

Internship Agreement Template (For Business Majors)

This Internship Agreement ("Agreement") is entered into by:

Company/Organization Name: _____

Address: _____

Contact Person: _____

Intern Name: _____

Intern School: _____

Date: _____

1. Internship Position

The Intern will serve as _____ (Position Title) in the _____ (Department) and will report to _____ (Supervisor).

2. Internship Period

The Internship will commence on _____ and is expected to end on _____. The internship may be terminated by either party with written notice.

3. Working Hours

The Intern is expected to work _____ hours per week on the following days/times:

4. Compensation

(Select one and delete the other)

- The Internship is unpaid.
- The Internship provides a stipend/salary of \$_____ per _____.

5. Duties & Responsibilities

- Assist with _____
- Participate in _____
- Prepare reports on _____
- Other duties as assigned by the Supervisor

6. Confidentiality

The Intern agrees to maintain confidentiality regarding company information, client data, and other proprietary matters during and after the internship.

7. Evaluation & Feedback

The Supervisor will provide feedback and evaluate the Intern's performance at the end of the internship period.

8. Agreement Signatures

Company/Organization Representative

Intern

Advisor/Faculty (if required)

Date: _____