

## **BRITE Internship Program - National 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](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 & E-mail:**

**Internship Partner Agency:**

**Partner 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, and—as applicable—the training the student has or will have that enables this.)

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

**Reasons and acceptable delays to terminate the contract:** (Identify procedure.)

**Agency Responsibilities:**

- Provide student with orientation to the workplace, including health and safety issues;

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**Biodiversity Research: Integrative Training & Education (BRITE)**

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- Provide the agency support that is required for the student to successfully complete the internship project outlined above;
- 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 Progress Seminar (or similar venue);
  - Complete and submit a Report and Evaluation at the end of the internship.

**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:** \_\_\_\_\_