



LEHIGH NANOTECH
NETWORK



PA MRSEC Industry Intern Sponsorship

Request for Proposals:

From LNN Sustaining Member Companies and CAMN ILP Members For Lehigh University Student Interns, Summer 2011

The Center for Advanced Materials and Nanotechnology (CAMN) of Lehigh University receives support from the Pennsylvania Department of Community and Economic Development through the Pennsylvania Ben Franklin Technology Development Authority for the PA Materials Research Science and Engineering Center (PA MRSEC). One goal of this funding is to promote research in advanced materials and nanotechnology that will benefit Pennsylvania industries. As a result, the CAMN is soliciting proposals from Lehigh Nanotech Network (LNN) Sustaining Member Companies or full members of the CAMN Industry Liaison Program (ILP) to provide support for Lehigh undergraduate engineering and science interns. Applicants must meet the following criteria:

- Applicant address and the location of internship must be in Pennsylvania.
- Membership in CAMN ILP and/or LNN must be active and in good standing at the time of application and through the planned internship period.
- The research or project area must involve advanced materials or nanotechnology, including but not limited to, photonics, microelectronics, characterization, biotechnology.
- Participation by and relevance to PA industry must be supported in the application.
- Awards will cover 50% of documented student wages, and are limited to \$3,000 per student. The company is required to cover the remaining 50%. If less than four internships are awarded, the amount of support per intern may be increased.

For 2011, four internships will be supported. Students and companies will be selected by Lehigh CAMN. Smaller companies and those that have not received prior intern support will be favored in the selection process. In the event there are not enough company applicants, CAMN will make awards available to PA Affiliate Members of the LNN. Once students are identified, companies will have the option to interview and approve the student. Interns and companies will be required to sign a Lehigh University/Employer/Student Understanding, and after completion of the internship must provide a short experience summary.

Proposals must include the application attached, and be submitted to Joan Stanescu, LNN Secretary, Lehigh University, CAMN, 470 Whitaker Laboratory, Bethlehem, PA 18015-3194, preferably by email to jdsj@lehigh.edu (610-758-3851). **Applications will be accepted until March 14, 2011.** Awards and student names will be announced by April 8. Interview and final acceptance period is April 11-April 22.

CAMN Use Only
Application No:
Receipt Date:
Awarded: Y___ N___ Date:

2011 PA MRSEC Industry Intern Sponsorship Application

Center for Advanced Materials and Nanotechnology (CAMN) Lehigh University

Company Name:	
Address:	
Location for Internship (if different): _____ Number of Employees: _____	
Company Contact Name:	Telephone:
Company Contact E-mail:	Fax:
Brief Description of Position, Project, and Work Environment:	
Expected Start Date: _____ Expected Finish Date: _____	
Work Hours: _____ Rate of Compensation: _____	
Benefits (if applicable): _____	
Method of transportation to work (if applicable): _____	
Estimated commute time from Lehigh (if applicable): _____	
Impact on your business or PA industry (for future funding purposes):	

Do you have a specific student identified for this internship? Yes ___ No ___

If Yes=> Name: _____

Student Contact Information: _____

If No=> CAMN will forward resumes of potential candidates.

Signature of company sponsor: _____ **Date:** _____

Internships are the focal point of a three-way partnership (employer, student, and university) working together for mutual benefit and with common goals -- the education and development of students and future professionals.

This undergraduate research internship is being funded through a grant awarded by the Pennsylvania Ben Franklin Technology Development Authority to the Center for Advanced Materials and Nanotechnology (CAMN) at Lehigh University.

To help promote the most productive benefits for all parties, the University has developed this statement of *University/ Employer/Student Understanding* describing the basic responsibilities of internship employers:

1. The Employer shall document its needs in writing to the University including, but not limited to:

Position(s) Description	Rate of compensation
Location of work	Benefits (if applicable)
Nature of the work environment	Seasonal aspects anticipated (i.e., overtime, shift work)
Physical conditions	Method of transportation necessary/available to reach work
Required work hours	Anticipated daily commute time from Lehigh campus area

The Employer's Industry Intern Sponsorship Application, which describes the internship, is made a part of this *Understanding* as Exhibit A.

2. The Employer shall be responsible for compensating the Student for the services performed. The University will reimburse the Employer 50% of wages paid, up to Three Thousand Dollars (\$3,000), based upon hours worked by the Student and documented by the Employer. The University shall reimburse the Employer within thirty (30) days of receipt of an invoice, which shall include the name and address to which payment should be sent and the Employer's federal identification number. CAMN's role is limited to matching students with employers, managing transfer of funds, and facilitating reports and communications. The company will be responsible for establishing internal employment agreements, work planning, scheduling, and management, and determination of intern wages and other benefits.
3. In compliance with State and Federal regulations, all Employers must submit an Equal Employment Opportunity statement along with available organizational literature, which will be kept on file at the University.
4. The University adheres to the **Principles for Professional Practice** published by *National Association of Colleges and Employers*, the national professional association for career planning, placement, and recruitment. Employers participating in the internship program hereby agree to adhere to those principles and guidelines. The Principles for Professional Practice can be accessed on NACE's website at www.nacweb.org/principles/.
5. Employers shall provide safe working facilities and conditions for students along with an environment that fosters and practices professional and ethical business conduct. The Employer will be solely responsible for the safety of students while in their employ.
6. Employer and the University shall at all times maintain comprehensive combined general liability and property damage insurance of at least \$1,000,000 per occurrence. Employer shall name Lehigh

University as an Additional Insured. Each party, upon request from the other party, shall supply a certificate or certificates of insurance.

7. Each party to this *Understanding* shall, to the extent permitted by law, indemnify, defend and hold harmless the other party and its employees, board members, and agents, against any liability, claimed liability, and related expenses including attorney’s fees arising out of the performance of this *Understanding*, except that each party shall bear the liabilities, claimed liabilities, and expenses arising in whole or in part from the acts or omissions of it, its employees, board members or its agents.

Any questions regarding internship Employer responsibilities should be referred to the CAMN office at Lehigh University, 610-758-3850, or sls4@lehigh.edu.

EMPLOYER: The undersigned is authorized to sign this *Understanding* on behalf of the internship employer.

Name (Please print or type)

Title / Employer Organization

Signature

Date

UNIVERSITY: The undersigned is authorized to sign this *Understanding* on behalf of the University.

Name (Please print or type)

Title / Employer Organization

Signature

Date

STUDENT: I acknowledge that I am participating in this internship voluntarily and with an understanding of my responsibilities as an intern, including that I must comply with the University’s Code of Conduct, all other applicable University policies and rules, as well as all policies, rules and procedures of the Employer. I understand that the University does not supervise, monitor, or control the internship working conditions, nor does the University provide any insurance (health) for me when I participate in this internship. I agree to release and waive any claims, losses and causes of action against the University, its trustees, officers, faculty, employees or agents, resulting from my voluntary participation in this internship.

Student’s Name (Please print or type)
Date

Student’s Signature

Exhibit A
(Industry Intern Sponsorship Application – Page 2 of Request for Proposal)