

This agreement is designed to comply with the requirements of Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP). It reflects your right to privacy and permits the Co-op Office to disclose relevant information about you to current and potential internship employers. It also stipulates regulations and policies related to the Bachelor of Arts and Science Internship Program.

It is intended to assure procedural fairness for all individuals by articulating one set of principles governing internship students at Mount Saint Vincent University. These Terms and Conditions are in addition to those regulations listed in Mount Saint Vincent University's Undergraduate Academic Calendar and the Student Guide for Bachelor of Arts & Science Interns.

Academic

I understand that I must comply with the academic standards and regulations as outlined in the program description sections of the Mount Saint Vincent University Undergraduate Academic Calendar.

I understand that to maintain my eligibility for the internship program I must be registered as a full-time student when applying for admission into the internship program, and the semesters before and after the internship.

I agree to sign a Learning Agreement with the university upon confirmation of securing employment for the internship. The Learning Agreement will initiate my registration for the internship.

I understand that when I accept an internship, I am committing to undertake and complete that work term. I understand that I may not terminate an internship, or change the conditions of employment, without first discussing the situation with the Co-op Office. I understand that leaving an internship without permission results in a "Fail" for the internship and dismissal from the internship program.

I understand that evaluation for successful completion of an internship is comprised of a) work site visit; b) employer evaluation; and c) work term report/project. The results of the internship are indicated on my academic transcript, with three possible grades (Pass, Fail and Withdrawal).

I understand that the work term report/project requirements must be submitted by the deadline(s) outlined in the work term report/project guidelines or by the deadline(s) communicated by the Co-op Office and/or internship faculty advisor.

The internship receives academic credit and tuition fees valued at one unit.

I understand that since internship work terms are considered to be a full-time course of studies, I am not expected to take courses while on an internship work term. However, I can register for one-half unit of credit while on an internship work term. In order to take a course while completing an internship, I must notify my employer prior to the beginning of the internship to ensure the course will not interfere with my work term. I understand the academic department will de-register me from courses if I register for more than one-half unit of credit.

I understand that I must have completed 15 units of study by the end of the semester prior to the internship.

I understand that I can only complete the internship during the summer semester in which I am eligible.

I understand that I am not eligible to defer the internship to a future semester. I understand that if I am not successful in securing an internship, or not able to fulfill the requirements of the internship program, I am required to withdraw from the internship program. I will be assigned a grade and withdrawal fee as outlined in the Student Guide for the Arts and Science Internship Program.

Initial Here: _____

Freedom of Information Protection of Privacy Act - FOIPOP

I give my consent to the Co-op Office to disclose and release personal information consisting of my résumé, unofficial transcript and reference list to employers for the purpose of assisting me in securing and maintaining employment while I am enrolled in the Arts and Science Internship Program.

Initial Here: _____

Accessibility Services

I understand that if I am a student with a disability who may require accommodations in the workplace, I will register with the University's Accessibility Services as soon as possible.

If I am a student with a disability, I understand that I am encouraged to discuss my required accommodations with a co-op coordinator as soon as possible in order to access the information and support needed to succeed in the internship process and in the workplace.

Initial Here: _____

Internship Program Policies and Procedures

I understand that I am required to attend and complete the series of professional development (PD) sessions offered by the Co-op Office prior to the internship. These PD Sessions are a prerequisite for my internship work term. I understand that after the internship work term, I will be required to attend a debriefing meeting with my internship faculty advisor.

The Co-op Office facilitates all job offers for positions posted by the Co-op Office. I should not accept any job offers made directly from an employer until I have consulted with the Co-op Office.

I understand that if I am an international student, it is my responsibility to apply for a work permit and Social Insurance Number to secure an internship. I understand I am not eligible to begin my internship without a work permit and Social Insurance Number.

I understand that I will be assigned a Self-Directed Job Search Status if I decline more than two job offers and/or interviews.

I understand that if I do not sign up for an interview by 9:00 a.m. the business day prior to an interview I will be removed from the interview shortlist and it will be counted as a missed opportunity.

I understand that once I receive a job offer, I have 24 business hours to confirm with the Co-op Office whether I am accepting or declining the job offer (i.e. if I receive a job offer at 3:00 pm on Friday, I will have until 2:59 pm on Monday to accept). I understand that if I do not accept or decline a job offer within 24 business hours, it will count as a decline and the offer will be released to the next ranked student.

I understand that once I decide to accept a job offer, I must contact the Co-op Office to cancel any additional upcoming interviews no later than two business hours before the scheduled interview time.

I understand tuition and withdrawal fees apply to the internship program. Tuition fees are payable to Financial Services by the last business day of June.

Initial Here: _____

Internship Program Competition Process

I agree to comply with the open competition process and apply for positions posted by the Co-op Office until I secure an internship.

I agree to meet all deadlines for internship job postings and provide cover letters and résumés, and where applicable, references, transcripts and/or work samples.

I understand that I must be on campus to participate in the interview process until such time as I have secured an approved internship.

I understand that participation in the Arts and Science Internship Program may require me to apply for and accept positions anywhere in Canada in order to secure a position. Once I have accepted a position, I understand I will be responsible for the necessary travel expenses to relocate when the employer does not subsidize these expenses.

I understand that the internship may not be directly related to my program major.

I understand that internships are paid employment and reflect the organization's salary scale and the student's level of experience. I understand that internships are a minimum of 13 weeks in duration, a minimum of 35 hours of paid employment per week, and continuous employment with one organization.

I understand that I am committed to the position once an offer has been accepted either verbally, electronically or in writing. I understand at this point that I am no longer eligible for other internship opportunities for this term.

I understand that I will be required to withdraw from the internship program if I do not secure an internship by the last business day of final exams during the winter semester.

Initial Here: _____

In the Workplace

I understand it is my responsibility to request two copies of my signed contract from my employer at the beginning of my internship work term, in order to retain one copy for myself and to forward one copy to the Co-op Office.

I understand that while on an internship I am representing my educational program and the University and therefore agree to conduct myself in a professional and ethical manner. I agree to abide by my employer's policies, procedures, guidelines and code of conduct.

I understand that as an internship student, I am representing my internship employer. Therefore, I will adhere to policies and legal requirements when using the Internet and email. As a user, I will comply with the license agreements associated with computer software. I agree to use the internet responsibly and productively while on an internship work term.

I understand that documents that I complete or have access to during an internship work term are the intellectual property of the employer. I am not entitled to accessing this information outside of the internship term without the expressed written consent from the employer.

I understand that if I experience any serious difficulties or conflicts in the workplace throughout the course of my internship work term, I agree to attempt resolution of these issues with my co-workers and/or supervisors and to communicate with the Co-op Office so they can provide support and guidance.

I understand that if my internship is interrupted (e.g. lay off), the University will make every effort to ensure alternate arrangements so that I can receive academic credit for my internship. I understand that the University does not accept responsibility for lost earnings.

Initial Here: _____

Own Job Search

I agree to allow the Co-op Office to solicit positions on my behalf and agree not to solicit positions from an employer directly on my own behalf. I will advise the Co-op Office if I pursue my own internship position and I will sign the Job Search Agreement form.

If I secure my own internship I understand that the Co-op Office must approve the position. A job description, start and end dates, confirmation of hours, salary and employer's contact information must be submitted for approval prior to my accepting the position.

I understand that if I secure my own internship, I am committed to this position once an offer has been accepted either verbally or in writing. I understand at this point I am no longer eligible for other internship opportunities for this term.

Initial Here: _____

I have read the above Terms and Conditions of enrolment in the Arts and Science Internship Program and I agree to abide by them during my participation in the Arts and Science Internship Program. I understand that failure to comply with any of the above can result in my being required to withdraw from the Arts and Science Internship Program.

I have read the information in my respective program description section in the Mount Saint Vincent University Undergraduate Academic Calendar and the Student Guide for the Arts and Science Internship Program and I agree to abide by this information during my participation in the Arts and Science Internship Program. I understand that failure to comply with any of the above can result in my being required to withdraw from the Arts and Science Internship Program.

Name: _____ Signature: _____
(Please print clearly)

Date: _____

Completing the following information is voluntary

The information will be used by the Co-op Office for statistical purposes, funding opportunities and potential scholarships/bursaries. Information about individuals will not be released without the student's expressed written permission.

I am:

- Canadian Citizen
- Landed Immigrant/Permanent Resident
- International Student

I require special assistance by reason of a disability:

- Yes
- No

I am a member of a visible minority group:

- Yes
- No

Revised: June 19, 2018