

Intern Contract

This is an agreement between _____ (“Intern”), and _____ (“Company”).

The purpose of this training internship is for the Company to provide _____ to Intern and for Intern to provide _____ to Company.

The term of this internship begins on _____ and ends on _____.

Conditions of the Agreement:

- The internship is for the purpose of _____.
- The training received by the Intern from the internship is _____.
- The Intern will receive direct and close supervision by _____.
- The Intern agrees to provide Company with _____.
- The Intern agrees they will provide Company with _____.
- The Internship will consist of _____, provided by Company, and Intern agrees to provide Company with _____. (The VA work provided may or may not be the same as the training provided.)
- Intern is not entitled to wages or any monetary compensation or benefits for the time spent in the internship.
- Company may provide Intern with a testimonial at the end of the Internship.
- Intern agrees that ALL information, both business and personal, will be deemed confidential information and must be kept confidential and not be shared.

The Intern specifically agrees to and acknowledges the following:

- This internship is for training purposes and there is no guarantee or expectation that the internship will result in employment.
- Company may at any time in its sole discretion, terminate the internship without notice or cause.
- Intern may at any time in its sole discretion, terminate the internship without notice or cause.
- As a curtesy both Company and Intern agree to give the other no less than 3 days written notice prior to terminating the agreement.
- Intern will maintain a regular internship schedule determined by the Intern and Company.
- Intern agrees to sign a separate training/work “Trade Agreement” with specific details of how this will be managed. This Trade Agreement will be sign by both parties and will become a part of this Contract.
- Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, and a willingness to learn.
- Should Intern not respond to Company emails or complete work on time, Company may terminate this agreement without notice.

- Intern will keep all information confidential and agrees not to compete with Company during Internship.
- Intern agrees and understands that all work will be provided through _____.
- Intern agrees to provide Company with LastPass.com user email so passwords can be shared.
- If Intern does not have a LastPass.com account they agree to obtain one within 3 days of signing this contract, or this Intern agreement will be null and void.
- Intern agrees that all passwords will be shared through LastPass.com only.
- Under no circumstances will Intern leave the internship without first conferring with Company with at least an email confirming their decision to leave.
- Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or their officers or directors collectively or individually, or any of its employees.
- Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the internship program.
- Intern agrees and acknowledges that ALL information shared with Intern is confidential and must not be shared, duplicated, or recreated in any way.

I understand that this unpaid, learning experience is not employment and that Intern is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Intern Signature

Date

Company Signature

Date