

INTERNSHIP AGREEMENT

This **Internship Agreement** (the "Agreement") is entered into as of _____, 20____, by and between _____ [Company Name], a (Check one) ☐ corporation ☐ limited liability company ☐ partnership ☐ limited partnership ☐ limited liability partnership organized and existing under the laws of the State of _____, with its principal place of business located at _____, City of _____, State of _____, _____ (the "Company"), and _____ [Intern Name] ("Intern"). The parties hereby agree as follows:

1. Internship Period. The internship will begin on _____, 20____ and end on _____, 20____ (the "Internship Period"), unless terminated earlier in accordance with Termination Section of this Agreement.

The Company may, at its sole discretion, extend the Internship Period up to [days/weeks] by providing written notice to the Intern. (Optional)

☐ Internship is a college or university work-study program. (Optional)

The Company ☐ will ☐ will not provide a job performance review for Intern at the completion of the internship for purposes of the work-study program. Intern attends _____ [Name of College/University] and their Faculty Advisor's name is _____ [Name], _____ [Contact Email/Phone]. They are performing this Internship for _____ [Program Name] and will receive _____ [Credit Type].

The Company is under no obligation to offer, and the Intern does not expect, any full- or part-time employment following the completion of the Internship.

2. Duties and Responsibilities. The purpose of the Internship is to incorporate the Intern as much as possible into the Company's workplace and culture. The Intern's primary duties and responsibilities will include, but are not limited to, the following:

- Adhering to company policies and procedures as defined in the employee handbook
- Maintaining professional relationships with company employees, management, and customers
- Taking all opportunities to learn about company operations and practices
- Developing consistency and punctuality in submission of work assignments
- _____ [Job Duty Description]

The Intern will perform their duties under the supervision of _____ [Supervisor Name], _____ [Supervisor Title]. The Intern agrees to abide by all Company rules, policies, and procedures, including those related to safety, confidentiality, and workplace conduct.



3. Compensation. (Check one)

☐ The internship is an unpaid position.

The Intern will not be entitled to any benefits, including health insurance, retirement plans, paid time off, or vacation time, except as required by applicable law. Intern ☐ is ☐ is not covered by workers' compensation to the extent allowed by state law.

☐ The internship is an paid position.

The Intern will be paid: (Check one)

☐ an hourly wage at a rate of \$ _____ on a ☐ weekly ☐ biweekly ☐ semimonthly basis.

☐ a fixed fee of \$ _____.

The Intern ☐ will ☐ will not be entitled to any other benefits, such as health insurance, retirement plans, paid time off, or vacation time, except as required by applicable law. The Intern ☐ is ☐ is not covered by workers' compensation under state and federal law.

4. Work Hours. The Intern's work schedule will be [number of hours] hours per week, with work hours between _____ [Start Time] and _____ [End Time]. (Check one)

☐ Adjustable work schedule.

Company acknowledges that Intern is a student and must adjust their schedule to school requirements. Intern will keep Supervisor apprised of any changes in their schedule and Supervisor will update Intern's schedule accordingly.

☐ Fixed work schedule.

Intern will work according to the schedule determined by the Company and provided by the Supervisor.

5. Confidentiality. The Intern acknowledges that they may have access to confidential information and trade secrets during the Internship Period, including but not limited to information related to the Company's customers, suppliers, employees, products, services, pricing, marketing strategies, and business operations. The Intern agrees to keep all such information confidential and not to disclose it to any third party, either during the Internship Period or at any time thereafter, except as required by law or with the prior written consent of the Company.

6. Intellectual Property. The Intern agrees that any ideas, inventions, discoveries, improvements, works of authorship, or other intellectual property (collectively, "Intellectual Property") that the Intern conceives, develops, or reduces to practice during the Internship Period, whether individually or jointly with others, and if Internship is paid, outside working hours, shall be the sole and exclusive property of the Company. The Intern hereby assigns to the Company all right, title, and interest in and to any such Intellectual Property.

7. Termination. Either party may terminate this Agreement at any time, with or without cause, by providing _____ days' prior written notice to the other party. The Company may terminate this Agreement immediately for cause, including but not limited to a breach of confidentiality, violation of Company rules or policies, or unsatisfactory performance by the Intern.

Governing Law



This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflicts of law principles.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Intern Signature

Intern Name

Company
Name

Company Representative
Signature

Company Representative
Name and Title

