

July 23, 2015

Name of Intern
Address
City, State, Zip

Dear [Name of Intern]:

This letter confirms that Abilene Christian University Athletics ("Athletics") has asked you to serve as a [SPORT] Intern. You agree to serve under the following terms and conditions:

1. The primary purpose of the internship is to benefit you by providing hands-on training and experience in [coaching/sports management]. In that regard, you will be invited to attend monthly Athletics' meetings related to various topics including leadership development, NCAA compliance, marketing, etc. Moreover, Athletics will provide quarterly intern-specific training sessions on topics such as career development and resume writing. Finally, all interns will take part in a common book reading and write a reflective paper summarizing what they learned during their internship.

2. You agree to use your best efforts while rendering services for Athletics. As our [SPORT] Intern you will serve under the direction of [coach or coaches] and will be responsible for: [specify in detail] [I would like HR & Legal to review the specific responsibilities for two or three samples.]

3. You agree not to work more than forty (40) hours per week on average and will keep a record of the hours you do work in accordance with Athletics procedures.

4. You will make no representations, warranties, or commitments binding ACU, Athletics or its employees without our prior consent nor do you have any authority to sign any documents or incur any indebtedness on behalf of Athletics. You also agree to abide by all applicable ACU and Athletics policies.

5. You serve at the will of Athletics for the term of ten months (from _____ to _____). Athletics may terminate your internship at any time, without prior notice, with or without cause. Moreover, there is no guarantee that this internship will result in a job at the conclusion of the training period.

6. ACU will provide you with a stipend of [\$0] per year to assist you with living expenses. Other than this stipend, you will be serving in an unpaid capacity and will not be receiving any monetary compensation or employee benefits from ACU for the duration of the internship.

7. Stipend payments do not have taxes withheld and will be reported on a 1099 IRS form. You will be responsible for paying any applicable self-employment taxes and reporting your payments on your income tax return.

8. There will be no change, amendment or modification of this Agreement unless it is reduced to writing and signed by both parties. This Agreement cancels and supersedes all prior agreements and understandings.

9. ACU is affiliated with the fellowship of the Church of Christ. This internship requires that you are a professing Christian and are willing to support the Christian mission of ACU.

Your signature in this Agreement will indicate acceptance of these terms and conditions.

Sincerely,

Kristopher Sutton 9/15/2014 2:20 PM

Comment [1]: Edit department names and intern title as needed throughout doc

Kristopher Sutton 9/15/2014 2:21 PM

Comment [2]: You may edit as needed to apply to your department but please provide a brief explanation of duties the intern performs and educational experience they gain from the internship.

Supervisor Name
Title

I, [Name of Intern], have read the above Agreement, understand and agree with its terms, and have received a copy.

[NAME OF INTERN]

[HEAD COACH/SUPERVISOR]

