

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: _____ Address: _____
Supervisor: _____ Supervisor Phone: _____
Supervisor Email: _____
Mentor: _____ Mentor Phone: _____
Mentor Email: _____
Intern Title: _____ Start Date: _____ End Date: _____
Compensation: _____ Travel: _____ Dress Code: _____
Hours: _____ Overtime: _____ Housing: _____

Description of Duties:

Goal Setting

The intern and 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.

How will performance be evaluated?

What do you hope to experience or learn during this internship?

What type of projects will the intern be assigned to gain the experience outlined in the aforementioned goals?

What is expected from the school to ensure the intern receives credit (if applicable)?

Other Goals:

The Student Intern Agrees To:

- comply with the organization’s policies and procedures;
- follow protocols for dress, appropriate behavior, correspondence and work space 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 in a timely and satisfactory manner;
- inform intern supervisor or senior management 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 to receive academic credit (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: _____