

INTERNSHIP AGREEMENT

STUDENT INFORMATION

Student Name: _____ Today's Date: _____

Birthdate: ___/___/___ Phone# _____ Email _____

Mailing Address: _____

Number / Street City State Zip

COMPANY INFORMATION

Business / Agency Name: _____

Business / Agency Address: _____

Number / Street City State Zip

Business / Agency Supervisor _____ Title: _____

Email Address: _____ Phone#: _____ Fax _____

The purpose of this educational internship agreement is to confirm that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and the organization hosting the intern.

This internship will begin on _____, 20__ and may be completed by _____ 20__.

The student WILL NOT be paid during the period of the internship.

The student WILL be paid during the period of the internship. If the intern is paid, pay will be made at the rate of _____ per _____ for the duration of the internship.

The student may work _____ hours (80 suggested for unpaid internships), and the scheduled hours of employment will be as follows:

Conditions of the Agreement

- It is understood that this internship is for educational purposes, and there is no guarantee or expectation that the activity will result in employment with the company.
- Intern will maintain a regular internship schedule provided their supervisor.
- Intern will follow the policies, rules, and regulations of the company site and comply with the company's business practices and procedures.
- Intern will fulfill the duties described in the job description provided by the supervisor.

INTERN AGREEMENT

I _____, acknowledge that I have been given a unique opportunity to gain valuable professional experience. I also acknowledge that this internship is to be considered as an academic experience and that my performance will be evaluated upon completion.

EMPLOYER AGREEMENT

I _____, agree to supervise the above-referenced Beacon College student as an intern and will explain all conditions of employment.

Intern Signature

Date

Supervisor Signature

Date