



May 1, 2018

Dear Internship/Co-op Sponsor:

Thank you for engaging students from the Ira A. Fulton Schools of Engineering at Arizona State University (ASU) in a valuable internship/co-op opportunity with your organization. We are proud to partner with your company. Internships and co-ops enhance classroom learning and assist students toward attaining their long-term career goals. Essentially, internships and co-ops are an extension of the classroom experience; therefore, we need to ensure the integrity of the educational environment and the safety of our students.

You will find two versions of the ASU Student Placement Agreement, which outlines general terms and responsibilities of your organization and of ASU. One version of the agreement is for paid internships/co-ops and the other version is for unpaid internships/co-ops. If your company offers both paid and unpaid internships/co-ops, we ask that you complete both the paid and unpaid student placement agreements. Any content modifications to the ASU Student Placement Agreement(s) must be proposed using the Addendum and will require review and approval by ASU's Office of General Counsel.

Please complete the start date and end date for the agreement (not the individual internship) and the legal name of your company (organization) including the address. Please have the agreement signed by the appropriate signature authority within your organization. In Section 1, please indicate the same start and end dates from one to five years as you completed at the top of page 1. This agreement will cover any ASU Fulton Schools of Engineering students at your company for the designated duration. **Please email the signed 5 page cover sheet and agreement(s), and the proposed addendum if used, promptly to [engineering.careers@asu.edu](mailto:engineering.careers@asu.edu).** All necessary documents must be received by ASU before the internship or co-op can commence.

Thank you again for providing this exciting opportunity for our students. We look forward to a successful partnership with your company and helping our students become outstanding professionals.

Please contact the Career Center at (480) 965-2966 if you have any questions.

Sincerely,

The Ira A. Fulton Schools of Engineering Career Center  
Arizona State University  
480-965-2966

**Office of the Associate Dean for Academic and Student Affairs**

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