

INTERNSHIP AGREEMENT (INSERT PROGRAM NAME)

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both the intern and the organization. This agreement outlines the obligations of Manpower, the intern, and the organization providing work experience for the intern.

This internship agreement is between, _____, a student of Manpower's (INSERT PROGRAM NAME) and (INSERT WORKSITE) as agreed to serve as a partner organization.

This internship will begin on _____ and terminate on September 30, 2025, and will be completed at 240 hours of work, with the intern receiving a wage of \$22 per hour. This internship may be terminated at any time by either party, for any reason. All parties acknowledge that this internship experience is for the benefit of the student.

GENERAL RESPONSIBILITIES (Initial each):

Student Agrees to:

- Comply with all the organization's policies.
- Notify the work site supervisor if unable to work as scheduled.
- Complete all work project(s) assigned by the supervisor.
- Complete an internship evaluation form for Manpower.
- Notify Manpower if the internship ends early, or if significant changes are made to the work duties or learning objectives.
- Arrive on time, appropriately dressed and conduct him/herself in a professional, business-like manner.

Supervisor/Site Manager Agrees to:

- Provide the intern with training and supervision needed to carry out their assigned responsibilities successfully.
- Provide a safe work environment. Work Site shall allow for an onboarding visit by representatives of Manpower. If Work Site employs participants in fully remote capacity the onboarding visit is not required.
- Not to assign any duties other than clerical/administrative in nature, without prior agreement from Manpower. Interns should not use motor vehicles, heavy equipment or power tools while at the Work Site. Work Site shall not entrust Interns with the care of unattended premises, or unsupervised custody or control of cash, credit cards, valuables, or other similar property.
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- Provide adequate oversight and supervision based on the duties assigned to the intern.
- Work Site shall promptly report to Manpower any claims of harassment, discrimination, and/or claims of any violation of law governing the Interns employment, and notify Manpower of any injury and/or Workers' Compensation Claims related to the Intern.
- Approve weekly work hours using Manpower's online Web Center.
- Evaluate performance, and review with the student at conclusion of the internship.
- Maintain a comprehensive commercial general liability, property loss, and personal injury insurance with a combined single limit of no less than one million dollars (\$1,000,000.00) per occurrence.

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Manpower Agrees to:

- Provide timely pay for all hours worked.
- As employer of record, take responsibility for all federal, state and local employer taxes and insurances, including workers compensation.
- Provide support to both the intern and supervisor as needed.
- Coordinate the final internship evaluation.
- Remove a student/intern from the worksite if and when requested by the worksite supervisor.

Mutual Indemnification:

Manpower and the worksite mutually agree to indemnify, defend, and hold harmless each other and their officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the acts of omissions in the performance of this agreement.

Scope of Work

Start Date:	End Date: 200 hours
Work Schedule:	
Location:	
Supervisor/Site Manager:	Title:
Internship Work Duties:	

Acknowledgement

PLEASE SIGN AND RETURN TO:

Barbara Gonzalez, Senior Workforce Development Specialist

bgonzalez@manpowerwest.com

Phone: (619) 237-9900

	Signature	Print Name/Title	Date
Intern			
Site Manager			
Manpower		Barbara Gonzalez	