

**| OUTLOOK CHRISTIAN SCHOOL |**  
**UNPAID STUDENT INTERNSHIP AGREEMENT**

This is an agreement between \_\_\_\_\_ (intern), and \_\_\_\_\_  
(organization). The purpose of this educational internship is for the intern to learn about the organization's  
business and to gain valuable insight and experience.

**Conditions of the Agreement:**

- The education received by the student intern from the internship is for the express benefit of the intern.
- The intern does not replace or displace any employee of the organization.
- The intern will receive direct and close supervision by an appropriate supervisor.
- The intern is not entitled to wages, compensation or benefits.
- The organization is not liable for injury sustained.

**The Intern specifically agrees to and acknowledges the following:**

- The organization may at any time, at its sole discretion, terminate the internship without notice or cause. The intern is aware that after a number of warnings, the organization may have cause to terminate his/her internship.
- The intern will provide at least two weeks' notice to both the organization supervisor and Outlook Christian School before ending their internship.
- The intern will maintain and document a regular internship schedule determined by the intern and his/her supervisor. The intern is aware that they need 120 documented hours to fulfill the requirements in order to earn 1 high school credit.
- The intern is responsible for notifying the organization supervisor in a timely manner if he/she is unable to perform his/her tasks that day.
- The Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- The intern will obey the policies, rules and regulations of the organization site and comply with the organization's business practices and procedures.
- Under no circumstances will the intern leave the internship without first notifying his/her supervisor.

**I understand that this unpaid learning experience is not employment and that I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.**

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Intern's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date