

Maryland State Department of Education
Division of Rehabilitation Services

Internship Agreement: Unpaid Work-based Learning Experiences

Intern/DORS Consumer: _____ DORS Participant ID: _____

Internship Site: _____

Address: _____

Internship Supervisor/Contact: _____

Phone: _____ Email: _____

This agreement is entered into by the Maryland Division of Rehabilitation Services (DORS) and

_____ for the purpose of providing
Company/Organization/Internship Site

an internship in the following field _____
Internship Field

The Company will:

1. Provide internship and supervision for _____ beginning _____
Period of Time Date
with anticipated ending of _____.
Date
2. Provide internship for a total of _____ hours per week.
3. Notify DORS promptly should:
 - a. The intern experiences difficulties in completing the program.
 - b. The intern discontinues the internship.

DORS will:

1. Maintain regular contact with the company representative and intern during internship.
2. Provide technical assistance and support in determining and providing accommodations to enable full participation in the internship program, as appropriate.

INTERNSHIP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

INTERNSHIP LEARNING OBJECTIVES

Description of processes, operations or skills included in the internship:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Intern/DORS Consumer agrees to:

1. Arrive at the internship site as scheduled each day throughout the internship; maintain attendance log.
2. Abide by company rules and regulations and perform duties as assigned.
3. Ask supervisor for clarification when questions arise.
4. Comply with internship requirements established at the beginning of placement.
5. Contact supervisor and DORS staff regarding any internship-related problems

The internship period may be reduced or extended by written mutual agreement. This agreement may be terminated at any time by either party with written notice sent to the other party.

Internship Conditions. An internship provides training for the educational benefit of intern/DORS Consumer and is similar to training which would be given in an educational environment. The company derives no immediate advantage from the intern's activities. Internship placements do not displace current employees of the employer, and the intern works under close supervision of existing staff. The intern is not entitled to wages for the time spent in the internship and the intern is not necessarily entitled to a job at the conclusion of the internship. However, employment can be the outcome of an internship relationship.

Equal Opportunity. Full consideration will be given to all qualified applicants for internship placement without regard to race, color, religion, creed, sex, age, national origin, lawful political affiliation, disability, marital status, or economic status.

Comments: _____

 Intern/DORS Consumer Signature Date

 Authorized Company Representative Signature Date