

# What to Include in an Internship Agreement

After you secure your internship, the CDC advises that you discuss some specifics with your internship supervisor. The conversation will help to align both of your expectations and should include the following:

1. **STARTING DATE and ENDING DATE** - Avoid misunderstanding by clearly stating which day you will begin the internship and also which day you will end the internship. Be sure to include any planned time off (family vacation, special events) during your internship. However, be sure this was discussed and approved by your supervisor ahead of time.
2. **HOURS** - Get the official list of the number of hours you will be working each week. Be sure to include any "overtime" or special events that might crop up.
3. **REMUNERATION** - It's *very* important to get any promise of pay, stipend, transportation or meals down on paper. Getting it on paper before starting will avoid a difficult conversation later on!
4. **WORK ASSIGNMENT** - This is also an important one. Outlining your assignment will set the guidelines for your internship experience and can come in handy if your duties start to change during the course of the internship.

**Ex:**           **50% Grunt Work**  
                  Answering phones, making copies, running errands, etc.

**25% Assisting Editor**  
                  Proofreading, fact checking, doing phone research, etc.

**25% My Projects**  
                  Writing, revising articles, generating story ideas, etc.

## 5. ANY OTHER ISSUES THAT ARISE

Take the initiative to email the agreement to your internship supervisor prior to your start date. Save the email chain so you have it in the event you need to refer to it.

Writing an agreement is an effective way to begin your internship in a professional manner while ensuring that expectations from both parties will be met.

