



Internship Contract

concluded by _____

location _____
- referred to below as „internship company” -

and _____

born _____

in _____

resident in _____
- referred to below as “intern” -

for the purpose of completing an internship.

§ 1 General Provisions

The internship in above mentioned company will be completed as an
Integrated Internship Semester

for studies at Albstadt-Sigmaringen University – Bachelor of Business Administration Programme.

§ 2 Duration of the Internship

The duration of the internship is _____ weeks.

It commences on _____ and ends on _____
The first four weeks are designated as a probationary period during which both parties may withdraw from the contract without prior notice.

§ 3 Remuneration

The monthly gross salary amounts to € _____ .

§ 4 Obligations of the Internship Company

The internship company declares itself principally able to offer an internship commensurate with § 1.

The internship company declares its readiness:

1. To follow the guidelines for the Integrated Internship Semester of the Bachelor of Business Administration Programme (the guidelines have to be presented by the intern if required).
2. To cooperate with regard to any questions which may arise about the training of the intern with Albstadt-Sigmaringen University respectively its internship coordinator.

Furthermore, after completion of the internship the company is obliged to issue an activity report to the intern.

§ 5 Obligations of the Intern

The intern is obliged:

1. To take advantage of all available educational opportunities.
2. To conscientiously complete all work done in the context of the internship and to follow supervisor instructions.
3. To observe the given working rules, factory policies and accident prevention regulations as well as to manage all equipment, tools, instruments and materials with due care and attention.
4. To diligently produce a written report on his/her activities (if required by the study regulations) and to regularly present the activity reports to the training supervisor for confirmation.
5. To respect the interests of the internship company and to observe the codes and practice of confidentiality.
6. To inform the internship company immediately in case he or she cannot be present.

§ 6 Termination of this Contract

After the probationary period the contract can only be terminated in the following cases:

1. Upon good cause shown the contract can be terminated immediately.
2. By the intern due to personal reasons. Two weeks notice must be given to the internship company.
3. By the internship company in case of a gross violation of the duties stated in § 5.

§ 7 Miscellaneous Covenants

Location: _____, Date: _____

Internship Company

Intern