

**COLLEGE OF ARTS,
HUMANITIES,
AND SOCIAL SCIENCES**

WILLIAM PATERSON
UNIVERSITY

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Internship Agreement

This Internship Agreement (the “**Agreement**”) is entered into _____ (the “**Effective Date**”), by and between _____, with an address of _____ (the “**Company**”) and _____.

WHEREAS, the Intern desires an internship to gain valuable knowledge, experience, education, and training in the Company’s industry;

WHEREAS, the Company is willing to grant the Intern an internship;

NOW, therefore, the Parties, in consideration of the mutual promises, conditions and covenants contained herein, hereby agree as follows:

1. **The Internship Position, Duties, and Responsibilities.** The Intern shall work as [_____] / in _____ [department].

The Intern will perform the following duties:

2. **Compensation.** The Parties agree this is an unpaid internship in that the Intern will not be financially compensated for the duties performed at the Company. The Intern agrees that the Intern is gaining valuable knowledge, experience, education, and training in the Company's industry as consideration for the Duties and Responsibilities.
3. **Term.** This Agreement shall commence upon the Effective Date, as stated above, and will continue until _____.
4. **Termination.** This Agreement may be terminated at follows:
 - a. At any time by either Party upon written notice to the other Party.
 - b. By the Company due to the Intern's breach of the Agreement.

Upon termination, the Intern shall return all the Company content, materials, and all Work Product to the Company at its earliest convenience, but in no event beyond thirty (30) days after the date of termination.

5. **Hours.** The hours the intern completes is based upon the number of credits he/she/they are registered for (1 credit- 40 hours, 3 credits- 120 hours, 4 credits- 160 hours, and 6 credits- 240 hours).
6. **Coursework.** The intern is responsible is for completing all of the coursework in Blackboard by the due date.
7. **Evaluations.** The intern and supervisor must complete evaluations by the due date for the student to receive their final grade.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Company

Signed: _____

Name: _____

Date: _____

Intern

Signed: _____

Name: _____

Date: _____

Internship Coordinator

Signed: _____

Name: _____

Date: _____