# Drafting Internship Agreement

This playbook provides a structured approach to creating an internship agreement. It includes steps for preparing the document, key considerations to include, and guidelines for finalizing the terms of an intern's role within a company.

### Step 1: Template Selection

Choose an appropriate internship agreement template that aligns with your company's requirements. Templates can be industry-specific or general and should serve as a starting point for outlining the terms.

### Step 2: Terms Definition

Clearly define the terms of the internship including the start and end date, working hours, any compensation or stipend, and general responsibilities of the intern.

### Step 3: Role Description

Detail the specific role of the intern, including the department they will be working in, the supervisor's name, and the tasks they are expected to perform.

### Step 4: Learning Objectives

Outline the learning objectives and skills that the intern should acquire during their time with the company, ensuring the experience is educational and beneficial.

### Step 5: Mentor Assignment

Assign a mentor or supervisor who will be responsible for guiding the intern, setting expectations, providing feedback, and evaluating performance.

### Step 6: Legal Considerations

Ensure the agreement complies with labor laws and regulations, such as compensation guidelines, workplace safety, and intellectual property rights.

### Step 7: Review Process

Establish a review process that includes the intern's self-assessment and a final evaluation by the supervisor, with feedback on performance and achievements.

### Step 8: Signature Collection

Obtain signatures from the intern and the authorized representative of the company to signify agreement with the terms described within the document.

## General Notes

### Customization

Tailor the template and terms to fit the specific needs of the company and the intern role, ensuring relevance and clarity.

### Confidentiality

Consider including a confidentiality clause to protect sensitive company information that the intern may have access to during their internship.

### Evaluation Criteria

Define clear criteria for the intern's evaluation and communicate these expectations at the start of the internship.