

Terms and Conditions - Master of Public Relations Internship

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 & WIL Centre to disclose relevant information about you to current and potential internship employers. It also stipulates regulations and policies related to the Master of Public Relations 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 Graduate Academic Calendar and the Student Guide for Master of Public Relations 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 Graduate Academic Calendar.

I agree to sign a Work Term Registration Agreement with the university upon confirmation of securing an internship position. The Work Term Registration 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 & WIL Centre. 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 five possible grades [Pass, Fail, No Credit Repeat, Withdrawal, and Fail*(academic offence)].

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 & WIL Centre and/or internship faculty advisor.

The internship receives academic credit and tuition fees valued at one-half 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. 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 2 units of study, including GPRL 6304, 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 Master of Public Relations Internship Program.

I understand that not meeting the academic standards for the internship program as published in the MSVU Graduate Academic Calendar, or failing an internship term, will result in automatic dismissal from the Master of Public Relations Internship Program.

Freedom of Information Protection of Privacy Act - FOIPOP

I give my consent to the Co-op & WIL Centre 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 Master of Public Relations Internship Program.

Accessibility Services

The Co-op & WIL Centre and Accessibility Services can support internship students who may require accessibility arrangements and accommodations for the workplace. The first step is to register with the University's Accessibility Services as soon as possible.

To register or discuss internship work term accommodations with MSVU Accessibility Services, book an appointment at www.msvu.ca/campus-life/accessibility-services or call (902) 457-6567.

If you are a student who may require accommodations for the internship program, we encourage you to discuss your specific needs with a member of the Co-op & WIL team as soon as possible. This will enable you to access the necessary information and support to succeed in the internship process and the workplace.

Please note that if you are already registered with Accessibility Services, the academic accommodations that you may have for your coursework do not automatically transfer to internship work terms.

It is important to understand that accommodations are intended to assist and support students in meeting the internship work term expectations, but do not alter or modify the required work term requirements.

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 & WIL Centre before the internship. These PD Sessions are a prerequisite for my internship work term.

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

I understand that if I am an international student, it is my responsibility to apply for a work permit and a Social Insurance Number to secure an internship. I understand I am not eligible to begin my internship without a work permit and a 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 before 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 & WIL Centre whether I am accepting or declining the job offer (e.g., 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 & WIL Centre 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 and are due with Summer Session I fees.

Internship Program Competition Process

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

I agree to provide accurate, complete, and truthful information on my resume, cover letter and any other application materials. Additionally, I confirm that I will obtain consent from individuals I wish to list as references, ensuring that they are aware of and prepared to support my application.

I agree to accurately represent myself during the interview and hiring process, providing honest answers about my capabilities and overall self.

I agree to meet all deadlines for internship job postings and provide cover letters, 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 Master of Public Relations Internship Program may require me to apply for and accept positions anywhere in Canada to secure a position. Once I have accepted a position, I understand that I will be responsible for the necessary travel expenses to relocate, as the employer does not typically subsidize these costs.

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 that at this point, 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.

In the Workplace

I understand that it is my responsibility to request two copies of my signed contract from my employer at the beginning of my internship work term, retaining one copy for myself and forwarding the other copy to the Co-op & WIL Centre.

I understand that while on an internship, I am representing my educational program and the University, and therefore agree to conduct myself professionally and ethically. 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 during my 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 access this information outside of the internship term without the expressed written consent from the employer.

I understand that if I experience any severe difficulties or conflicts in the workplace during my internship work term, I agree to attempt to resolve these issues with my coworkers and/or supervisors and to communicate with the Co-op & WIL Centre so they can provide support and guidance.

I understand that if my internship is interrupted (e.g., layoff), 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.

Own Job Search

I agree to allow the Co-op & WIL Centre 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 & WIL Centre 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 & WIL Centre must approve the position. A job description, start and end dates, confirmation of hours, salary and the employer's contact information must be submitted for approval before I accept the position.

I understand that submitting false or dishonest job information to the Co-op & WIL Centre is an academic offence. An academic offence can result in an F* grade for the work term. I understand that information about academic offences can be found in the MSVU Graduate Academic Calendar.

I understand that the Co-op & WIL Centre has the right to contact employees at the organization to validate my position when I secure a work term through my own job search.

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 that at this point, I am no longer eligible for other internship opportunities for this term.

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

AND

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

Name: _____
(Please print clearly)

Signature: _____

Date: _____