

UQAC – INTERNSHIP* AGREEMENT

***"Internship" can be hereafter understood as placement, educational project, teaching practice, etc.**

Course number: _____

Course title: _____

Year/Semester: _____

BETWEEN:

Université du Québec à Chicoutimi
 555, boul. de l'Université
 Chicoutimi (Québec) G7H 2B1
 Telephone: 1 418 545-5011

AND:

 Name of the Organization

 Address

 Telephone

CONCERNING:

 Name of the student

 Address

 Telephone

 Program

 Placement coordinator

 Representative

 Permanent code

 UQAC Professor ("Supervisor")
Hereinafter "UQAC"

 "Tutor" (appointed by the Organization)
Hereinafter "Organization"

 Permanent code
Hereinafter "Trainee"

1. UQAC:

- 1.1 informs the Organization of the description and objectives of the internship (to annex, if applicable);
- 1.2 supervises the internship;
- 1.3 agrees, if so requested, to provide the Organization with a proof of liability insurance covering the Trainee;
- 1.4 agrees to inform the Organization immediately and in writing of any cancellation or modification of the internship;
- 1.5 agrees to provide each party involved with a signed copy of the present agreement;
- 1.6 declines any responsibility in the event of any possible agreement between the Organization and the Trainee as to the Organization's policy concerning salaries as well as travel and living expenses.

2. THE ORGANIZATION:

- 2.1 agrees to accept as Trainee: _____
- 2.2 agrees to name a staff -member to supervise and be responsible for the Trainee;
- 2.3 agrees to assist the Trainee in the pursuit of their goals by providing the necessary support to ensure the successful completion of the internship, and to provide the Trainee's Supervisor with the means of following and evaluating the internship academically;
- 2.4 does not consider the Trainee as part of its regular staff;
- 2.5 offers the Trainee emergency medical assistance for sudden illness or accident happening in the workplace;

- 2.6 provides the Placement coordinator with an attestation of the Trainee's attendance if requested by UQAC;
- 2.7 does not require any compensation for the internship;
- 2.8 respects its own policy concerning the Trainee's salary as well as travel and living expenses;
- 2.9 Undertakes to comply with *An Act to ensure the protection of trainees in the workplace*; informs the Trainee immediately and in writing of any interruption or modification of the internship and sends a copy of the letter to the Placement coordinator, the Tutor and the Supervisor;
- 2.10 understands that the internship might be cancelled or the Trainee removed from the internship environment if they commit misconduct or fail to comply with academic requirements;
- 2.11 takes reasonable steps to ensure that any of its employee, representative or subcontractor in a position of authority or teaching with respect to the Trainee refrains from having a sexual, intimate or amorous relationship with the Trainee throughout the duration of the internship;
- 2.12 ensures that the environment in which the internship takes place is safe, healthy and free from sexual violence or misconduct, from vexatious conduct and from psychological harassment;
- 2.13 **disclose to UQAC any real or apparent conflict of interests that the Organization's representatives or staff members may have with respect to the Trainee;**

3. THE TRAINEE:

- 3.1 agrees to exercise common sense and to abide by all the rules of the Organization (policies, regulations, etc.), especially those concerning confidential information;
- 3.2 agrees to respect professional secrecy and any other ethical procedures applicable;
- 3.3 agrees to submit to the Organization's standards of hygiene;
- 3.4 agrees to respect the Organization's policy concerning trainees' salaries and travel expenses;
- 3.5 agrees to respect the right of ownership of all work carried out on behalf of the Organization. The Trainee hereby grants the Organization the perpetual and irrevocable right to use as it desires the product of the work carried out during the internship and directly related to the goals and activities of the internship; the Trainee may not claim compensation of any sort;
- 3.6 undertakes to inform the Placement coordinator immediately and in writing fifteen days before any intended modification or cancellation of the internship.
- 3.7 understands that the internship might be cancelled or the Trainee removed from the internship environment if the Trainee commits misconduct or fails to comply with academic requirements;
- 3.8 checks with the Placement coordinator that the Trainee has sufficient insurance coverage;
- 3.9 **disclose to UQAC any real or apparent conflict of interests that the Trainee may have with respect to the Organization's representatives or staff members;**

The duration of this Agreement from _____ to _____

Therefore, the parties have signed on [last signature date] _____

UQAC:

 Program director or
 Placement coordinator

PARTNER UNIVERSITY:
 (in the event of double diploma)

 Representative (for partner university)

THE ORGANIZATION:

 Representative

THE TRAINEE:

 Family name and given name