

# Table of Contents

<b>Intern Information</b>	<b>3</b>
Personal Details	3
Contact Information	3
Educational Background	3
<b>Roles and Responsibilities</b>	<b>3</b>
Intern Responsibilities	4
Company Responsibilities	4
<b>Work Schedule and Duration</b>	<b>5</b>
Internship Period	5
Flexible Work Arrangements	5
<b>Compensation and Stipend</b>	<b>5</b>
Payment Schedule	5
Reimbursable Expenses	6
<b>Confidentiality and Data Protection</b>	<b>6</b>
Confidential Information	6
Data Protection	6
Return of Materials	6
<b>Intellectual Property Rights</b>	<b>7</b>
Ownership	7
Licensing	7
<b>Performance Evaluation and Feedback</b>	<b>7</b>
Feedback Process	8
<b>Safety and Workplace Conduct</b>	<b>8</b>
Workplace Conduct	8
<b>Termination Conditions</b>	<b>8</b>
Notice of Termination	9
Early Termination	9
<b>Legal Compliance and Governing Law</b>	<b>9</b>
Anti-Discrimination	9
Data Protection	9
Governing Law	10
<b>Signatures and Acknowledgments</b>	<b>10</b>
Agreement	10



Signatures .....	10
<b>Additional Terms and Conditions .....</b>	<b>11</b>
Social Media Participation .....	11
Remote Work .....	11
Internship Extension .....	11
Confidentiality .....	11
Compliance with Policies .....	11
Governing Law .....	11
Entire Agreement .....	12



# Intern Information

This section details the personal, contact, and educational information of the intern, Jane Doe, who is entering into this Internship Agreement with DocuPal Demo, LLC.

## Personal Details

Jane Doe's full legal name is Jane Doe. Her date of birth is January 15, 2002. She has provided a copy of her Driver's License (DL1234567) as identification.

## Contact Information

Jane Doe can be reached at the following address: 123 Main Street, Anytown, CA 91234. Her phone number is (555) 123-4567, and her email address is jane.doe@email.com. All official notices and communications related to this internship will be sent to these contact points. It is the intern's responsibility to promptly notify DocuPal Demo, LLC of any changes to her contact information.

## Educational Background

Jane Doe is currently enrolled at Anytown University, pursuing a Bachelor's degree in Computer Science. Her expected graduation date is May 2024. This internship is intended to provide her with practical experience in her field of study.

# Roles and Responsibilities

This section defines the roles and responsibilities of both DocuPal Demo, LLC ("Company") and the Intern during the internship period. Both parties agree to fulfill these responsibilities to ensure a productive and beneficial internship experience.

## Intern Responsibilities

The Intern will undertake the following duties and responsibilities:



- **Software Development Assistance:** The Intern will assist in the development of software projects as directed by their mentor and team lead. This includes writing code, debugging, and implementing new features.
- **Application Testing:** The Intern will participate in testing software applications to identify and report bugs, performance issues, and usability concerns. This includes creating and executing test cases.
- **Code Documentation:** The Intern will contribute to the documentation of code, ensuring clarity and maintainability. This involves writing comments, creating API documentation, and updating technical specifications.
- **Team Participation:** The Intern will actively participate in team meetings, contributing ideas, providing updates on their progress, and collaborating with other team members.
- **Adherence to Company Policies:** The Intern is expected to adhere to all company policies and procedures, including those related to security, confidentiality, and professional conduct.
- **Learning and Development:** The Intern is responsible for actively seeking opportunities to learn and develop their skills, taking advantage of the resources and mentorship provided by the Company.

## Company Responsibilities

DocuPal Demo, LLC will provide the following support and resources to the Intern:

- **Mentorship:** A senior developer will be assigned as a mentor to provide guidance, support, and feedback to the Intern throughout the internship.
- **Resources:** The Company will provide the Intern with access to the necessary software, hardware, and development tools required to perform their duties.
- **Feedback:** Regular feedback sessions will be conducted to discuss the Intern's performance, address any challenges, and provide constructive criticism.
- **Training:** The Company will offer access to training resources and opportunities to enhance the Intern's technical skills and knowledge.
- **Work Environment:** The Company will provide a professional and supportive work environment that encourages learning, collaboration, and innovation.
- **Project Assignment:** The company will assign project that align with the intern's skills and interests, providing them with valuable hands-on experience.
- **Compliance:** The Company will comply with all applicable laws and regulations related to internships, including those related to compensation, working hours, and safety.



# Work Schedule and Duration

The intern's work schedule will be Monday through Friday. The daily working hours are from 9:00 AM to 5:00 PM. This includes a one-hour lunch break.

## Internship Period

This internship begins on August 9, 2025. It will continue for a period of [Number] months, concluding on [Date]. The exact end date will be confirmed closer to the time, subject to project completion and performance.

## Flexible Work Arrangements

DocuPal Demo, LLC offers some flexibility in work arrangements. Remote work is possible for up to two days per week. This is subject to the manager's approval. Flexible hours can also be discussed. This depends on project requirements and team needs. Any changes to the standard schedule require prior agreement. This ensures adequate coverage and support.

# Compensation and Stipend

DocuPal Demo, LLC will provide the Intern with a monthly stipend of \$2,000 USD. This is to help cover the Intern's living and other expenses during the internship.

## Payment Schedule

The stipend will be paid bi-weekly. Payments will be made via direct deposit to the Intern's designated bank account. The Intern is responsible for providing accurate banking information to DocuPal Demo, LLC.

## Reimbursable Expenses

The Intern may incur certain travel expenses related to company activities. These may include attendance at conferences or site visits. DocuPal Demo, LLC will reimburse these expenses if pre-approved. The Intern must submit receipts for all expenses to receive reimbursement.



# Confidentiality and Data Protection

The intern acknowledges that during the internship, they may have access to confidential information belonging to DocuPal Demo, LLC. This includes, but is not limited to, client lists, proprietary software code, unreleased product designs, and financial data. The intern agrees to protect this information. They will not disclose it to any third party during or after the internship.

## Confidential Information

Confidential information covers all non-public data. It includes technical, financial, and business information related to DocuPal Demo, LLC and its clients. The intern will use this information only for the purpose of completing assigned tasks. They will not use it for personal gain or to the detriment of DocuPal Demo, LLC.

## Data Protection

DocuPal Demo, LLC is committed to protecting the intern's personal data. Data collected during the internship will be stored securely on encrypted servers. Only authorized personnel will have access to this data. The data will be used solely for internship-related purposes. These purposes include performance evaluation, payroll processing (if applicable), and communication. The intern has the right to access and correct their personal data. They can do so by contacting the Human Resources department. DocuPal Demo, LLC will comply with all applicable data protection laws.

## Return of Materials

Upon termination of the internship, the intern will return all confidential materials to DocuPal Demo, LLC. This includes documents, electronic files, and any other company property. The intern will also destroy any copies of confidential information in their possession.





# Intellectual Property Rights

DocuPal Demo, LLC retains all rights, title, and interest in any and all intellectual property created by the Intern during their internship. This includes, but is not limited to, inventions, designs, software, documentation, and other work product.

## Ownership

Any work created, conceived, or reduced to practice by the Intern, either alone or jointly with others, during the term of this Internship Agreement, shall be the sole and exclusive property of DocuPal Demo, LLC. The Intern agrees to assign, and hereby does assign, all right, title, and interest in and to such intellectual property to DocuPal Demo, LLC. This assignment includes all patents, copyrights, trade secrets, and other proprietary rights.

## Licensing

DocuPal Demo, LLC grants the Intern a non-exclusive, royalty-free license to use their work for personal portfolio purposes. This license is limited to showcasing the Intern's contributions and does not extend to commercial use or distribution without prior written consent from DocuPal Demo, LLC. Any other use or licensing of the intellectual property by the Intern will be subject to separate negotiation and agreement with DocuPal Demo, LLC on a case-by-case basis.

# Performance Evaluation and Feedback

DocuPal Demo, LLC will evaluate the intern's performance on a monthly basis. The evaluation will assess several key areas. These areas include the quality of code produced by the intern. Teamwork and collaboration with other team members will also be assessed. We will look at the intern's level of initiative and proactivity. Meeting project deadlines is a critical factor in the evaluation. Adherence to company standards and best practices is also important.



## Feedback Process

The intern will receive regular feedback from their supervisor. This feedback will be provided during the monthly performance reviews. The purpose of the feedback is to help the intern improve their skills. It will also highlight areas where the intern excels. The supervisor will provide constructive criticism and guidance. The intern is encouraged to ask questions and seek clarification. Open communication is essential for a successful internship.

## Safety and Workplace Conduct

DocuPal Demo, LLC is committed to providing a safe and respectful work environment for all interns. As an intern, you are required to comply with all company safety policies and procedures. This includes the proper use of equipment, reporting any hazards immediately to your supervisor, and familiarizing yourself with emergency procedures.

### Workplace Conduct

You are expected to maintain a professional demeanor and treat all colleagues with respect. Adherence to DocuPal Demo, LLC's code of conduct is mandatory. This includes maintaining the confidentiality of company information and data. Any violation of these policies may result in the termination of your internship.

## Termination Conditions

This Internship Agreement may be terminated under the following circumstances:

- Violation of Docupal Demo, LLC's established company policies.
- Unsatisfactory performance by the Intern, as determined by Docupal Demo, LLC.
- Mutual written agreement between the Intern and Docupal Demo, LLC.

### Notice of Termination

Either party, the Intern or Docupal Demo, LLC, may terminate this Agreement by providing two (2) weeks' written notice to the other party.





## Early Termination

Docupal Demo, LLC reserves the right to terminate the internship immediately, without prior notice, should the Intern engage in conduct that is deemed detrimental to the company, its employees, or its reputation. Examples of such conduct include, but are not limited to, theft, fraud, insubordination, harassment, or violation of confidentiality agreements. Similarly, the Intern may terminate the agreement with immediate effect if Docupal Demo, LLC fails to uphold its obligations as outlined in this agreement or engages in unethical or unlawful practices. In the event of early termination, the Intern will only be compensated for the days worked up to the termination date. Docupal Demo, LLC will provide a final payment within [Number] days of termination.

## Legal Compliance and Governing Law

DocuPal Demo, LLC is committed to conducting its internship program in full compliance with all applicable laws and regulations. This includes adherence to federal and state labor laws, which address minimum wage, working hours, and workplace safety standards.

## Anti-Discrimination

We strictly adhere to anti-discrimination laws, ensuring equal opportunities for all interns regardless of race, color, religion, sex, national origin, age, disability, or any other protected characteristic as defined by law. DocuPal Demo, LLC prohibits any form of discrimination or harassment in the workplace.

## Data Protection

DocuPal Demo, LLC complies with all relevant data protection regulations, including those pertaining to the collection, use, and storage of personal data of interns. Interns can be assured that their data will be handled securely and in accordance with applicable privacy laws.



## Governing Law

This Internship Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict of laws principles. Any legal action or proceeding arising under this Agreement shall be brought exclusively in the state or federal courts located within California.

# Signatures and Acknowledgments

## Agreement

By signing below, both parties acknowledge they have read, understood, and agree to all terms and conditions outlined in this Internship Agreement.

## Signatures

**DocuPal Demo, LLC**

By: \_\_\_\_\_

Name:

Title: Authorized Representative

Date: 2025-08-09

**Intern**

By: \_\_\_\_\_

Name: Jane Doe

Date: 2025-08-09



# Additional Terms and Conditions

## Social Media Participation

The Intern may be asked to participate in DocuPal Demo, LLC's social media campaigns. Participation is on an as-needed basis. The Intern's involvement could include content creation, appearing in posts, or other related activities. All social media participation will align with the Intern's skills and interests, where possible. The Intern has the right to decline participation in specific campaigns, without prejudice.

## Remote Work

Remote work is permitted, as outlined in Section 7 of this Agreement. The company retains the right to amend the remote work policy with a 30-day notice.

## Internship Extension

An internship extension may be considered. Any extension depends on the Intern's performance. It also depends on the availability of suitable projects. Any extension will be documented through a formal amendment to this Agreement.

## Confidentiality

The Intern acknowledges that they may have access to confidential information. This information includes, but is not limited to, business strategies, customer data, and proprietary technology. The Intern agrees to keep all such information confidential. This obligation continues even after the internship ends.

## Compliance with Policies

The Intern must comply with all DocuPal Demo, LLC's policies and procedures. This includes policies relating to data security, workplace conduct, and ethical behavior. Violation of these policies may result in immediate termination of the internship.



## Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California, without regard to its conflict of laws principles.

## Entire Agreement

This Agreement contains the entire understanding between the parties. It supersedes all prior agreements and discussions. Any modifications must be in writing and signed by both parties.

