

INTERNSHIP EXPECTATIONS AGREEMENT TEMPLATE

I, _____, agree to accept an internship with *XYZ Company*. I enter into this agreement with the full knowledge that *XYZ Company* has committed considerable time and resources so that I can enhance my educational experience through this program. I further agree to comply with the following:

Timeliness and Leave

Interns are expected to arrive on time for agreed upon hours of work. If an intern will be more than 15 minutes late, they are expected to notify their supervisor via phone or email. In the case of an unexpected absence, interns should notify supervisor in writing via email. Time off should be requested in writing at least a week in advance. Note that benefits, holiday pay, and lodging are not offered in the context of this internship program.

Intellectual Property

Intern understands that *XYZ Company* retains all supervisor responsibilities for and authority over intern's work effects and output.

Future Employment

Intern will perform said duties as listed in the job description. Intern understands that this agreement is not to be construed as an employment contract or promise of future employment.

Supervision

Intern will be provided with a supervisor to assist him/her with company culture issues, be available for questions and meetings, and offer general support. Intern can expect regular feedback from their supervisor, in accordance with the learning plan agreed upon. In addition to supervision, interns will be provided with skill development and training opportunities throughout the program.

Project Management

Interns are expected to take ownership of individual projects or tasks assigned to them. If interns encounter challenges with projects or tasks, they are expected to first harness the resources at their disposal to solve the problem, before requesting outside assistance. Interns are encouraged to take initiative on projects as they observe needs.

Performance Evaluation

Intern performance will be evaluated at the middle and at the end of the internship program.

The above-mentioned student agrees to work a minimum of _____ hours per week. If the above-listed expectations are not met, *XYZ Company* will first have a conversation with the intern. If the supervisor has sustained concerns about intern performance, they will contact the NYU Abu Dhabi Career Development Center. An unmediated lack of performance may constitute early termination from the internship program.

Student Intern:

Supervisor:

Print Name

Print Name

Signature & Date

Signature & Date