

**Internship Agreement**  
**Student Interns Not Formally Sponsored By A College or University**

Dear:

\_\_\_\_\_  
Student Name

For the purpose of obtaining work experience and/or specialized training, Kalamazoo Valley Community College has agreed to offer you an unpaid internship as outlined in Attachment A. You must accept the College's offer on the terms set out in this Agreement.

The internship is an educational experience and you will receive no financial benefits and/or compensation. During the internship, you will complete the tasks, projects, and/or learning outcomes as outlined in Attachment A. The internship is for your express, educational benefit. You will perform the internship under the supervision of KVCC faculty and/or staff. You will not be used as a regular employee and the College does not expect to derive immediate advantage from the activities you perform during the internship. You are not an employee of the College as a result of performing the internship, and you are not entitled to employment with the College at the conclusion of the internship.

While performing the Internship, you acknowledge your obligation to:

- Perform all work allocated to you to the best of your ability.
- Comply with all lawful and reasonable directions and instructions given to you by employees of the College during the course of the internship.
- Comply with any and all College policies and procedures that apply, or may apply, to you during the course of the internship.
- Undergo any and all training that the College deems necessary to enable you to safely and efficiently perform your duties during the internship.

At all times, including after the internship, you agree and acknowledge that:

- You will hold in confidence any information of the College that you become privy to in the course of your internship duties.
- Any intellectual property you may develop while performing internship duties are hereby assigned to and vested in the College immediately as created.
- The College owns and retains all rights at all times to the College's intellectual property.

Additionally, you accept that the Internship may be terminated prior to the end date at the sole discretion of KVCC. This document does not serve as an employment contract, but rather specifies the goals, intent, and details of the Internship. This Agreement, including Attachment A, constitutes the entire agreement of the parties with respect to the Internship.

If you have any questions about the terms outlined in this Internship Agreement, please contact your Internship Supervisor as listed below.

Department/Area of Internship	Start Date	End Date
Internship Supervisor Name	Email	Phone

My signature below indicates my acceptance of the terms outlined in this Agreement.

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

\_\_\_\_\_  
Date

**Attachment A: Learning Agreement and Internship Job Description**  
*To be completed by Internship Supervisor*

Intern tasks/role:

Specific projects intern will work on/assist with:

Learning outcomes for intern:

Additional comments regarding internship:

Student Intern: I have read the Learning Agreement and will fulfill the duties and responsibilities outlined for the internship.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Internship Supervisor: I approve of and agree to the Learning Agreement. I agree to instruct/orient the student on College policies/procedures, and provide a safe working environment.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature