**INTERNSHIP AGREEMENT**

This Internship Agreement (referred to as the "**Agreement**") is entered into as of [INSERT DATE] (the “**Effective Date**”), by and between [INSERT COMPANY NAME], a [INSERT STATE] corporation with its principal place of business at [INSERT ADDRESS] (the "**Company**"), and [INSERT INTERN’S FULL NAME], residing at [INSERT ADDRESS] (the "**Intern**"). The Company and the Intern may be collectively referred to as the "**Parties**" and individually as a "**Party**".

The Company is engaged in [INSERT INDUSTRY/FIELD] and offers internship opportunities to individuals seeking professional experience in this area.

The Intern desires to gain practical experience and skills relevant to [INSERT INDUSTRY/FIELD], and the Company agrees to provide such experience under the terms set forth in this Agreement.

The Parties intend that this internship will be educational in nature, focusing on training and development without establishing an employment relationship.

1. **PURPOSE**

The purpose of this Agreement is to establish the terms and conditions under which the Intern will participate in the Company’s internship program, with the goal of providing the Intern with hands-on experience and professional development in [INSERT INDUSTRY/FIELD].

1. **INTERNSHIP TERM**
   1. The internship will commence on [INSERT START DATE] and will conclude on [INSERT END DATE], unless terminated earlier in accordance with Section 8.
   2. The Intern will work [INSERT NUMBER OF HOURS] hours per week, on [INSERT DAYS OF THE WEEK], during the hours of [INSERT START TIME] to [INSERT END TIME], subject to adjustments agreed upon by both Parties.
2. **COMPENSATION AND BENEFITS**
   1. [Choose one: "The internship is unpaid." OR "The Intern will receive a stipend of $[Insert Amount] per [hour/week/month]."]
   2. The Company will [choose one: "reimburse" OR "not reimburse"] the Intern for pre-approved business-related expenses incurred during the internship.
   3. The Intern will not be eligible for employee benefits such as health insurance, retirement plans, paid time off, or other employment-related benefits during the term of this internship.
3. **DUTIES AND RESPONSIBILITY**
   1. The Intern will serve as [INSERT POSITION TITLE] and will report directly to [INSERT SUPERVISOR’S NAME AND POSITION].
   2. The Intern agrees to perform tasks assigned by the Company, which may include, but are not limited to:
      1. assisting with [INSERT SPECIFIC TASKS];
      2. conducting research on [INSERT TOPICS];
      3. preparing reports and presentations; and
      4. participating in team meetings and projects.
4. **SUPERVISION AND SUPPORT**
   1. The Intern’s main point of contact during the internship will be [NAME OF INTERN COORDINATOR]. The Intern will have regular meetings with [NAME OF INTERN COORDINATOR] to discuss the Intern’s learning objectives and any problems or complaints the Intern may have.
   2. The Intern shall give [NAME OF INTERN COORDINATOR] as much notice as possible if the Intern is unable to attend any part of the internship when expected.
5. **CONFIDENTIALITY**
   1. The Intern may have access to confidential information during the internship. The Intern agrees not to disclose, use, or allow the use of any confidential or proprietary information without the Company’s prior written consent.
   2. Upon the termination or conclusion of the internship, the Intern agrees to return all Company property, documents, and materials, including any digital or physical copies, to the Company.
6. **INTELLECTUAL PROPERTY RIGHTS**
   1. Any work product, inventions, or intellectual property created by the Intern during the internship, whether individually or collaboratively, shall be the exclusive property of the Company.
   2. The Intern agrees to assign all rights, titles, and interests in any intellectual property created during the internship to the Company and to sign any necessary documentation to confirm such assignment.
7. **TERMINATION**

The Company may terminate this Agreement at any time, with or without cause, by providing [Insert Notice Period, e.g., "one week"] written notice to the Intern.

1. **NON-EMPLOYMENT RELATIONSHIP**

The Parties acknowledge that the internship is intended as an educational opportunity and does not create an employment relationship. The Intern is not entitled to wages (unless otherwise specified), unemployment insurance, or other employee benefits following the completion of the internship.

1. **COMPLIANCE WITH COMPANY POLICIES**

The Intern agrees to comply with all applicable Company policies and procedures during the internship, including but not limited to codes of conduct, confidentiality policies, workplace safety rules, and anti-harassment policies.

1. **INDEMNIFICATION AND LIABILITY**

The Intern agrees to indemnify and hold harmless the Company from any claims, liabilities, or damages arising from the Intern’s actions or omissions during the internship, except where such claims result from the Company’s gross negligence or willful misconduct.

1. **GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Virginia, without regard to its conflict of laws principles. The Parties agree that any disputes arising out of or relating to this Agreement shall be resolved exclusively in the state or federal courts located in the State of Virginia, and both Parties hereby submit to the personal jurisdiction of such courts.

1. **ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, understandings, or representations, whether written or oral, regarding the internship.

1. **AMENDMENTS**

No changes or modifications to this Agreement shall be effective unless made in writing and signed by both Parties.

1. **SEVERABILITY**

If any provision of this Agreement is found invalid or unenforceable, the remaining provisions shall remain in full force and effect.

1. **COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above:

[COMPANY NAME]  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [INSERT NAME]  
Title: [INSERT TITLE]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERN  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [INSERT INTERN’S NAME]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_