



## Internship Agreement

To be completed by the Agency Intern Coordinator and signed by all parties before student may begin internship (see routing instructions on the back of this page).

THIS AGREEMENT is entered into this date (mm/dd/yyyy) \_\_\_\_\_ by and between the State of Minnesota, Department of \_\_\_\_\_, hereinafter referred to as "Agency," the educational institution known as \_\_\_\_\_, and (Name) \_\_\_\_\_, hereinafter referred to as "Intern."

WHEREAS, the Agency desires the services of the Intern and the Intern desires the learning experience that an internship in a state agency affords. NOW THEREFORE, the parties hereby agree each with the other as follows:

I. **ASSIGNMENT AND TERM.** The general nature of the Intern's assignment shall be:

Hours shall be: \_\_\_\_\_. Duration of internship shall be: \_\_\_\_\_.

II. **DUTIES.** The duties of the Intern shall include but not be limited to:

The Agency may also require the Intern to attend meetings or training as shall be necessary for proper function of the program.

III. **REPORTS.** The Intern shall be assigned to a supervisor within the Agency. Both the Intern and the supervisor shall submit evaluations at the end of the internship assignment to the Agency Intern Coordinator, \_\_\_\_\_, and the faculty advisor, \_\_\_\_\_.

IV. **CREDIT - REQUIREMENT.** The Intern shall receive academic credit for successful completion of this project or shall fulfill a requirement of her/his academic program. The internship project shall be carried out under the direction of the faculty advisor. It is understood that all academic credit is to be arranged by the Intern and the educational institution. The educational institution assumes the collateral responsibility with the Agency Intern Coordinator to see that the Intern fulfills the terms of this Agreement.

V. **COMPENSATION.** During the course of the internship, as compensation for performance of the duties herein described, the Intern may receive \$ \_\_\_\_\_; and/or non-monetary compensation of \_\_\_\_\_ or \_\_\_\_\_.

Not applicable - This internship experience is unpaid.

Said compensation shall constitute payment in full for all functions performed by the Intern. Monetary funds shall be made from funds appropriated to \_\_\_\_\_.

It is understood that all forms of compensation are considered to be taxable income.

VI. **TERMINATION.** In the event that conflicts develop during the internship period, the supervisor or the Intern shall inform the Agency Intern Coordinator. If, after consultation with the Agency Intern Coordinator, a resolution of the matter cannot be agreed upon, this agreement may be terminated immediately by either party.

**Routing:**

1. Intern obtains signature of faculty advisor.
2. Intern signs agreement.
3. Agency supervisor signs agreement and returns it to Agency Intern Coordinator.
4. Agency Intern Coordinator signs agreement and sends it to the Agency HR Office to be retained on file.

**By signing this agreement, all parties agree to the terms of this agreement and are bound by them.**

## **Signatures**

**1. School Intern Coordinator or Faculty Advisor**

Educational Institution \_\_\_\_\_

Department \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**2. Intern**

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. Agency Intern Coordinator**

Agency Intern Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

**4. Agency Supervisor**

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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If you require an alternate format (i.e., large print, etc.), call (651) 259-3637/Voice or (651) 282-2699/TTY.