

# INTERNSHIP AGREEMENT

## BACHELOR'S DEGREE IN COMMUNICATION (PUBLIC RELATIONS) (7434)

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

Offer posted by the faculty or program:

Internship found by the student:

### 1) ADMISSION INFORMATION

YEAR: \_\_\_\_\_ SEMESTER: FALL WINTER SUMMER COURSE CODE: COM6050 COM6060  
PREREQUISITE COURSES FOR COM6050: COM3410 PREREQUISITE COURSES FOR COM6060: COM6050, COM4065

For COM6060: FIRST INTERNSHIP, COM6050 (HOST ORGANIZATION NAME)

COURSE CREDITS COMPLETED: \_\_\_\_\_ NUMBER OF COURSES REGISTERED TO DURING THE INTERNSHIP: \_\_\_\_\_

### 2) INTERN CONTACT INFORMATION

LAST NAME OF STUDENT FIRST NAME  
PERMANENT CODE  
ADDRESS CITY/PROVINCE POSTAL CODE  
EMAIL PHONE

### 3) HOST ORGANIZATION CONTACT INFORMATION

HOST ORGANIZATION  
LINE OF BUSINESS HOST ORGANIZATION WEBSITE  
SUPERVISOR TITLE/POSITION  
EMAIL PHONE  
ORGANIZATION ADDRESS  
CITY/PROVINCE POSTAL CODE  
ORGANIZATION: PRIVATE PUBLIC NGO OTHER (PLEASE SPECIFY): \_\_\_\_\_

### 4) INTERNSHIP FRAMEWORK

PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_ HOURS/WEEK: \_\_\_\_\_ NUMBER OF WEEKS: \_\_\_\_\_  
(MONTH/DAY/YEAR) (MONTH/DAY/YEAR)  
POSITION: \_\_\_\_\_ TOTAL DURATION OF THE INTERNSHIP (HOURS): \_\_\_\_\_  
(ASSIGNED ROLE IN RELATION TO THE SCOPE OF THE INTERNSHIP) (NORMAL DURATION 140H)  
INTERNSHIP: UNPAID  
PAID (PLEASE SPECIFY): \_\_\_\_\_  
COMPENSATION (PLEASE SPECIFY): \_\_\_\_\_

## SCOPE OF THE INTERNSHIP

OVERALL FRAMEWORK, OBJECTIVES AND DETAILED TASKS

## 5) SIGNATURES

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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

\_\_\_\_\_  
INTERNSHIP SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOST ORGANIZATION SUPERVISOR

\_\_\_\_\_  
DATE

**Please initial each of the following pages.**

## Internship commitment, training and evaluation requirements recognized by the bachelor's degree in Communication (public relations)

The internship, offered as part of the [bachelor's degree in Communication \(public relations\)](#), 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.

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 strongly recommends that the intern be paid for their time. Note that job shadowing is not accepted.

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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 Communication (public relations);
- **Université du Québec à Montréal (UQAM)**, or the faculty member responsible for supervising the program's internships.

### SECTION 1 — Internship description and admission

1. The Host Organization will first collaborate with the Student Intern to define the framework and objectives of the internship. 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.
2. The framework and objectives of the internship must be submitted to the faculty member overseeing pre-approval for program internships.
3. Once the faculty member in charge has pre-approved the internship and before it can begin, a tripartite meeting must be held between the Student Intern, the Host Organization supervisor and the internship program's supervising faculty member to clarify the terms. The student's admission to the internship is officially confirmed at this meeting.

**Retroactive internships are not permitted.**

### SECTION 2 — Internship duration and progress

To meet the educational objectives required by the bachelor's degree in Communication (public relations), the internship must be 140 hours. The internship may take place on a full- or part-time basis, in accordance with the agreement established between the Host Organization and the Student Intern and approved by the internship program's supervising faculty member. It must be completed within 20 weeks, unless otherwise authorized by the internship program's faculty member supervising program internships.

### 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. Take part in the tripartite meeting (Student Intern, the Host Organization supervisor and the supervising faculty member) once the internship has been pre-approved and before it begins.
4. Allow the Intern to gain work experience in the time frame provided under this agreement.
5. 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.
6. 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.

7. Protect the intellectual property of the work carried out by the Student Intern as part of their internship ([UQAM regulation No. 5](#), sec. 10.1.2), in accordance with the agreement between the Host Organization and the Student Intern.
8. 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.
9. Supervise, guide, train and support the Student Intern throughout their internship so that they can adequately fulfill their objectives.
10. 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. It should be noted that, exceptionally and as required, some hours may be completed off-site.
11. Immediately inform the internship program's supervising faculty member of any issues that have not been addressed.
12. 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.
13. Participate in tripartite meetings at the midpoint and end of the internship.
14. Complete and provide the Student Intern with their evaluation when required. The internship program's supervising faculty will receive a copy either through the Host Organization supervisor or the Student Intern.

## 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. Identify professional and personal learning objectives.
3. Find a placement that meets the conditions and objectives of the internship component of the bachelor's degree in Communication (public relations).
4. Establish the internship mandate with the Host Organization supervisor and complete the internship agreement.
5. Forward the agreement to the internship program's supervising faculty member for pre-approval.
6. Once the internship has been pre-approved, plan an initial tripartite meeting (Student Intern, Host Organization supervisor and supervising faculty member) to discuss the internship and its objectives with a view to its final approval.
7. Send the agreement to the other stakeholders (Host Organization supervisor and supervising faculty member) to sign.
8. For internships carried out abroad (outside of Canada), obtain the necessary documents (visa, insurance, etc.) for the entire duration of the stay—see the [Faculty of Communication website](#).

During the internship, the Student Intern undertakes to:

9. Perform the work expected under this agreement.
10. Carry out the internship's administrative responsibilities according to the syllabus;
11. Write an evaluation of their own performance after the midpoint of the internship (worth 20% of the final grade).
12. Plan the second tripartite meeting at the end of the internship (Student Intern, Host Organization supervisor and supervising faculty member) to discuss their personal evaluation and internship report.
13. 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.
14. Refrain from sharing any documents or information that could harm the Host Organization or its staff, or fellow students.
15. 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.

16. Immediately contact the internship's supervising faculty member in the event of a problem that they cannot resolve.
17. Complete the internship on the end date provided in this internship agreement.

After the internship, the Student Intern undertakes to:

18. Provide the internship program's supervising faculty member with their internship report, according to the requirements provided in their course outline (COM6050 or COM6060).

## **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](mailto: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 Communication (public relations), 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
- Internship program's supervising faculty member