

# INTERNSHIP AGREEMENT

in collaboration with



**Agreement to be submitted by the student to the attention of the Carrefour des stages :**

Reception of the Vice-décanat aux études  
 ESG UQAM, 315 Sainte-Catherine St. East, Suite R-1020  
 Email: stages-esg@uqam.ca

Internship offer posted by the Carrefour des stages

Yes  
 No

**Verified by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## 1) REGISTRATION FOR THE INTERNSHP AND INTERN'S COORDINATES

PLEASE WRITE IN BLOCK LETTERS

YEAR: \_\_\_\_\_ TRIMESTER: FALL  WINTER  SUMMER  PROGRAM/COURSE: \_\_\_\_\_

STUDENT'S FAMILY NAME \_\_\_\_\_ STUDENT'S FIRST NAME \_\_\_\_\_ PROGRAM CODE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COURSE CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ STUDENT'S PERMANENT CODE \_\_\_\_\_

## 2) COORDINATES OF THE HOST ORGANIZATION

ORGANIZATION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ BUSINESS/ORGANIZATION: PUBLIC  PRIVATE  NPO

SECTOR OF ACTIVITY: \_\_\_\_\_

## 3) DESCRIPTION OF THE INTERNSHIP

POSITION: \_\_\_\_\_

PLEASE ATTACH A DESCRIPTION OF THE INTERNSHIP, INCLUDING SPECIFIC TASKS AND PARTICULAR REQUIREMENTS (E.G., LANGUAGES, TRAVEL, ETC.).

PAID: NO YES IF YES, HOURLY SALARY: \_\_\_\_\_ OR LUMP SUM: \_\_\_\_\_

## 4) DURATION OF THE INTERNSHIP AND WORK SCHEDULE

FROM \_\_\_\_\_ To \_\_\_\_\_ NBR OF HOURS/WEEK: \_\_\_\_\_ NBR OF WEEKS: \_\_\_\_\_

PART-TIME SCHEDULE (2 TO 3 DAYS/WEEK)  FULL-TIME SCHEDULE (4 TO 5 DAYS/WEEK)  TOTAL HOURS: \_\_\_\_\_

## 5) SIGNATURES

**In witness whereof, and in full knowledge of the content of this Agreement and its requirements of commitment, supervision and evaluation, the parties commit to respect the conditions set out in this Agreement and to meet the requirements as listed below. The Internship Agreement holds place to the academic evaluation agreement.**

\_\_\_\_\_  
 INTERN DATE

\_\_\_\_\_  
 SUPERVISING PROFESSOR OR RESEARCH DIRECTOR DATE

\_\_\_\_\_  
 SUPERVISOR AT THE HOST ORGANIZATION DATE

\_\_\_\_\_  
 PROGRAM DIRECTOR OR COORDINATOR DATE

## Additional Information

### CONDITIONS DU CONTRAT DE STAGE

**MEALS PROVIDED :**  yes :  During work hours only  
 Number of meals provided per day : \_\_\_\_\_  
 Cost per meal : \_\_\_\_\_

no

**ACCOMODATIONS PROVIDED**  yes :

On the premises Cost per month : \_\_\_\_\_  
 At \_\_\_\_\_ km from the premises Cost per day : \_\_\_\_\_

Shared:  yes : number of people per room: \_\_\_\_\_  
 Per housing: \_\_\_\_\_  
 no

Furnished in the room/housing :

Television:  yes  no  
 Internet access:  yes  no  
 Telephone:  yes  no  
 Bedding:  yes  no  
 Kitchen:  yes  no  
 Bathroom:  yes  no Private :  Shared :

no

**UNIFORM SUPPLIED :**  yes :

Vest:  yes  no  
 Skirt:  yes  no  
 Pants:  yes  no  
 Coat:  yes  no

no  
 N/A Dress code, if applicable : \_\_\_\_\_

**LAUNDRY OF UNIFORMS:**

yes  no

**WASHER-DRYER ON PREMISES :**

yes  no  
 Cost : \_\_\_\_\_

**TRANSPORT ALLOWANCE:**  yes : Amount: \_\_\_\_\_  
 no

INITIALIZE HERE:

\_\_\_\_\_  
 student

\_\_\_\_\_  
 supervisor

## Requirements of commitment, supervision and evaluation of the activities in a recognized internship as part of an ESG UQAM program

### Preamble

As part of an undergraduate or graduate program, the internship is an academic activity that enables the Intern to acquire **practical and professional skills**, to cultivate his ability to analyse and summarize, to develop his **critical thinking and his sense of responsibility** through hands-on professional experience in a real organization.

The internship includes an integrated set of academic activities that are not limited to the workplace experience. The workplace experience **is not an end in itself, but rather a preferred means of learning**. The internship must first meet the specific pedagogical objectives, and also meet the requirements in respects to commitment and in terms of the supervision and evaluation of the activities.

The overall objective of this document is to set out, in the articles below, the requirements that govern the relationships between the parties to the internship.

The Policy aiming to prevent and cease (stop) sexism and sexual violence (hereinafter 'Politique 16') of the University of Quebec in Montreal (UQAM) is an integral part of these requirements. It can be viewed at : [https://instances.uqam.ca/wp-content/uploads/sites/47/2019/04/Politique\\_no\\_16\\_2.pdf](https://instances.uqam.ca/wp-content/uploads/sites/47/2019/04/Politique_no_16_2.pdf)

The organization must commit to provide a healthy, safe and favorable internship environment for the learning and development of the student's skills, in particular by respecting the sanitary standards and work safety guidelines recommended by the CNESST as regularly updated, particularly in the context of the COVID-19 pandemic.

### **The parties mentioned in this document:**

**The Host Organization**, represented by the Supervisor at the Internship site.

**The Intern**, represented by the student who is enrolled in an undergraduate or graduate program.

**ESG UQAM**, represented by the Program Director or Coordinator, and the Professor or Research Director, as applicable.

### ARTICLE 1

The definition of the internship and its objectives are established by the Supervisor in the Host Organization in collaboration with the Intern, and are described in the attached document.

The internship objectives must be relevant to the Intern's program and discipline (ex: economics, urban planning, finance, marketing). The objectives must be specific, measurable, attainable, and realistic. In addition, the Internship and its objectives must be feasible within the period established by this Agreement.

The internship and its defined objectives must be submitted to ESG UQAM for approval prior to the beginning of the Internship. No internship will be authorized retroactively.

### ARTICLE 2

To insure the respect of the pedagogical objectives as established by ESG UQAM, the internship must be of the minimum period according to the criteria established by the program. Internship durations are available on the ESG UQAM internship site (Carrefour des stages de l'ESG UQAM): <http://stages.esq.uqam.ca/>.

The internship may be completed on a full-time or part-time schedule, according to the Agreement signed between the Organization and the Intern. The internship must be completed within a 20 week period (unless authorized by ESG UQAM).

### ARTICLE 3

The Organization commits to:

- 1) Assign an Internship Supervisor.
- 2) Establish, with the Intern, the internship project and its objectives and submit the proposal to ESG UQAM for approval.
- 3) Enable the Intern to acquire work experience throughout the period determined by this Agreement.
- 4) Collaborate with ESG UQAM on the Intern's practical training and provide opportunities for learning and development that will complement the Intern's university program.
- 5) Plan for the Intern's arrival.
- 6) Provide the Intern with the necessary workspace and materials to complete the internship.
- 7) Provide the Intern with the training required to perform his duties at the Internship workplace.
- 8) Inform the Intern about all applicable policies and administrative procedures.
- 9) Advise, and answer the Intern's questions, and discuss organizational factors with the Intern in order to facilitate the Intern's performance in the Organization.
- 10) Ensure that the Intern receives adequate supervision, mentoring, and support throughout the internship.
- 11) Provide the Intern with access to the Organization and its departments as well as opportunities to participate in customer service, in conformance with the pre-established activities as well as the Internship activities established under Article 1 and set out in the attached document.
- 12) Immediately inform ESG UQAM of any unresolved problems.
- 13) Complete and return to ESG UQAM, at the required times, all Intern performance evaluation forms transmitted by ESG UQAM.
- 14) Ensure that the internship is completed in compliance with the conditions of this Agreement, and notify ESG UQAM of any changes.
- 15) Communicate Policy 16 to the members of its personnel who participate or collaborate in the internship project or who are in an educational or authority relationship with the Intern.
- 16) Promptly cooperate, when the situation requires, in implementing measures necessary to protect the health or safety of the Intern, if necessary, in the pursuit or not of the internship.

### **INITIALIZE HERE:**

\_\_\_\_\_  
student

\_\_\_\_\_  
supervisor

## **ARTICLE 4**

ESG UQAM commits to:

- 1) Provide preparatory information sessions and workshops to the Intern.
- 2) Ensure that the Organization and the Intern establish and achieve the internship objectives, as specified in Article 1 and the attached document.
- 3) Monitor the internship and ensure that it is conducted in accordance with the terms and conditions of this Agreement.
- 4) Ensure that the Intern hands in academic reports in accordance with the required conditions, and evaluate the Intern in accordance with UQAM's regulations and policies.
- 5) Evaluate all internships and internship environments.

## **ARTICLE 5**

The Intern commits to:

### Prior to beginning the internship:

- 1) Contribute to the achievement of the internship objectives, notably by preparing for the experience in advance.
- 2) Attend preparatory sessions and workshops for the internship organized by ESG UQAM.
- 3) Provide ESG UQAM with the necessary documents to support eligibility for the Internship.
- 4) Find an internship that meets the conditions of the study program, establish with the Organization the internship project and its objectives, and submit the proposal to ESG UQAM for approval.

### During the internship and after the internship is completed:

- 5) Carry out the work in accordance with the appended description of the Internship.
- 6) Actively participate in the internship experience.
- 7) Respect the confidentiality of all information that the Organization considers confidential, whether this information is gathered from files or by any other method during the internship.
- 8) Refrain from distributing documents and other information that may bring prejudice to the Host Organization, the individuals working there, or fellow students.
- 9) Ensure that behaviours, attitudes, and comments, both within and outside the Host Organization, are dignified and reflect ESG UQAM's credibility, image, and values.
- 10) Contact ESG UQAM immediately in case of any unresolved issues.
- 11) Complete the internship by the predetermined date, as established in the Internship Agreement.
- 12) Contact the supervising Professor or Research Director in order to understand and achieve the required academic objectives for the internship.
- 13) Hand in all the required academic reports as set out in the course guidelines for the internship or in accordance with agreements made with the Research Director to ESG UQAM.

## **ARTICLE 6**

ESG UQAM assumes no responsibility for the Intern or the Organization other than what is stipulated in the articles of this Agreement.

## **ARTICLE 7**

ESG UQAM declares that the Intern is covered by civil and professional liability insurance, for which the policies are held by the University at its own expense.

## **ARTICLE 8**

In the event that the Intern fails to comply with the regulations, policies, or procedures of the Organization (e.g., insubordination; negligence in performing the work; failure to carry out required tasks; unjustified tardiness or absence; inappropriate behaviour with colleagues or supervisors), ESG UQAM and/or the Organization reserve the right to terminate the Internship at any time.

## **ARTICLE 9**

Should the Organization fail to meet its obligations, the Intern may submit a request to ESG UQAM to terminate the Internship, including an explanation for the request. ESG UQAM shall determine the validity of the reason for the termination request. Should the Internship be terminated, ESG UQAM shall not be held responsible for finding the Intern another Internship.

## **ARTICLE 10**

All indirect and related costs incurred during the Internship shall be assumed by the Organization. ESG UQAM shall not provide the Organization with any compensation.

## **ARTICLE 11**

All changes to the initial arrangements as defined in this Internship Agreement must be stipulated in a new agreement signed by all parties. Any of the parties may submit a written request to ESG UQAM for modifications, including a statement of the purpose of the change.

INITIALIZE HERE:

\_\_\_\_\_  
student

\_\_\_\_\_  
supervisor