

This Internship Agreement (hereinafter referred to as the “**Agreement**”) is entered into on \_\_\_\_\_ (the “**Effective Date**”), by and between James E. Clyburn Scholarship & research Foundation, with an address of 2012 Harden Street, Suite 104, Columbia, South Carolina, 29211, (hereinafter referred to as the “**Organization**”) and \_\_\_\_\_, with an address of \_\_\_\_\_, (hereinafter referred to as the “**Intern**”) (collectively referred to as the “**Parties**”).

**INTERNSHIP POSITION**

- The Intern has been assigned to the position of Office Assistant with the Organization.

**DUTIES AND RESPONSIBILITIES**

- During the internship period, the Intern shall have the responsibility of performing the following duties:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**PAY AND COMPENSATION**

- The Parties hereby agree that this internship is unpaid and that the Intern will not be compensated or paid for any services that he/she conducts at the Organization.

**WORKING HOURS**

- The Intern agrees that he/she will be working from \_\_\_\_ to \_\_\_\_ (Monday to \_\_\_\_\_) with a \_\_\_\_\_ lunch break.

**TERM OF AGREEMENT**

- This Agreement shall be effective on the date of signing this Agreement (the “**Effective Date**”) and will end on \_\_\_\_\_

**TERMINATION**

- This Agreement may be terminated in the event that any of the following occurs:
  - ï Immediately in the event that the Intern breaches this Agreement.
  - ï At any given time by providing written notice to the other party \_\_\_\_\_ days terminating the Agreement.
- Upon terminating this Agreement, the Intern will be required to return all the Organization’s materials, products or any other content at his/her earliest convenience, but not beyond 10 days.

## **CONFIDENTIALITY**

- All terms and conditions of this Agreement and any materials provided during the term of the Agreement must be kept confidential by the Intern, unless the disclosure is required pursuant to process of law.
- All information obtained during the internship shall be kept confidential during the term of this agreement and thereafter.
- Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior consent of the Organization.

## **REPRESENTATION AND WARRANTIES**

- Both Parties warrant that as of the Effective Date, they have the power and authority to enter into this Agreement and to perform their obligations under it, and to grant to each other the rights provided under this Agreement.
- Both Parties warrant that, by entering into this Agreement, they do not violate or infringe upon the rights of any third party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.

## **LIMITATION OF LIABILITY**

- In no event shall the Organization or the Intern be individually liable for any damages for breach of duty by third parties, unless the Organization's or Intern's act or failure to act involves intentional misconduct, fraud, or a knowing violation of the law.

## **ENTIRE AGREEMENT**

- This Agreement contains the entire agreement and understanding among the Parties to it with respect to its subject matter, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to its subject matter. The express terms of the Agreement control and supersede any course of performance and/or usage of the trade inconsistent with any of its terms.

## **SIGNATURE AND DATE**

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

INTERN

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

Organization

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: