

Sample Internship Agreement



The following internship agreement has been concluded between the Company X in Smithville, hereafter referred to as 'the employer', and the intern Ms Mary Smith, born 12.02.1990, residing in Smithville, hereafter referred to as 'the intern':

§ 1 Duration of internship

The internship shall begin on 01.02.2014 and end on 30.06.2014 without prior notice. There is a two week probationary period. During the probationary period, either party can terminate the contract with immediate effect; the contract must be terminated in writing.

Following the probationary period, the contract

- a) can be terminated by the intern with four weeks' notice should he/she wish to leave the internship;
- b) can be terminated extraordinarily by either party and without notice in the case of good cause.

§ 2 Purpose and content of the internship

The internship is a voluntary student internship to provide knowledge and skills in communication technology. During the internship, the intern will work in the "In-house Corporate Communication" department. The intern will be placed under the supervision of Ms X unless in-house reasons require otherwise.

§ 3 Remuneration

The intern will receive monthly remuneration of xxx euros gross. The remuneration will be paid at the end of the month. In case of medically certified incapacity preventing the intern from meeting his/her obligations, the salary will continue to be paid for a maximum duration of six weeks.

§ 4 Holiday

During the internship, the intern is entitled to xx days' holiday.

§ 5 Working hours

The average working week corresponds to the organization's working week and incorporates 39 hours. The intern will be released for the purpose of taking exams as required by his/her course of studies.

§ 6 Obligations of the employer

In so far as possible, the employer undertakes to teach the intern practical skills required in his/her field and undertakes to provide the necessary tools and equipment to do so. The employer undertakes to organise the tasks given to the intern in such a way as to ensure they can be completed within the agreed duration of the internship. The employer further undertakes to provide the intern with professional instruction.

The employer shall issue a certificate on completion of the internship. The certificate shall include the place, type, duration and aim of the internship and provide information about the conduct, commitment and professional skills of the intern. The intern retains the right to such a certificate should the internship be terminated prematurely.

§ 7 Obligations of the intern

The intern undertakes to observe company regulations and comply with health and safety regulations. The intern is also bound by the same secrecy and confidentiality regulations as all other employees.

In case of absence or illness, the intern undertakes to inform the employer without delay. In case of illness, the intern shall provide a doctor's certificate on the third day of illness at the latest.

The intern also undertakes to maintain confidentiality regarding all corporate business, even after completion of the internship.

§ 8 Termination

The internship shall terminate after the expiry of the term fixed in § 1 without the need for prior notice.

§ 9 Amendments

Verbal amendments to the contract are invalid. Amendments must be made in writing and must be signed by both contractual parties.



§ 10 Supervisor

The employer has entrusted Mr/Ms X with the responsibility of supervising the intern for the duration of the internship.

§ 11 Miscellaneous

This contract does not establish an employer-employee relationship.

Smithville, 15.01.2014

Employer's signature

Intern's signature

.....
Mr/Ms XY

.....
Ms Mary Smith

If you have any questions, please feel free to contact us for individual advice:

<http://www.uni-due.de/abz/career.php>

Good luck with your applications!

Stand: 14.01.2014