

## BRITE Internship Program - International Internship Application/Agreement

Please note that this form functions first as a proposal which will be reviewed by the BRITE Internship adjudication committee based on the evaluation criteria at [http://www.biodiversity.ubc.ca/BRITE/BRITE\\_internship.html](http://www.biodiversity.ubc.ca/BRITE/BRITE_internship.html), under 'How to Apply'. 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 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 \_\_\_\_\_

UBC Faculty Advisor & Email: \_\_\_\_\_

Internship Partner Agency: \_\_\_\_\_

Agency Supervisor Name & Email: \_\_\_\_\_

Agency HR Contact and email: \_\_\_\_\_

BRITE Coordinator: Sarah P. Otto, [otto@zoology.ubc.ca](mailto:otto@zoology.ubc.ca)

BRITE Administrator: Katie Beall, [brcadmin@biodiversity.ubc.ca](mailto:brcadmin@biodiversity.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 (maximum \$6660): \_\_\_\_\_

Funding provided by Partner Agency: \$ \_\_\_\_\_

- 1) Will the Partner Agency provide travel (e.g. airfare 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 that are not listed above? Please list below:

**Visas/ Work Permit:** (Offer letter, identify payment of expenses)

**Project Description:** (Identify overall internship objectives) *250 word limit for each response, please be succinct*

- 1) **Importance of the project, to the partners and in general (why is the project worth supporting?)**
- 2) **Fit of student with project, ability of the student to do as hoped (how/why will the goals stated above be achieved?)**
- 3) **Expected quality of internship experience based on partner agency/supervisor**

**Student Deliverables:** (Anticipated contribution of the opportunity to the student's career; please make explicit the anticipated contribution to the student's career, with reference to the student's career goals as appropriate.) *100 word limit for each response, please be succinct*

- 1) **Professional and personal expectations for the benefits of the internship and its potential to help the student advance their broad career**
- 2) **Products of internship**

**Location of the Internship:** (Where will the internship take place? Where the student will be located? How will the intern will be supervised and immersed in the agency's work—e.g., Specify how much is to be at the partner agency offices, and whether the partner supervisor is on site. If field work is a component of the internship, please indicate all field work safety, biosafety, or human ethics protocols and/or permits necessary for the project.)

**Confidentiality and Proprietary Issues:** (Identify any privacy issues associated with the internship and products.)

**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;

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**Biodiversity Research: Integrative Training & Education (BRITE)**

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Phone: 604.822.0400 | Fax: 604.822.9250 (attn: Kai Chan) | biodiversity.centre@ubc.ca | biodiversity.ubc.ca

- 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.
- Adhere to host country's laws, as well as the rules and policies of the host agency;
- Register with own country embassy/ High Commission in host country.

**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](http://www.biodiversity.ubc.ca/BRITE/BRITE_internship.html))

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**UBC Faculty Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BRITE Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_