

# 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: \_\_\_\_\_