



Sample Internship Agreement

Internship Agreement with {Company}

This is an agreement among _____ (Intern), and **{company}**. The purpose of this educational internship is for the Intern to learn about **{company}**, and to gain valuable insight and experience.

The term of this internship begins on _____ (insert date) and ends _____ (insert date) with the possibility of earning academic credit and/or extending their term.

Conditions of the Agreement:

- The internship is for educational purposes and there is no guarantee or expectation that the position will result in employment with **{company}**.
- Intern does not replace or displace any employee of **{company}**.
- Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
- **{Company}** is not liable for injury sustained that may arise for the intern during the course of the internship.
- **{Company}** may at any time in its sole discretion, terminate the internship without notice or cause.

The Intern Agrees to the Following:

- Intern, under no circumstances, will leave the internship without first conferring with Intern's supervisor.
- Intern will receive direct supervision by an appropriate supervisor and maintain an internship schedule determined by them and their supervisor.
- Intern will maintain professional relationships with company employees, students, etc, and will demonstrate honesty, punctuality, courtesy, cooperative attitude, and appropriate dress.
- Intern will adhere to **{company}** procedures and regulations governing the observation of confidentiality and the handling of confidential information.
- Intern will provide their supervisor with all necessary information pertaining to academic credit requirements (if applicable).



- Coordinating transportation required for the internship activities is the responsibility of the Intern.
- At the conclusion of internship, the intern will return any company items (e.g. laptop, office keys, etc.)

Intern

Supervisor

Date

Date
