

CAREER LEARNING AND DEVELOPMENT INTERNSHIP CONTRACT

SECTION 1 – CONTRACT

Student Name	Phone	Email
University Program	Internship Course #	
Internship Work Permit Submit: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable Comments		
Internship Position Title	Work Hours Per Week	
Start Date of Internship	End Date of Internship	
<i>(Start and end dates of work term must be within the academic internship course dates as stated in the program outline)</i>		
Salary/Wage	<input type="checkbox"/> Unpaid: Section 4 Complete <input type="checkbox"/> Registered Charity Reg #	
Host Employer/Business Name		
Address/City/Country		
Name of Host Supervisor	Position	
Email	Phone	

1. STUDENT DUTIES

The Student agrees to perform the duties assigned by the Host Employer in consultation with the Royal Roads University's (RRU) representative(s) as required. The Student agrees to comply with the Host Employer's rules and all applicable safety regulations. Any special rules & safety requirements are to be communicated by the Host Employer to the Student prior to commencing the internship.

2. SUPERVISION

During the effective dates of this agreement, indicated above, the Student shall be under the direct supervision of the Host Employer and is expected to provide the required supervision and mentorship of a student or staff-in-training. RRU may contact the Host Employer and/or arrange a site visit at an agreed upon date and time.

3. EVALUATIONS & ACADEMIC REQUIREMENTS

The Host Employer shall, at the request of the RRU representative(s), evaluate the Student in the performance of their assigned duties. The Host Employer shall also provide support and information, if required, to either substantiate the student's on-site duties and work or assist the student with his/her final project.

4. WORKERS' COMPENSATION

All paid internships in Canada fall under Provincial Employment Standards Acts and are the responsibility of the host organization. Students hosted in unpaid internships within BC have coverage through the Ministry of Advanced Education, Skills & Training, under WCB Firm Number 4002. The filing, processing, and management of any WCB claim associated with this work placement is administered by the University's Payroll office. Outside of BC, work insurance is the responsibility of the host and student.

5. SITE SAFETY

The Host Employer will provide to the Student safety training specific to the site and work, and will not permit the Student to perform any duties, unless the Student has all safety equipment required.

6. REMUNERATION

The Host Employer and Student will negotiate and agree upon the internship salary. If the salary does not comply with the Canadian Employment Standards Act, the Host Employer must ensure the internship aligns with the unpaid internship/co-op under the Act and complete the included rationale and alternative remuneration details.

7. TRANSPORTATION & LOGISTICS

The parties agree that the Student is solely responsible for the Student’s transportation and international travel documents, vaccinations and passport to and from the Host Employer’s worksite, unless otherwise specified by the employer.

8. EMPLOYEE TENURE

The Host Employer agrees that the work activities of the Student identified herein shall in no way affect the job security of any other employee of the Host Employer, nor the Host Employer’s hiring practice with regard to any employees, whether full or part-time.

9. UNIVERSITY’S OBLIGATIONS

It is agreed that once the work term for the Student is confirmed as set out herein, the University’s only other obligation is to maintain contact with the Student and the Host Employer to such extent as the University deems necessary.

10. INDEMNITY

RRU shall indemnify and save harmless the Host Employer from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of RRU it’s Staff or Students arising out of this Agreement, excepting liability arising from the independent negligence of the Host Employer or Host Staff.

The Host Employer shall indemnify and save harmless RRU from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of the Host Employer arising out of this Agreement, excepting always liability arising from the independent negligence of RRU, its’ Staff or Students.

11. FIRST AID & NOTICE OF INJURY

The Host Employer will, if a Student is injured, ensure that the appropriate first aid services are promptly provided; AND Immediately report the occurrence of the injury to RRU’s Payroll Office by telephone at 250.391.2582 or by Fax at 250.391.2656.

12. PHYSICAL & MENTAL

The Student hereby agrees to be in good mental health and able to fully participate in their internship and make informed, objective decisions. The Student is covered by, or will obtain, appropriate personal accident and personal liability insurance coverage before the start of the internship, or can and will personally pay for all costs and liabilities that may incur by virtue of participation in the program.

13. CONFIDENTIALITY

The Host Employer is responsible for ensuring that all company confidentiality processes and/or agreements have been reviewed with and signed by the Student.

14. TERMINATION

The Student and Host Employer must abide by the start and end dates set within this contract. In the event of a possible termination of the internship, the Host and/or Student must be in communication with RRU prior to any termination of the contract.

15. EXCEPTION

In the event the Student shall be hired by the Host Employer outside the scope of this Agreement, the Student shall be deemed to be an “employee” or “worker” of the Host Employer for the purpose of all Statutes of British Columbia.

16. EFFECTIVE DATES & HOURS

The term of this agreement shall, unless terminated sooner, be effective during the dates listed above, during the Host Employer’s regular business hours.

By their signatures, the parties signify their agreement to the terms and conditions in this document.

Host Employer’s Signature	Date
Written Name	Position Title
Student’s Signature	Date
Written Name	

SECTION 2 – INTERNSHIP JOB DESCRIPTION

I, _____, as on-site internship supervisor, agree the attached job description accurately reflects the duties and responsibilities of the internship position.

Job description is attached _____ (host initial)

SECTION 3 – INTERNSHIP VALIDATION

STUDENT RATIONALE

Academic internships provide opportunities for students to apply their skills and knowledge in professional situations under the leadership of experienced professionals. While there are varying internship outcomes, all internships must offer an opportunity to apply classroom learning and theory to industry while under on-site mentorship and academic supervision.

Students must consider and substantiate how their potential internship would validate their in-class academic learning, the internship's academic requirements, and their own personal career ambitions. In writing, interns must provide 300-500 word rationale as to how their internship would supply the above-mentioned expectations of the internship course.

Student rationale is attached _____ Student initial

Internships are an academic course and therefore must meet specific criteria, including:

INTERNSHIP REQUIREMENTS

Internship Host Requirements:	Yes	No
An established company, being in business for a minimum of 3 years		
Have a minimum of 3 employees		
Internship Requirements:	Yes	No
A minimum of 420 hours over internship start & end date at a maximum of 40hrs/wk		
An English-speaking supervisor who can communicate with RRU staff and faculty		
Be mentored by an on-site supervisor with formal weekly or on-going feedback and support		
A midterm and end-of-term formal evaluation completed with supervisor		
Begin within the first two weeks of the internship academic course start date, or as required by program		
Provide learning, knowledge and experience at a professional level and, where appropriate, at supervisory or management level		
Provide connection between in-class academic studies and real-world experience		

SECTION 4 – UNPAID INTERNSHIPS

HOST RATIONALE

RRU encourages equitable payment for all internships, but is respectful that some unpaid opportunities are created to provide an exceptional learning opportunity for students to fulfill the work term requirements of an academic course. For this reason, RRU will consider applications for unpaid internship opportunities, where the responsibilities of offering an unpaid internship have been seriously considered. All opportunities must: be in accordance with Provincial Labour Standards Acts; have explored alternative compensation; not displace a paid employee; and have above-expected mentorship, supervision and learning outcomes that would surpass typical opportunities.

Rationale is attached (host initial)

Not applicable, the internship is a paid position (host initial)

UNPAID INTERNSHIP ALTERNATIVE COMPENSATION

The below worksheet provides an opportunity for the student and internship host to review how other types of remuneration may compensate for typical compensation in an unpaid internship. This process also helps students to understand the employer's investment into the internship through alternative monetary payments.

Compensation Type Examples	Types of Agreed Upon Compensation	Compensation Amount	NA
Remuneration (stipend, bonus)			
Work-related (travel expenses, relocation costs, room & board)			
Professional Development (training, seminars, certifications)			
Professional Equipment (phone expenses)			
Personal Development (gym/health membership)			