**[Bank Name] Internship Agreement**

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer.

The intern and intern supervisor should complete this form together and agree to the terms outlined.

**Student Information**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Phone (Cell & Home)** |  |
| **Email:** |  |
| **School:** |  |
| **School Contact:** |  |

**Internship Information**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Intern Supervisor:** |  |
| **Supervisor Phone:** |  |
| **Supervisor E-mail:** |  |
| **Intern Mentor:** |  |
| **Mentor Phone:** |  |
| **Mentor E-mail:** |  |



**Internship Description**

Student internship will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Intern Title: |  |
| Description of duties (may attach other documents): |  |
| Goals/desired outcomes from experience (may attach other documents): |  |

**Expectations for the following areas:**

|  |  |
| --- | --- |
| Wages/Compensation |  |
| Travel |  |
| Hours |  |
| Overtime |  |
| Dress code |  |
| Housing needed |  |
| Other |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Intern signature & date Supervisor signature & date