



## INTERNSHIP AGREEMENT

The COMPANY, Company Name, with company address at Company Address, represented by Company Representative agrees to accommodate the STUDENT INTERN, Intern's Name, who is an Applied Corporate Management student of the Management and Organization Department of De La Salle University, for the purpose of providing training in various departments of the COMPANY. This training period will begin on                      and will end on                      .

The following terms and conditions shall govern this agreement:

1. The COMPANY shall provide the STUDENT INTERN orientation and training on the areas pertinent to his / her line of specialization.
2. The training agreement shall not, in any way, constitute an employee-employer relationship and the STUDENT INTERN shall leave the COMPANY free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of gross negligence, malicious acts and criminal acts by the COMPANY or any of its officers and employees.
3. The status of the STUDENT INTERN while on training shall be that of STUDENT INTERN. As such, he/she shall not be entitled to any compensation and to any of the benefits accorded to an employee.
4. The COMPANY will grant the STUDENT INTERN a training allowance based on COMPANY policies. In case of off-site assignments, the STUDENT INTERN shall be provided the appropriate representation and transportation allowance.
5. The STUDENT INTERN shall conform to all the rules and regulations of the COMPANY while on training.
6. The STUDENT INTERN shall not divulge any information that he/she may have access to, and any such information will only be used for academic purposes.



7. Both the COMPANY and the STUDENT INTERN have the right to pre-terminate the on-the-job training if:
- the STUDENT INTERN does not show the required interest, maturity, or discipline during the training period, or if there is serious misconduct
  - the COMPANY does not provide the kind of responsible training as agreed upon.

The terminating party will inform the ACM Internship Coordinator and Faculty Adviser of the grievance before any decision to terminate is made and finalized. The ACM Internship Coordinator or Faculty Adviser will intervene in order to rectify the situation in the interest of all parties concerned.

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Signature and Date Signed

Representative's Name

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Signature and Date Signed

Intern's Name