

BRITE Internship Program - International Internship Agreement

Please note that this form functions first as a proposal which will be reviewed by the BRITE Internship adjudication committee based on the evaluation criteria at http://www.biodiversity.ubc.ca/BRITE/BRITE_internship.html, under 'How to Apply'. If approved (possibly with edits), it will then function as the memorandum of agreement for the internship.

International Students may be required to obtain off-campus work permits, see <http://www.cic.gc.ca/english/study/work-offcampus-how.asp#step4>. Canadian or International students working outside Canada may be required to obtain work permits, and should check prior to starting work. **Students are responsible for obtaining the necessary permits.**

Student Name & Email:

Internship Partner Agency:

Agency Supervisor:

Human Resources Contact:

UBC Faculty Advisor/Mentor:

BRITE Program Coordinator:

Internship Start Date:

End Date:

Time Commitment:

(hours / week)

Remuneration:

Benefits:

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

Project Description:

(Identify overall internship objectives; where the student will be located, and if not in the agency's office, how the intern will be supervised and immersed in the agency's work—e.g., weekly Skype calls. Please make explicit the anticipated contribution to the student's career, with reference to the student's career goals as appropriate.)

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;

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- Complete and provide intern with the 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 BRITE 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 BRITE Program Research in Progress Seminar (or similar venue);
 - Complete and submit a Report and Evaluation at the end of the internship.
- Adhere to host country's laws, as well as the 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 BRITE Program Internship Guidelines (attached):

Student Signature: _____

Agency Advisor/Mentor Signature: _____

UBC Advisor/ Mentor Signature: _____

BRITE Program Management: _____

Date: _____