



ASPCA Internship Agreement

[DATE]
[NAME]:

We are very pleased to offer you an internship with The American Society for the Prevention of Cruelty to Animals (“ASPCA”) on the [TEAM NAME] team. The Internship will be conducted in furtherance of your pursuit of a [DEGREE NAME] at [SCHOOL NAME] for which you will be paid. During your time as an intern (the “Internship”), you will be required to abide by the terms of this internship agreement (the “Agreement”). This Agreement shall supersede all previous Agreements relating to this Internship.

By signing below, you agree to, and acknowledge, the terms of the Agreement, as follows:

- The Internship, take place under the supervision of [SUPERVISOR NAME, TITLE] (“Internship Supervisor”).
- The Internship is tentatively scheduled to begin on [START DATE] through [END DATE], and for approximately [NUMBER OF HOURS] hours per week. This schedule coordinates with your course work and degree schedule. The Internship may be extended, subject to your progress during the Internship and the ASPCA’s availability, if applicable.
- Your regular hourly rate of pay is \$[] per hour, less all applicable deductions and withholdings, which will be paid bi-weekly in accordance with the ASPCA’s regular payroll practices. Please note that your Internship Supervisor will need to approve any hours worked beyond your normal schedule.
- As a full-time, paid intern you may be eligible to enroll in benefits provided to ASPCA employees.
- The ASPCA will, if requested to do so, provide an evaluation of your participation in the Internship to your program advisor.
- You will not be asked to assume the job duties or responsibilities of any ASPCA employees. Your role during the Internship will be to complete educational readings, attend meetings, and perform tasks related to your course of study which will assist you in developing practical skills relevant to your degree program or career goals. Opportunities may include, but shall not be limited to: [assisting with research planning, research design, data collection, statistical analysis, writing manuscripts, developing a research project of your own choosing, subject to ASPCA approval, learning and practicing project management skills, developing field-facing and public-facing research communications plans, participating in webinars and conferences, and attending internal strategy and staff meetings]. You will be closely supervised on any such tasks and your Internship Supervisor will be available to answer any questions you may have related to the work.
- Because the nature of the Internship may involve exposure to the ASPCA’s sensitive or confidential information (“Confidential Information”), you agree to keep private all Confidential Information that you learn during the Internship. Confidential Information may include, but is

not limited to, (1) information about sensitive matters; (2) medical information about animals in the ASPCA's care or personal information of clients; and (3) any other non-public information that you learn about the ASPCA's operations, personnel, or matters, whether or not such information is marked "confidential."

- You further understand and agree not to share any information that you learn during the Internship, including any photographs or video, over Facebook, Twitter, or other social media at any time, during or after your Internship.
- You understand and agree that the ASPCA reserves the right to review and redact, or require revision, of any reports, manuscripts, or other documents that you write during your Internship, for the ASPCA, that contain Confidential Information.
- ASPCA interns are not entitled to a job at the conclusion of their Internships or at any time in the future. Your Internship with the ASPCA is at will, which means that it is subject to termination by either you or the ASPCA at any time, for any reason, with or without notice or cause. This letter serves to outline the terms of the ASPCA's Internship offer, but it does not constitute a contract of employment for any specific length of time. No supervisor, manager or officer of the ASPCA, not even the CEO, has the authority to make any verbal promise or guarantee to you regarding your future employment, salary, benefits, or other terms or conditions of your Internship.
- Failure to abide by the terms of this Agreement, or if you are otherwise unable to meet the Internship requirements, may result in termination from the Internship.
- You hereby agree to release and hold harmless the ASPCA, its officers, directors, employees, representatives, and agents from any and all claims, damages, and liability arising from or related to your activities under the Internship, including for any negligent act or omission by the ASPCA, its officers, directors, employees, or agents.
- You agree to comply with the ASPCA's policies and practices, including provisions addressing acceptable behavior as outlined in the ASPCA Employee Handbook. Further, you agree to behave in a professional and appropriate manner at all times and to comply with all ASPCA protocols, including health and safety protocols.
- You understand and agree that all individuals reporting to any ASPCA location, including you, must be vigilant in complying with CDC, state, and local recommended health protocols outside of work hours to help support a healthy working environment.
- By providing your mobile number and/or email, you agree that the ASPCA may contact you by email, telephone, or text message about matters related to your internship training and to share opportunities and updates of interest and other related news. Calls or texts may be placed to the number you provide, and message and data rates may apply. You may opt out of communications at any time.
- By signing this agreement, you agree the ASPCA may use information related to your internship training, including any survey data and written responses you provide ("Your Content"), for promotional, grant-writing, fundraising, research, and similar such purposes. Data will be reported or published in aggregate form, and any direct quotes used from Your Content will not identify you. Where direct quotes are used, you hereby irrevocably grant us world-wide, perpetual, non-exclusive, royalty-free, assignable, sublicensable, transferable rights to use Your Content for the noted purposes.
- If you submit personal information to ASPCA through other channels, for instance by making a donation or applying for a job, the privacy policy applicable to those activities will control.

- If you have any concern about any aspect of this Internship at any time, then in addition to speaking with your Internship Supervisor, you may contact legal@aspca.org.

Student Signature:

Date:

Print Student's Name: