

This Acknowledgment of Understanding is between the faculty member and student for the I-CUREUS program.

The terms of this acknowledgment will be effective for the duration of the program.

All hours must be completed before the end of the term. If the number of hours required changes, it is the faculty member's responsibility to immediately notify Teaching and Learning Services (TLS).

If one or both parties are no longer able to continue with the project, it is the faculty member's responsibility to immediately notify TLS.

Both the faculty member and student must read and agree upon the following program conditions:

- I. **Faculty member responsibilities:** The faculty member must provide clarity of student role/expectations and abide by them throughout the tenure of the internship. The faculty member will ensure continuing supervision during any leave of absence from the university (e.g., conference, medical, parental). If the faculty member and/or student are no longer able to continue with the project, the faculty member must immediately notify TLS.
- II. **Student responsibilities:** The student promises to dedicate the necessary time and effort to complete this internship (as outlined in the application form). The student is expected to always conduct themselves in a professional and ethical manner when dealing with other students, employees, faculty and research participants. The student must share their findings from the internship with the Carleton community. This may include participating in an I-CUREUS showcase, or submitting a written report or video. If you have another idea for reporting on the partnership, please contact TLS for approval. Additionally, the student must complete casual employee mandatory training and new casual employee forms, as outlined on the [Human Resources website](#).

By submitting the I-CUREUS online application form, the faculty member and student declare they have read, understood and agreed with all the above contents of the I-CUREUS Acknowledgement of Understanding and will strive to fulfill all parts therein.

This Acknowledgment of Understanding is between Teaching and Learning Services (TLS) and the faculty member for the I-CUREUS program.

The terms of this acknowledgment will be effective for the duration of the program.

The specific terms of this agreement outline that the projects funded through I-CUREUS must provide an opportunity for students to:

- i. Contribute to the directions of a project; they are not meant to simply alleviate faculty workload.
- ii. Gain valuable exposure to research techniques.
- iii. Complete the specific project roles outlined and agreed to in the application form.
- iv. Share their work at the end of the academic year. This may include participating in an I-CUREUS showcase, or submitting a written report or video.

By submitting the I-CUREUS online application form, the faculty member declares they have read, understood and agreed with all the above contents of the I-CUREUS Acknowledgement of Understanding and will strive to fulfill all parts therein.

This Acknowledgment of Understanding cannot be modified in any way unless such modifications are made in writing and signed by both TLS and the faculty member. This document constitutes the entire acknowledgment between both parties.