Note: This form works first as a proposal. Once approved by all parties involved, it will serve as a protocol of agreement for the internship unless the partner organization has its own template.

|  |
| --- |
| **Part 1 – Student Identification** |
| **Name:**  **Email:**  **Study program:**  **Supervisor:**  **Co-Supervisor:** |

|  |
| --- |
| **Part 2 – Identification of host organization** |
| **Name of the host organization:**  **Address of host organization:**  **Address of internship location (if different):**  **Name of the internship supervisor in the host organization:**  **Email of the internship supervisor:**  **Title / function of this internship supervisor:** |

|  |
| --- |
| **Part 3 – Resources provided by partner organization** |
| BIOS2 doesn’t expect internship employers to pay students as employees. We expects the salary during the internship to be covered by the regular stipend. BIOS2 also offers travel grant that can be used to pay for transportation and living costs during the time of the internship.  **Are there any additional resources provided by the host? Please list below:**  This can include:   * Additional funding; * Travel (to and from the internship, use of organization vehicles, etc.); * In-kind arrangements (office desk space, housing, meals, field equipment, etc.); * Any additional benefits provided by the host for the duration of the internship. |

|  |
| --- |
| **Part 4: Information about Internship** |
| **Start date of the internship:**  **End date:**  **Time Commitment (hours/week, part-time or full-time):**  **Description of the internship:**  Please provide a short description of the internship project. The following elements must me described in the project description:   * Internship objectives; * Description of major responsibilities / activities; * Importance of the project for the host organization and in general; * Required / desired knowledge, skills and attitude; * Fit of the student with the project.   Moreover, it is important to explain precisely how the internship will provide an opportunity or training that is not offered in a traditional graduate science program, and how the host organization will support the student in this experience.  **Expected deliverables:**  The deliverables must be presented with a proposed timeline. Moreover, this section should include expected publications, reports, presentations and participation to meetings and working groups. |

|  |
| --- |
| **Part 5: Issues of confidentiality and responsibilities of the parties** |
| **Confidentiality and Proprietary Issues:**  Identify any privacy issues associated with the internship and/or internship products.  **Host organization responsibilities:**   * Provide intern with pre-departure and during internship procedures; * Provide intern with orientation to the workplace, including health and safety issues; * Provide intern the necessary support required to successfully complete the internship project outlined above; * Inform the BIOS2 program coordinator within a reasonable period of time when any concerns or inconvenience arises during the internship; * Consult with the BIOS2 program coordinator if the terms of agreement needs to be renegotiated; * Adhere to all Employment Legislation and Human Rights Acts.   **Intern Responsibilities:**   * Engage in a project in a real non-academic working context that is consistent with the purpose of the BIOS2 Internship Program and the partner organization mandate; * Participate as an effective team member at the host organization; * Provide reports or any documents / presentations required as part of the internship and according to the established schedule; * Ensure that the confidentiality and proprietary issues mentioned above are strictly respected; * Respect the ethical and deontological rules of the partner organization; * Inform the BIOS2 program coordinator within a reasonable period of time when any concerns or inconvenience arises during the internship; * Complete and submit a BIOS2 Internship Final Report at the end of the internship. |

|  |
| --- |
| **Part 6: Signatures of Parties Involved** |
| We hereby agree to the conditions of this agreement:  **BIOS2 Fellow**  **Name:**  **Signature:**  **Date:**  **Internship supervisor**  I authorize the oral and written distribution of the internship report in order to publicize the participation of organizations and the achievements of students: **Yes / No**  **Name:**  **Signature:**  **Date:**  **Academic supervisor**  I authorize the student to participate in the internship as describe above: **Yes / No**  **Name:**  **Signature:**  **Date:** |

Completed form must be emailed to BIOS2 Program Coordinator:

Kim Gauthier Schampaert, [kim.gauthier.schampaert@usherbrooke.ca](mailto:kim.gauthier.schampaert@usherbrooke.ca)

*\* This document was inspired by the BRITE Internships program documentation.*