# Internship Contract

Internship start date: [Date here]

Internship end date: [Date here]

[Employee] is entering into an academic internship with [Employer] for a period of ninety (90) days. Each work week during this term will consist of a minimum of twenty (20) hours of employment, with specific schedules posted on a weekly basis.

## Compensation and Credit

This is an unpaid internship. As a result, the Employee will not receive financial compensation for any of the duties and responsibilities carried out as part of this agreement.

Because Employer offers training that has an academic equivalent, Employee will receive one (1) credit for every forty-five (45) hours worked. If the full term of this internship is completed, Employee will receive five (5) college credits with a cooperating academic institution.

## Employee Responsibilities

The Employee is responsible for fulfilling all tasks assigned by the site supervisor. All tasks must be performed in a manner that is consistently professional and ethical.

## Confidentiality

The Employee may encounter some situations that deal with personal data or sensitive information. All knowledge, information, and material gained through this internship will be handled in a discreet and confidential manner.

## Future Employment

The Employee understands that the awarding of this internship does not imply any guarantee of future employment opportunities with the Employer. However, the Employee may use this work experience and references on a resume in a manner that may lead to future employment with the Employer or a similar company. In this case, this internship will serve only as relevant experience and not in a manner that grants any preferential treatment.

## Termination

Should the Employee fail to execute the tasks and responsibilities outlined here, the Employer may terminate this internship at any time and without prior notice. If the Employee feels that this termination is wrongful, then an appeal may be made in accordance with state and federal law.

The Employee and the Employer have read and understand the terms and conditions outlined above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |  |  | Date: |  |
| Employer: |  |  | Date: |  |

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