

DRAFT TEMPLATE

STUDENT-INTERN CONTRACT FOR INTERNATIONAL INTERNSHIP PLACEMENTS

ELIGIBILITY: In order to be eligible to participate in a Carleton University individual student program internationally, you must:

- Have full-time student status
- Be in good academic standing
- Not be on disciplinary probation the semester prior to participation, or during the term abroad
- Have the approval of the BGIInS Department to participate in the internship

REQUIRED COMPETENCIES: In order to participate in Carleton University sanctioned programs abroad, you must demonstrate the following competencies:

- Ability to be flexible and adapt to new, unexpected circumstances as they occur. Navigate independently and/or appropriately in a new and/or unfamiliar environment
- Ability to be responsible for all known personal medical and psychological needs prior to participation in this off-campus activity, as well as the ability to be functionally stable for at least six months prior to participation
- Ability to respect the host culture and its different language(s), values, customs, and belief systems
- Knowledge of, and willingness to uphold, reasonable and appropriate standards for living environments

If you are unable to demonstrate the competencies at any point prior to or during an international internship program, Carleton University may reconsider your approval to participate in such program. You may contact the BGIInS Department if you have questions about the competencies.

COSTS AND PAYMENTS: A non-refundable \$80 administrative fee will be billed to your student account [for example; this is the fee levied by the ISSO for independent exchanges]

INTERNATIONAL TRAVEL

You will be responsible for obtaining your own insurance and/or services package for any travel abroad before or after the official duration of the program

AIRLINE RESERVATIONS: You are responsible for making your own travel arrangements.

PASSPORT: You must obtain your own passport which must be valid for at least six months beyond the last day of the program.

VISAS

You must obtain proper visas and pay all costs associated with such visas.

CONTACT INFORMATION

You must complete the Contact Information Sheet provided by BGIInS BEFORE departure and by the date established by the ISSO.

GENERAL TERMS AND CONDITIONS

- **RELEASE OF LIABILITY; INDEMNIFICATION:** In consideration for the use of premises or facilities owned or operated by Carleton University and/or in consideration for permitting me to participate in this program, on behalf of myself, my heirs, executors, administrators, successors or assigns, I hereby release and forever discharge Carleton University, its trustees, employees and agents from and against any and all actions, causes of action, suits, damages, claims, and demands, on account of personal injury, including death, or any other cause whatsoever, which I may have by reason of or arising out of my participation in this program. Further, I agree to indemnify and hold harmless Carleton University, its trustees, employees and agents from any and all causes of action, claims, demands, losses or costs of any nature whatsoever arising out of or in any way related to my participation in the program and my use of facilities, equipment, or services in association with the program. Carleton University will not accept liability for any act I commit, willful or negligent, which results in damages or injury to persons or property, and I agree to undertake full reimbursement to the injured party should such damage or injury occur.
- **RISK FACTORS:** I understand that my participation in this program involves risks not found in study at Carleton University. These include risks inherent in traveling to, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places and conveyances; and local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
- **REPORTING OBLIGATIONS:** I agree to report to the BGIInS Department and my faculty/staff advisor any serious physical, safety, personnel or other problems that I may encounter during the program. I understand that the University is not responsible and I agree to hold the University harmless for any claims, disputes, losses, damages, injuries, adverse events, or outcomes arising out of or caused by the host institution, experience provider, or internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events, and outcomes caused by their actions, inactions, or negligence, even if the University has been advised of the possibility of such.
- **MEDICAL CONSULTATION:** I agree to consult with my personal physician about necessary immunizations and any other medical matters relating to my

participation in an international program. I understand that I am strongly encouraged to disclose to the BGIInS Department and/or program leaders any personal, physical, medical, and/or psychological or emotional concerns/issues I might have which would, without reasonable accommodation, prevent me from performing my responsibilities on my program. I understand that if I have a disability which requires reasonable accommodation by the [host organization], I will advise the program leader at a time sufficiently prior to the commencement of the program to allow the program leaders/providers to make reasonable accommodations.

- **PRE-DEPARTURE ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory pre-departure orientations and meetings with the Office of International Programs/Study Abroad and Program Leaders.
- **ATTENDANCE:** I agree to complete all University requirements/assignments associated with my program and as agreed upon with my faculty/staff advisor.
- **PROGRAM MODIFICATION:** If necessary, Carleton reserves the right to change or modify any arrangement concerning the location and/or content of the program.
- **HEALTH AND SAFETY; INSURANCE:** Carleton reserves the right to make such decisions and take such actions that it believes are necessary to maintain my health and safety, and I shall not hold Carleton responsible for such decisions or actions.
- **AUTHORIZATION FOR EMERGENCY SERVICES:** I hereby authorize Carleton, its faculty, and staff, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense. If deemed necessary or desirable by Carleton, I may be returned to Canada by commercial airline or other means at my expense for medical treatment.
- **RULES, STANDARDS AND INSTRUCTIONS FOR STUDENT CONDUCT:** I will, at all times, act responsibly and comply with the policies, rules, standards, and instructions for student conduct and behaviour of Carleton and the host organization(s). Carleton will enforce appropriate standards of conduct and may terminate my participation in the program for failure to maintain these standards or for any actions or conduct which Carleton considers incompatible with the interest, harmony, comfort or welfare of participants. Unacceptable conduct includes, but is not limited to, unauthorized absence from the program, harassment, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity. I understand and agree to be bound by the rules and policies of Carleton University and, in particular, the Student Code of Conduct as well as those of my host organization(s).
- **ALCOHOL AND OTHER SUBSTANCES:** Carleton will not tolerate alcohol or drug abuse and/or excess. I understand that if I am impaired and cannot fully participate in my program, Carleton and/or the host organization may

require my immediate termination from the program and I will return to Canada.

- **REMOVAL FROM PROGRAM:** If my program participation is terminated, Carleton shall have the right to require me to leave the program and return to Canada without refunding the registration fee. If Carleton directs me to return to Canada, I agree to cooperate and abide by such direction and cover all associated costs.
- **UNFORSEEN COSTS:** I understand that I am responsible for any additional unforeseen costs (e.g., housing, board, travel fees) associated with my participation in the program in the event of an emergency that detains me outside of the program and/or planned program dates. I am responsible for the purchase of trip interruption/cancellation insurance.
- **EMERGENCY CONTACTS:** I agree that the Carleton Study Abroad Office staff may distribute information about my participation in a study abroad program to the parent or guardian whom I have designated as my emergency contact. I further agree that such staff may discuss my academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my study abroad experience.

Student Signature

Date

AGENCY-INTERN CONTRACT

Student Statement of Conduct:

I, _____, as a BGINs student at Carleton University, and as an Intern with _____, agree to abide by the standards and regulations of the placement agency as well as those of Carleton University. I also ensure the confidentiality of the information to which I have access during my placement, in compliance with the instructions of my Placement Supervisor.

Supervisor from Placement Agency

Name: _____

Job title: _____

Agreed Placement Schedule (days and times of work)

Day(s) _____

Times _____

Student Learning Objectives and Tasks

The student and supervisor have discussed and identified the following specific learning objectives, tasks and indicators/means of achievement for this placement.

Student Learning Objectives	Associated Tasks & Assignments	Indicators of Achievement & Means of Assessment
Objective 1	Task 1	Task 1
Objective 2	Task 2	Task 2

Final Product:

The student's final product will be:

Student Signature

Supervisor Signature

Date