: Arrange your arrival with the University and with your Faculty Host(s).
- (b) Follow all University policies, local, state, and federal laws
- (c) Report any arrests or convictions that may occur during the term of this agreement to the University.

Pass a university-required background check before starting.

If involved in research, complete a financial interest disclosure form for the University's review, and receive LAHEFSA clearance.

### **5. Confidentiality**

The Visiting Unpaid Intern must keep University information marked as confidential or reasonably understood to be private ("Confidential Information") secure and use it only for the Visit. You cannot share it with others, including your Home Institution, unless:

- You already knew it before the visit.
- It becomes public without your fault.
- You got it from someone else without confidentiality restrictions.
- The University's Faculty Host allows you to share the Confidential Information in writing.
- If legally required to share Confidential Information, you, the Visiting Unpaid Intern, must notify the University immediately and share only what's necessary. You must return or destroy all Confidential Information when the Visit ends.

### **6. Publications**

The University owns and controls all work results from the Visit. The Visiting Unpaid Intern's contributions may be acknowledged in publications.

### **7. Intellectual Property**

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Any inventions, discoveries, or other intellectual property created during the visit (“University IP”) belong to the University. The Visiting Unpaid Intern hereby assigns all rights to the University.

The Visiting Unpaid Intern keeps ownership of their personal work but grants the University a free, permanent license to use it for research and education.

The Visiting Unpaid Intern must report any new intellectual property to the University and assist with protecting it if asked.

They must also respect the intellectual property and confidentiality rules of the University’s partners.

### **8. Publicity**

The Visiting Unpaid Intern cannot use the University’s name, logo, or images in publicity without written permission.

### **9. Insurance**

The University does not provide insurance for the Visiting Unpaid Intern. You must obtain and maintain your own health insurance.

### **10. Responsibility for Claims**

The Visiting Unpaid Intern is responsible for any claims or damage caused by your actions during the visit.

### **11. Home Institution Rules**

The Visiting Unpaid Intern must ensure this Agreement does not conflict with their Home Institution’s rules. If a conflict arises, they must notify the University and Home Institution immediately.

If there’s a separate agreement between the University and the Home Institution, its terms take priority over this Agreement.

### **12. Ending the Agreement**

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The University can end the Visiting Unpaid Intern's status at any time for good cause. The University can end the Visiting Unpaid Intern's status without cause provide there is five (5) business days written notice given to both the Visiting Unpaid Intern and the Home Institution.

The Parties to this Agreement can end Agreement by mutual consent at any time. Upon ending, the Visiting Unpaid Intern must return all University property (e.g., ID cards, keys) within 5 working days of the termination.

Sections 5, 6, 7, 8, and 10 continue to apply after the Agreement ends.

### **13. Notices**

Legal notices go to:

University:                   LSU Health Sciences Center  
                                  Attention General Counsel  
                                  433 Bolivar St., 8th Floor  
                                  New Orleans, LA 70112 (to be sent by Certified Mail only),

Visiting Unpaid Intern:    Name: \_\_\_\_\_  
                                 Address: \_\_\_\_\_  
                                 Email: \_\_\_\_\_  
                                 Phone: \_\_\_\_\_

### **14. No Transfer**

The Visiting Unpaid Intern cannot transfer this Agreement to anyone else.

### **15. Governing Law and Dispute Resolution:**

This Agreement shall be governed by the laws of Louisiana, without giving effect to any choice of law or conflict of law provision that would cause the application of laws of any jurisdiction other than Louisiana. Controversies or claims between the parties arising under or related to this Agreement shall be heard in either East Baton Rouge or Orleans Parish.

### **16. Complete Agreement**

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This Agreement is the full understanding between the parties and replaces any prior discussions or written agreements covering the same subject matter.

### **17. Waiver**

No part of this Agreement can be ignored unless both parties agree in writing.

### **18. Invalid Provisions**

If any part of this Agreement is found invalid, the rest of the terms of the Agreement remain in effect.

### **19. Changes**

Changes to this Agreement must be in writing and signed by both parties.

### **20. Signing**

This Agreement can be signed in multiple copies, and electronic signatures are valid.

#### **STUDENT SIGNATURE**

Home Institution Visiting Unpaid Intern

Name: \_\_\_\_\_,

Visiting Unpaid Intern

By Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **HOME INSTITUTION SIGNATURE**

Home Institution

Name: \_\_\_\_\_ (authorized signatory name and title)

By Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**UNIVERSITY SIGNATURES**

University

Name: \_\_\_\_\_ (Department Head)

By Signature: \_\_\_\_\_

Date: \_\_\_\_\_

University

Name: \_\_\_\_\_ (Supervising Faculty)

By Signature: \_\_\_\_\_

Date: \_\_\_\_\_