

INTERNSHIP AGREEMENT

BACHELOR'S DEGREE IN HUMAN AND ORGANIZATIONAL COMMUNICATION (6529) Course COM6260

The internship agreement must be sent by email to the faculty member responsible for supervising the program's international internships.

Offer posted by the faculty or program:

Internship found by the student:

1) ADMISSION AND INTERN CONTACT INFORMATION

YEAR: _____ SEMESTER: FALL

WINTER

SUMMER

COURSE CREDITS COMPLETED,
OR IN PROGRESS: _____

NUMBER OF REQUIRED COURSES
COMPLETED, OR IN PROGRESS: _____

NUMBER OF INTERNATIONAL COURSES
COMPLETED, OR IN PROGRESS (MIN. 4): _____

CUMULATIVE AVERAGE: _____

LANGUAGE(S) (SPOKEN AND WRITTEN): _____

PERMANENT CODE _____

LAST NAME OF STUDENT _____

FIRST NAME _____

ADDRESS _____

CITY/PROVINCE _____

POSTAL CODE _____

EMAIL _____

PHONE _____

2) HOST ORGANIZATION CONTACT INFORMATION

HOST ORGANIZATION _____

LINE OF BUSINESS _____

HOST ORGANIZATION WEBSITE _____

SUMMARY OF HOST ORGANIZATION'S MISSION _____

SUPERVISOR _____

TITLE/POSITION _____

EMAIL _____

PHONE _____

ALTERNATE SUPERVISOR _____

ALTERNATE SUPERVISOR EMAIL _____

ORGANIZATION ADDRESS _____

CITY/COUNTRY _____

POSTAL CODE _____

ORGANIZATION: PRIVATE

PUBLIC

NGO

IO

NPO

3) INTERNSHIP FRAMEWORK

PERIOD: FROM _____ TO _____
(MONTH/DAY/YEAR) (MONTH/DAY/YEAR)

DURATION OF THE INTERNSHIP IN MONTHS (MIN. 2 MONTHS): _____

POSITION: _____
(ASSIGNED ROLE IN RELATION TO THE SCOPE OF THE INTERNSHIP)

INTERNSHIP: PAID UNPAID

COMPENSATION (PLEASE SPECIFY): _____

SCOPE OF THE INTERNSHIP

OVERALL FRAMEWORK, OBJECTIVES AND DETAILED TASKS (ADD AN APPENDIX IF NECESSARY AND INCLUDE "SEE APPENDIX" IN THE BOX BELOW)

4) SIGNATURES

In witness whereof and in full knowledge of the content of this agreement, the parties agree to comply with the conditions and requirements set out herein.

STUDENT INTERN

DATE

INTERNATIONAL INTERNSHIP SUPERVISOR

DATE

HOST ORGANIZATION SUPERVISOR

DATE

Please initial each of the following pages.

International Internship commitment, training and evaluation requirements recognized by the bachelor's degree in Human and Organizational Communication

The internship, offered as part of the [bachelor's degree in Human and Organizational Communication](#), is an educational experience through which the intern acquires practical or professional skills, develops their analytical and synthesizing skills, and increases their critical thinking and sense of responsibility in a professional setting within an actual organization. It serves a clear educational purpose and must meet specific requirements with respect to engagement, training and evaluation.

The purpose of the international internship is to provide an opportunity to develop interpersonal communication skills with individuals and groups in an intercultural, foreign setting. The internship is a chance to improve your skills, challenge your personal limits and refine acquired knowledge and skills. The intern must set personal learning objectives and identify avenues for professional development. Finally, the international context allows students to be fully immersed in the language, organizational context—which tends to be quite different—and culture of their host country.

Given the nature of the internships, where students are integrated into the regular activities of the host organization and must perform professionally under supervision, the program recommends, when possible, that the intern be paid for their time or receive compensation (lump sum, transport costs, payment of tuition fees in whole or in part, etc.). Note that job shadowing is not accepted.

This document lists the requirements, divided in sections, that govern the relationships between the internship's various stakeholders.

The stakeholders mentioned in this document are:

- the **Host Organization**, or the person representing the internship setting (Host Organization supervisor);
- the **Student Intern**, or the student enrolled in the bachelor's degree in Human and Organizational Communication;
- **Université du Québec à Montréal (UQAM)**, or the faculty member responsible for supervising the program's international internships.

SECTION 1 — Internship description

The Host Organization will collaborate with the Student Intern to define the framework and objectives of the internship as set out in this agreement. The internship description must be submitted to the faculty member supervising international internships and be approved in advance during the preparation phase. Retroactive internships are not permitted.

The objectives of the internship must be related to the Intern's program and field of study and be specific, measurable, attainable and achievable. The internship and its objectives must also be completed within the time frame provided under this agreement.

SECTION 2 — Internship duration and progress

To meet the educational objectives required by the bachelor's degree in Human and Organizational Communication, the international internship must have a minimum duration of 2 months.

The exact schedule of the internship should be agreed upon by the Host Organization and the Student Intern.

SECTION 3 — Responsibilities of the Host Organization

The Host Organization undertakes to:

1. Choose a supervisor.
2. Establish a framework and objectives for the internship in collaboration with the Student Intern.
3. Allow the Intern to gain work experience in the time frame provided under this agreement.
4. Ensure a safe learning and work environment free from all forms of harassment and enforce [UQAM's policy No. 16](#) on preventing and combating sexism and sexual violence, and [policy No. 42](#) on respect, harassment prevention and intervention in the internship setting.
5. Take prompt action, as needed, to help implement the measures needed to protect the Student Intern's health and safety or, if applicable, to ensure the continuation or termination of their training path or activities.

6. Plan the Student Intern's reception, ensure that they have the information and administrative guidelines they need to integrate into the Host Organization, and answer any questions with respect to the organization.
7. Supervise, guide, train and support the Student Intern throughout their internship so that they can adequately fulfill their objectives, and regularly (e.g., once a week) give the Student Intern constructive and useful feedback that they can use to improve their work skills.
8. Provide the Student Intern with the working space and tools they need to carry out their internship, and allow them to work as part of a team within the Host Organization. Off-site internships must be approved by the international internship program's supervising faculty member.
9. Designate another person within the Host Organization who will assist the Student Intern in the event of the Host Organization supervisor's absence.
10. Immediately inform the internship program's supervising faculty member of any issues that have not been addressed.
11. Ensure that the internship is completed in accordance with the conditions set out in this agreement and notify the internship program's supervising faculty member of any changes.
12. Complete the Student Intern's evaluation form at the end of the internship, and send it to the international internship program's supervising faculty member (contact details for which will be indicated on the evaluation form).

SECTION 4 — Responsibilities of the supervising faculty member

UQAM, through the internship program's supervising faculty member, undertakes to:

1. Participate in the three tripartite meetings organized by the Student Intern.
2. Follow up on the internship at the midpoint meeting and ensure its compliance with the terms and conditions of this agreement.
3. Work closely with the internship setting to ensure all parties benefit as much as possible.
4. Protect the confidentiality of any information specific to the Host Organization disclosed in the internship report or during tripartite meetings.

SECTION 5 — Responsibilities of the Student Intern

Before the internship, the Student Intern undertakes to:

1. Meet the program's eligibility requirements throughout the internship.
2. Submit the registration forms for the internship.
3. Take part in the pre-placement orientation sessions (not included in hours for course credit).
4. Identify professional and personal learning objectives.
5. Find a placement that meets the conditions and objectives of the international internship component of the bachelor's degree in Human and Organizational Communication.
6. Establish the internship mandate with the Host Organization supervisor, complete the internship agreement and send it to the international internship program's supervising faculty member for pre-approval.
7. Complete the detailed internship agreement and forward it to the international internship program's supervising faculty member before their departure.
8. Send their progress report to the international internship program's supervising faculty member, according to the requirements provided in the COM6260's course outline.
9. Obtain the necessary documents (visa, insurance, etc.) for the entire duration of their stay—see the [Faculty of Communication website](#).

During the internship, the Student Intern undertakes to:

10. Perform the work expected under this agreement and the detailed internship agreement.
11. Take an active participatory role in the internship.
12. Protect any information considered confidential by the Host Organization, whether such information was collected in files or otherwise during the course of their internship duties.
13. Refrain from sharing any documents or information that could harm the Host Organization or its staff, or fellow students.
14. Behave, carry themselves and speak, both inside and outside the Host Organization, in a respectful manner that reflects the credibility, image and values of UQAM.
15. Immediately contact the internship's supervising faculty member in the event of a problem that they cannot resolve.
16. Complete the internship on the end date provided in this internship agreement.

After the internship, the Student Intern undertakes to:

17. Provide the international internship program's supervising faculty member and the Host Organization with their internship report, according to the requirements provided in the COM6260's course outline.

SECTION 6 – Responsibilities of UQAM

1. UQAM assumes no responsibility toward the Student Intern or the Host Organisation other than those set out in this agreement.
2. UQAM declares that the Student Intern is covered under UQAM's accident, civil and professional liability insurance, for the duration of the internship, within the dates provided in this agreement. For internships outside of Canada, only liability insurance applies. Proof of insurance may be obtained upon request by contacting communication.stages@uqam.ca.

SECTION 7 – Breach of the agreement by the Student Intern

In the event that the Intern fails to comply with the Host Organization's regulations, policies and procedures (insubordination, negligence in carrying out their work, failure to perform assigned tasks, unjustified lateness or absences, inappropriate behaviour toward co-workers or supervisors, etc.), UQAM or the Host Organization reserve the right to terminate the internship at any time by providing grounds for the termination.

SECTION 8 – Breach of the agreement by the Host Organization

In the event that the Host Organization fails to fulfill its obligations, the Student Intern may submit a request for termination of the internship to the internship program's supervising faculty member explaining the reasons for this request. It will be up to this individual, in conjunction with the department responsible for the bachelor's degree in Human and Organizational Communication, if applicable, to determine the validity of the reason given and whether the internship should be terminated. In the event that the internship is terminated, the intern must complete the remaining hours in another internship setting in order to meet their course requirements. UQAM is not required to find an alternate internship for the Student Intern.

SECTION 9 – Cost of hosting the Student Intern

The direct and indirect costs incurred by the internships are the responsibility of the Host Organization. UQAM does not offer any compensation to the Host Organization.

SECTION 10 – Amendments to this agreement

Any amendments to this internship agreement are subject to a new written agreement between the parties. Requests for amendments may be submitted in writing by either party to the internship program's supervising faculty member.

Required signatures:

- Student Intern
- Host Organization supervisor
- International internship program's supervising faculty member