

INTERNSHIP AGREEMENT

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This Internship Agreement (this "**Agreement**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"); and

[INTERN FULL NAME], an individual residing at [INTERN ADDRESS] (the "**Intern**").

The Company and the Intern are each a "**Party**" and together the "**Parties**."

Recitals. The Company offers an internship designed to provide the Intern with practical learning experience, and the Intern wishes to participate. The Parties intend this Agreement to describe the scope, duration, compensation status, and obligations of the internship. Whether an internship may lawfully be unpaid depends on applicable wage-and-hour law and the facts of the arrangement; the Parties should confirm the proper classification before relying on this Agreement. In consideration of the mutual promises below, the Parties agree as follows.

1. Internship Scope and Goals

1.1 Role. The Company will provide the Intern an internship in the area of [DEPARTMENT / FUNCTION], supervised by [SUPERVISOR NAME / TITLE] (the "**Supervisor**").

1.2 Learning objectives. The internship is intended to develop the Intern's skills in [SKILLS / OBJECTIVES] and to provide exposure to [AREAS OF EXPERIENCE], complementing the Intern's academic or career development.

1.3 Duties. The Intern will perform assigned project and learning tasks under supervision, will follow Company policies and reasonable instructions, and will act professionally and in good faith.

1.4 Mentorship. The Supervisor will provide guidance, feedback, and reasonable training to support the Intern's learning objectives.

2. Term and Schedule

2.1 Term. The internship begins on [START DATE] and ends on [END DATE], unless extended or terminated earlier under this Agreement.

2.2 Schedule. The Intern will work approximately [NUMBER] hours per week, on a schedule agreed with the Supervisor, accommodating the Intern's [ACADEMIC / OTHER] commitments where reasonable.

2.3 Location. The internship will be performed at [LOCATION / REMOTE].

2.4 Academic credit. [OPTIONAL: This internship is intended to qualify for academic credit through [INSTITUTION]; the Intern is responsible for meeting the institution's requirements.]

3. Compensation and Classification

3.1 **Pay status.** This internship is **[PAID at \$RATE per hour / UNPAID]**.

3.2 **Wage-and-hour compliance.** The Parties will classify and compensate the internship in compliance with applicable federal, state, and local wage-and-hour laws. If the internship is paid, the Company will pay at least the applicable minimum wage and any required overtime, subject to standard withholdings.

3.3 **Unpaid internships.** If unpaid, the Parties intend the internship to satisfy the legal criteria for an unpaid educational internship under applicable law, including that the experience primarily benefits the Intern. Local counsel should confirm eligibility before treating any internship as unpaid.

3.4 **Expenses.** **[OPTIONAL: The Company will reimburse reasonable, pre-approved expenses the Intern incurs for the internship.]**

4. Confidentiality

4.1 **Confidential Information.** "Confidential Information" means the Company's non-public, proprietary, or trade-secret information the Intern accesses during the internship.

4.2 **Obligations.** The Intern will use Confidential Information only for the internship, will keep it confidential during and after the internship, and will not disclose it except as authorized or required by law.

4.3 **Return of materials.** On the end of the internship or on request, the Intern will return or destroy all Company property and Confidential Information.

5. Intellectual Property

5.1 **Assignment.** To the extent permitted by applicable law, the Intern assigns to the Company all right, title, and interest in work product the Intern creates within the scope of the internship or using Company resources or Confidential Information.

5.2 **Work made for hire.** To the extent any such work product qualifies as a "work made for hire" under applicable copyright law, it is owned by the Company.

5.3 **Cooperation.** The Intern will sign documents and take reasonable steps the Company requests to perfect its rights in the work product, at the Company's expense.

6. Conduct and Safety

6.1 **Professional conduct.** The Intern will act professionally, treat others with respect, and comply with the Company's anti-harassment, safety, and other lawful policies.

6.2 **Supervision and safety.** The Company will provide a safe environment and reasonable supervision. The Intern will follow safety rules and report unsafe conditions promptly.

6.3 **No expectation of employment.** Completion of the internship does not entitle the Intern to an offer of employment, and the internship does not create an employment relationship except as required by applicable law.

7. Termination

7.1 **By either Party.** Either Party may end the internship at any time, with or without cause, on **[NUMBER]** days' notice where reasonably possible.

7.2 **Immediate termination.** The Company may end the internship immediately for misconduct, policy violation, or safety concerns.

7.3 **Effect.** On termination, any earned but unpaid compensation (if paid) will be paid as required by law, and the obligations in Sections 4 and 5 survive.

8. General Provisions

8.1 **Governing law and venue.** This Agreement is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules. The Parties submit to the jurisdiction of the courts located in [COUNTY, STATE].

8.2 **Minor consent.** If the Intern is under the age of majority, a parent or legal guardian must co-sign this Agreement and any required consent forms.

8.3 **Entire agreement; amendment.** This Agreement is the entire agreement on its subject and supersedes prior discussions. It may be amended only by a writing signed by both Parties.

8.4 **Severability and waiver.** If any provision is unenforceable, the rest remains in effect. A Party's failure to enforce a provision is not a waiver.

8.5 **Counterparts and electronic signature.** This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

COMPANY	INTERN
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [INTERN NAME]
Title: [TITLE]	Title: N/A
Date: _____	Date: _____

PARENT / GUARDIAN (if Intern is a minor)

Signature: _____
Printed name: [NAME]
Date: _____

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