

(Name of Bank)

## Internship Program Agreement

*(Can be edited to fit individual bank needs, this is just a guide)*

This Internship Program Agreement ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between \_\_\_\_ (Bank Name) ("Bank") and \_\_\_\_\_ ("Intern") to provide Intern with the opportunity to gain banking experience and training through the Bank.

### **Term of Internship**

The term of this internship will be 12 weeks with start and end dates determined by the Bank and Intern. The intern shall work 30 hours per week at a wage to be determined by Bank.

### **Bank Responsibilities**

The Bank shall assign a senior bank officer as a mentor to the Intern. The mentor shall help ensure that the Intern is exposed to a wide range of banking activities, answer questions about the Bank, the banking industry and various departmental roles. The mentor (or another assigned bank employee) shall meet with the Intern on a weekly basis to discuss their work experiences and progress toward objectives set by the Intern and the Bank.

The mentor shall conduct a mid-term and a final evaluation of the Intern. There is no obligation to hire or offer the Intern full-employment following the internship.

### **Intern Responsibilities**

The Intern shall make themselves available to the mentor as required above including developing goals and objectives of the internship with the mentor. The Intern shall complete all duties in a timely and complete manner and shall participate in all required training.

The Intern shall adhere to and follow a policy of total confidentiality regarding the Bank's records and accounts, Bank customer financial statements, Bank committee meetings, Bank board of director meeting discussions and all private conversations.

The Intern is responsible for all housing and travel costs to and from the Bank.

The Intern is encouraged to attend at least a portion of a KBA conference that aligns with their career interest. A complimentary conference registration will be provided by the KBA to one of the following events: Bank Technology and Operations Conference & Showcase; Kansas Ag Bankers Conference; Women in Banking Conference; Young Bank Officers of Kansas Conference; Economic Outlook and Risk Management Conference or KBA Trust Conference.

### **Cancellation Clause**

If expectations are not being fulfilled by either the Bank or the Intern, the internship can be canceled at any point during the term of the internship period upon the mutual agreement of the Bank and the Intern.

By signing below, the parties agree that they have read and understand the terms of the Internship Program Agreement, and agree to comply with the requirements and conditions set forth above.

\_\_\_\_\_

Intern Signature

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Bank Mentor Signature

Date Signed: \_\_\_\_\_