

Short-Term Internship Agreement

For High School Students

This Short-Term Internship Agreement ("Agreement") is entered into as of _____, by and between:

Company/Organization Name	_____
Address	_____
Intern Name	_____
School Name	_____

1. Duration

The internship will commence on _____ and conclude on _____.

2. Internship Details

- **Position:** High School Intern
- **Department:** _____
- **Supervisor:** _____
- **Working Hours:** _____

3. Responsibilities

The Intern agrees to perform assigned duties, which may include but are not limited to:

- Assisting with basic departmental tasks
- Learning about workplace functions and operations
- Adhering to company policies and procedures

4. Terms & Conditions

- This internship is unpaid / paid (select applicable).
- No guarantee of employment upon completion of the internship.
- Either party may terminate this Agreement with written notice.
- The Intern will maintain confidentiality of any proprietary information.

5. Acknowledgement

By signing below, both parties acknowledge and accept the terms of this Agreement.

Authorized Company/Organization
Representative

Date: _____

Intern _____

Date: _____