

SAMPLE INTERNSHIP AGREEMENT

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer. The intern and intern supervisor should complete this form together and agree to the terms outlined.

STUDENT INFORMATION

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

SCHOOL _____

SCHOOL CONTACT _____

INTERNSHIP INFORMATION

COMPANY NAME _____

COMPANY ADDRESS _____

INTERN SUPERVISOR _____

SUPERVISOR PHONE _____

SUPERVISOR _____

EMAIL _____

INTERN MENTOR _____

INTERN PHONE _____

MENTOR PHONE _____

MENTOR EMAIL _____

INTERNSHIP DESCRIPTION

STUDENT INTERNSHIP WILL BEGIN _____ AND END ON _____
ON _____

INTERN TITLE _____

DESCRIPTION OF DUTIES (MAY ATTACH OTHER DOCUMENTS;) _____

EXPECTATIONS FOR THE FOLLOWING AREAS:

WAGES/COMPENSATION

TRAVEL

HOURS

DRESS CODE

OTHER

SETTING GOALS

The intern and the supervisor should discuss the following topics. This will help them agree to and define expectations, actions, and roles during the internship. Additional pages may be added if needed.

1. HOW WILL PERFORMANCE BE EVALUATED?

2. WHAT DO YOU HOPE TO EXPERIENCE OR LEARN DURING THIS INTERNSHIP?

3. WHAT TYPE OF PROJECTS WILL THE INTERN BE ASSIGNED TO GAIN THE EXPERIENCE OUTLINED IN THE AFORMENTIONED GOALS?

4. WHAT IS EXPECTED FROM THE SCHOOL TO ENSURE THE INTERN RECEIVES CREDIT (IF APPLICABLE)?

OTHER GOALS

THE STUDENT INTER AGREES TO:

- comply with the organization's policies and procedures;
- follow protocols for dress, appropriate behavior, correspondence and workspace maintenance;
- complete any necessary training prior to the internship;
- attend the internship site during scheduled work dates/times, notifying supervisor of absence or late arrival with sufficient notice prior to start time;
- meet school requirements to receive academic credit (if applicable);
- perform responsibilities timely and satisfactorily;
- and
- inform intern supervisor of any problems or concerns.

THE SUPERVISOR AND ORGANIZATION AGREE TO:

- comply with the U.S. Department of Labor policies on paid/unpaid internships;
- adhere to all state and federal child labor laws; provide a safe work zone;
- conduct appropriate training for the student prior to the internship;
- assign an intern mentor for the student;
- establish a set work schedule and lesson plan for the student;
- provide the student with periodic feedback and constructive criticism;
- ensure the student's learning goals are addressed;
- meet school requirements for student and receive academic (if applicable); and
- compensate the student according to agreed-upon rate.

We have discussed the topics listed above, and understand our roles, expectations and requirements during the term of this internship.

STUDENT INTERN SIGNATURE

DATE

INTERN SUPERVISOR SIGNATURE

DATE
