

**INTERNSHIP AGREEMENT**

**COMPANY (“Host Organization”)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**ADDRESS OF INTERNSHIP**

Address: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

Phone : \_\_\_\_\_

**STUDENT (“Intern”)**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Birthday: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Degree Type: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**INTERNSHIP SUPERVISOR:**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**UNIVERSITY**

School : The George Washington University (“GW”)

Address: \_\_\_\_\_

City: Washington D.C. 20052

Country: United States

Contact : \_\_\_\_\_

Position : \_\_\_\_\_

E-mail : \_\_\_\_\_

**ARTICLE 1: INTERNSHIP OBJECTIVES**

The purposes of this optional and temporary internship with Host Organization are to acquire professional skills that complement the required academic training for Intern to obtain the \_\_\_\_\_ degree or to otherwise gain professional experience. The Intern plans to undertake internship project(s) that conform to the Intern’s pedagogical objectives and approved by the Host Organization.

The Intern undertakes this internship voluntarily. This optional internship is not a requirement of his enrollment or coursework at GW and it is neither connected to, coordinated by, managed by, nor controlled by GW.

**ARTICLE 2: INTERNSHIP ACTIVITIES**

Throughout the Internship, the Intern will undertake the following duties or have the following experiences:

\_\_\_\_\_  
\_\_\_\_\_

The activities of the Intern shall be at the discretion of the Host Organization.

**ARTICLE 3: INTERNSHIP SCHEDULE AND ORGANIZATION**

The internship will be approximately \_\_\_\_\_ months in duration. The internship begins \_\_\_\_\_ and will conclude on \_\_\_\_\_.

During the internship the Intern shall work a maximum of \_\_\_\_\_ hours per week. The Host Organization and the Intern shall agree upon the weekly work schedule of the Intern.

The orientation and supervision of the Intern are entrusted to:

\_\_\_\_\_

Host Organization and the Internship Supervisor noted above shall be responsible for on-site orientation and supervision of the Intern.

**ARTICLE 4: FINANCIAL ASPECTS**

During the internship, the Host Organization may provide, and the Intern may receive, compensation from the Host Organization; however, whether Host Organization provides and the Intern receives compensation is exclusively within the province of Host Organization and the Intern, not GW.

The Intern shall provide documentation to appropriate entities attesting to major medical and liability coverage if required to do so by Host Organization. The Intern is solely responsible for this documentation and obtaining the related coverages.

The Intern shall be subject to the policies and procedures of the Host Organization. In the event of a breach of the Host Organization's policies, the director of the Host Organization will be entitled to terminate the internship. Should termination of the internship occur, Host Organization will provide written notice to GW and the Intern of such termination.

**ARTICLE 5: LIABILITY**

GW shall not be liable for any actions of the Intern. GW will not provide medical or liability insurance coverage as part of this agreement. This provision shall survive the termination of this agreement.

**ARTICLE 6: TERM**

This agreement shall become effective on the date \_\_\_\_\_'s optional internship begins and terminates on the date it ends, as specified in Article 3.

**ARTICLE 7: WORKING HOURS, LEAVES AND ABSENCES**

Absences beyond the Intern's leave entitlement will be considered on an individual basis. In the event of continuous periods of absence the terms of the internship agreement may be reconsidered.

In case of illness or other circumstances which might prevent the Intern from completing the internship, the Intern needs to inform his Internship Supervisor and to provide immediate written notice to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ARTICLE 8: NAME & MARKS**

No party shall use the others' name or mark in any way without first obtaining the express written consent of the other party.

**ARTICLE 9: OBTAINMENT OF CERTIFICATE**

Host Organization will provide a certificate indicating the length and a description of the internship, which shall be given to the Intern upon completion of the internship, unless the Intern indicates that Intern requires no such certificate.

COMPANY/HOST ORGANIZATION signature

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
TITLE

STUDENT/INTERN signature

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

SCHOOL/THE GEORGE WASHINGTON UNIVERSITY signature

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Dean of \_\_\_\_\_