



Internship Agreement

This Internship Agreement sets forth the obligations of [INTERN] _____ and the Boston Landmarks Commission (BLC) located at 1 City Hall Square Rm 709.

[INTERN] _____ accepts the position of (unpaid) Intern for the BLC.

[SUPERVISOR] _____ at the BLC will be overseeing the Intern's performance and can be contacted at [PHONE] or [EMAIL]. The Intern is expected to fulfill the following responsibilities:

- 1.
- 2.
- 3.

In addition to these responsibilities, the Intern is expected to provide the following deliverable(s) upon the completion of their internship.

- 1.
- 2.

The Intern will partake in an unpaid internship from the dates of [START DATE] _____ to [END DATE] _____, completing _____ hours each week. The Internship is in connection with the Intern's studies at [SCHOOL] _____. The Intern receives _____ course credits for completion of the internship.

School Advisor Contact Information:

Name: _____

Phone: _____

Email: _____

The following deliverables are expected from the BLC to ensure the intern receives course credit:

- 1.
- 2.
- 3.

COVID-19 Compliance Policy

Please review the City of Boston's COVID-19 Compliance Policy for City workers:

<https://drive.google.com/file/d/1uRj5lfdCxawNggkI7s6K7SnrmdiFnTmf/view?usp=sharing>

Attendance Policy

The Intern will be working:

In Office

Fully Remote

Hybrid

Timesheets will be submitted at the end of each week to the Supervisor.

The Intern agrees to the following expectations by initialing the following statements:

_____ The Intern will adhere to the COVID-19 Compliance Policy

_____ The Intern will complete the specified number of hours per week and report them accurately on their Timesheet

_____ The Intern has completed the City of Boston Intern Application

The Intern and the Boston Landmarks Commission acknowledge and agree as follows:

1. The Intern will adhere to all applicable policies of the BLC and City Hall and will complete all assignments and projects as defined by the Internship.
2. The BLC retains the right to terminate the internship consistent with applicable law.
3. The Intern will not receive any direct or indirect compensation from the Internship for time spent in the Internship, nor will the Intern be entitled to or expect a job with the BLC at the conclusion of the Internship.
4. The Intern will not in any way be considered an employee or agent of the BLC
5. All records associated with the Internship Project are subject to MGL public record requests per [MGL: Ch.66, Sec.10 Public Records Law.](#)

Signature Page

By signing below, I acknowledge and agree to the expectations, rules, and conditions laid out in the Agreement.

[INTERN SIGNATURE]

[DATE]

[SUPERVISOR SIGNATURE]

[DATE]

[SCHOOL ADVISOR SIGNATURE]

[DATE]