

International Internship Agreement

Student Name:

Internship Partner Agency:

Agency Supervisor:

Human Resources Contact:

UBC Faculty Advisor/Mentor:

Bridge Program Coordinator:

Internship Start Date:

End Date:

Time Commitment:

(hours / week)

Remuneration:

Monetary Arrangements:

(Identify total amount for the internship and payment arrangements.)

Benefits:

Project Description: Overall

Internship Objectives:

Student Deliverables: (Itemize what the student is expected to accomplish during the internship.)

Confidentiality and Proprietary Issues: (Identify any privacy issues associated with the internship and products.)

Accommodations overseas, Plane tickets: (Identify parties involved and compensation)

Visas/ Work Permit :(Offer letter, identify payment of expenses)

Agency Responsibilities:

- Provide the students with agency procedures pre-departure and during internship;
- Provide student with orientation to the workplace, including health and safety issues;
- Provide the agency support that is required for the student to successfully complete the internship project outlined above;
- Provide Performance Evaluation at the end of the internship.
- Adhere to all Employment Legislation and Human Rights Acts.

Student Responsibilities

- Engage in a project in a real-world setting that is consistent with the purpose of the Bridge Program and the partner organization/agency's mandate;
- Participate as an effective team member; and,
 - Prepare and present a seminar to the agency personnel on the results of the internship project if requested;
 - Prepare and present a seminar to the Bridge Program Research in Progress Seminar
 - Provide a Report and Evaluation at the end of the internship.
- Adhere to host countries laws, rules and policies of the host agency;
- Register with own country embassy/ High Commission in host country

Signatures of Parties involved

We hereby agree to the conditions of this agreement and those outlined in the Bridge Program Internship Guidelines (attached):

Student Signature:

Agency Signature:

Advisor/ Mentor Signature:

Bridge Program Management:

Date:
