

INTERNSHIP PLACEMENT AGREEMENT

1. CRITERIA

Internship placements will normally be arranged with an incorporated or insured entity. All parties involved must complete a *Work/Education Placement Agreement/Post Secondary* provided by the Ontario Ministry of Education. (The Ministry of Education covers the cost of worker's compensation or private insurance coverage for students, relieving the University and the community organization hosting the student placement of the financial burden of paying premiums.)

1. Projects must contain a substantial research component.
2. Projects must involve net tangible benefits to the host organization.
3. students must not displace any employee in the host organization.
4. Where the host organization is unionized, the project shall be undertaken with the consent and cooperation of the local union.
5. The host organization will not directly remunerate students. The host organization will, however, cover any agreed upon costs incurred.
6. An Internship Placement Agreement must be developed and signed by the student, the placement supervisor and the academic supervisor, before the work begins. Should the terms of the work change as the internship progresses, the agreement must be revised and resigned.

2. RESPONSIBILITIES

Responsibilities of All Parties:

1. Each party to this agreement has the right to initiate renegotiation of this agreement if circumstances affecting the project change.
2. Each party has the right to terminate the placement if the conditions of the agreement are not being met..
3. The student owns the copyright for all work completed as part of his/her placement, but the host organization may use all material, in whole or in part, as it sees fit as long as the student is duly credited as the author. (If work is completed collaboratively between the student and a member of the host organization, copyright will be jointly held.)
4. All parties must complete the relevant section of the form entitled Work/Education Placement Agreement/Post Secondary, to enable the Ministry of Education to purchase workers compensation or private insurance coverage for the student.

Please initial beside the section below pertaining to your responsibilities.

Responsibilities of the student: _____ student's Initials

1. Undertake the internship conscientiously and with due respect to the expectations of the host organization and the University.
2. Keep the faculty supervisor informed of the project's progress and notify the faculty supervisor of any concerns about the placement or the host organization in a timely fashion.
3. Attend and participate in all necessary meetings with the faculty supervisor or placement supervisor.

4. Ensure that the confidentiality of any information acquired in the course of the placement is strictly maintained.
5. Where relevant, provide a copy(s) of the final product(s) of the internship to the host organization and the University.
6. Comply with policies and ethical guidelines governing research projects conducted in conjunction with Trent University.

Responsibilities of the Host Organization: _____ Placement supervisor's Initials

1. Orient the student to the organization and work requirements
2. Provide adequate direction, ongoing communication and feedback on the quality of work so as to enable the student to complete the project successfully.
3. Supply/provide resources needed to complete the project.
4. Be available for consultation as needed for the purpose of monitoring the placement.
5. Provide a final report on the student's performance during the internship placement.
6. Comply with policies and ethical guidelines governing research projects conducted in conjunction with Trent University.

Responsibilities of the University: _____ Faculty supervisor's Initials

1. Ensure that the project, as described above, fulfills the requirements of degree.
2. Provide academic supervision and evaluate the Research Paper.
3. Meet with the student at regular intervals, throughout the placement, period to monitor progress.
4. Comply with policies and ethical guidelines governing research projects conducted in conjunction with Trent University.

3. PROJECT DESCRIPTION

Section A: Parties to the Agreement

student: _____

Faculty supervisor: _____

Host Organization: _____

Section B: The Project

1. Duties and purpose of the internship placement:
2. Relevance of the internship placement to the student's research:
3. Beginning and completion dates of the internship placement:
4. Estimate of the number of hours required to complete the internship placement:
5. Supervision and consultation schedule:
6. Schedule for completion of the project (internship placement and research essay).
It is assumed that the internship placement and the research essay will involve a total of approximately 250 hours:

