

# CAREER LEARNING AND DEVELOPMENT FIELD STUDY CONTRACT

## SECTION 1 – CONTRACT

Student Name	Phone	Email
University Program	Field Study Course #	
Co-op Work Permit:	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Comments
Field Study Position Title	Work Hours Per Week	
Start Date of Field Study	End Date of Field Study	
(Start and end dates of work term must be within the academic Field Study course dates as stated in the program outline)		
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 Field Study.

### 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 Field Study in Canada fall under Provincial Employment Standards Acts and are the responsibility of the host organization. Students hosted in unpaid Field Study 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. 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.

### 7. 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.

## 8. 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.

## 9. 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.

## 10. 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