

BRITE Internship Program - Internship Application/Agreement

This form functions first as a proposal, which will be reviewed by the BRITE Internship adjudication committee based on the evaluation criteria (see 'How to Apply' at http://www.biodiversity.ubc.ca/BRITE/BRITE_internship.html). If approved (possibly with edits), it will then function as the memorandum of agreement for the internship.

*International Students may be required to obtain off-campus work permits, see <http://www.cic.gc.ca/english/study/work-offcampus.asp>. Canadian or International students working outside Canada may be required to obtain work permits, and should check with the grad studies office prior to starting work. **Students are responsible for obtaining the necessary permits.***

Student Name & Email: _____

If MSc, year in program _____ **expected program completion date** _____

If PhD, year in program _____ **expected program completion date** _____

International student? yes ___ no ___

UBC Faculty Advisor Name & Email: _____

Internship Partner Agency: _____

Agency Supervisor Name & Email: _____

Agency HR Contact and email: _____

BRITE Coordinator: Sarah P. Otto, otto@zoology.ubc.ca

BRITE Administrator: biodiversity.brite@ubc.ca

Internship Start Date: _____ **End Date:** _____

internships usually span 6 weeks to 3 months of full time work

Time Commitment (hours/week, part-time or full-time): _____

Funding requested from BRITE (see website for current maximum): \$ _____

Funding provided by Partner Agency: \$ _____

- 1) Will the Partner Agency provide travel (e.g. to and from the internship; use of company vehicle during internship)?**

- 2) **Will the Partner Agency provide any in-kind arrangements for Intern? These might include office desk space, housing, meals, field equipment, etc. Please list below:**

- 3) **Are there any additional benefits provided by the Partner Agency for the duration of the internship? Please list below:**

Project Description (To be drafted by partner organization): (Identify overall internship objectives.)
250 word limit for each response, please be succinct

- 1) **A brief description of the project to be conducted by the intern and its importance to the partners and in general (why is the project worth supporting?)**

- 2) **Fit of student to the project, ability of the student to do as hoped (how/why will the goals stated above be achieved?)**

- 3) **Expected quality of experience for the intern (networking, skill development, etc.)**

Reasons and acceptable delays to terminate the contract: (Identify procedure)

Agency Responsibilities:

- Provide the students with agency procedures pre-departure and during internship;
- Provide student with orientation to the workplace, including health and safety issues;
- Provide the agency support that is required for the student to successfully complete the internship project outlined above;
- Complete and provide intern with the Performance Evaluation at the end of the internship;
- Adhere to all Employment Legislation and Human Rights Acts.

Student Responsibilities:

- Engage in a project in a real-world setting that is consistent with the purpose of the BRITE Program and the partner organization/agency's mandate;
- Participate as an effective team member; and,
 - Prepare and present a seminar to the agency personnel on the results of the internship project if requested;
 - Prepare and present a seminar to the Biodiversity Lunchtime Internal Seminar Series (BLISS) or similar venue;
 - Complete and submit a Report and Evaluation at the end of the internship.

Signatures of Parties Involved:

We hereby agree to the conditions of this agreement and those outlined in the BRITE Program Internship Guidelines (see http://www.biodiversity.ubc.ca/BRITE/BRITE_internship.html)

Student: _____ **Date:** _____

Agency Supervisor: _____ **Date:** _____

UBC Faculty Advisor: _____ **Date:** _____

BRITE Coordinator: _____ **Date:** _____

Biodiversity Research: Integrative Training & Education (BRITE)