



Department of Geography and Environment

GENV 372/373 Internship/Practicum Agreement

Name of Student Intern Phone

E-mail

Agency

Agency Liaison Person Title/Position

Agency Liaison Person e-mail Phone

Agency Address Postal Code

Name of Immediate Supervisor Title/Position

Duties and Responsibilities of Student: Skills Required:

Blank lines for student duties and skills.

NOTE: Trinity Western University does not permit students to drive clients during their Practicum

Days and hours of work beginning _____ to _____

Day of week Day of week Day of week
Hours Hours Hours



Expectations and Agreement

This internship/practicum is a tripartite arrangement among the student intern, the agency or employer (i.e., a reputable government department, private agency, business, or non-governmental/ non-profit organization), and the institution - Trinity Western University (represented by the internship coordinator/program coordinator/chair/course instructor).

The internship is similar to the first 120 hours (approximately) of a new employee probationary period. Following a site and job orientation, the student is expected to carry out typical duties and responsibilities with the same standard of deportment as a newly hired individual.

The Institution (Trinity Western University) shall:

- Set the academic standard criteria, goals and objectives required for completing this internship/practicum course (GENV 372/373). Upon request, certify that the student has liability insurance under a university group policy.

The Student Intern shall:

- Find a reputable agency/employer that (i) deals with geographical and/or resources and environmental issues (e.g., spatial and statistical analysis, environment and resources management, weather and climate, urban planning, rural/community development, economic development, cultural/multiculturalism, population, transportation, housing, homelessness, and poverty issues); and (ii) is willing to accept and work with him/her as an intern. **Note:** For internship in Ottawa through the Laurentian Leadership Centre of Trinity Western University, the Intern together with the Director of the LLC, find an internship relevant to your major or career interest in government, the civil service, business, non-governmental organization, etc.
- Inform the Internship/Practicum Coordinator about the agency/employer s/he has secured so that the Coordinator will make arrangement for the signing of the internship agreement form(s) and all paper work to formalize and supervise the internship/practicum until completion.
- Participate and contribute **120 hours** of work without pay (i.e., 120 hours for each of GENV 372 and 373) for the Agency over the period of the intenship/practicum to be verified by his/her Employer or Internship Supervisor.
- Diligently apply his/her knowledge and skills gained in the classroom to a real world work environment in support of the Agency's achievement, in accordance with generally accepted professional practice, and under agency supervision.
- Prepare weekly reports (i.e., progress reports) that summarize his/her work done and/or experience by the end of each week and submit them to the Internship Supervisor and Internship Coordinator (or course instructor, program coordinator/chair) for evaluation and feedback.
- Write a succinct, informative and cumulative final project report (approximately 1,000-1,500 words) at the end of the internship which will be submitted to the Internship Cordinator for evaluation and a copy to the Internship Supervisor. This should be written in a form appropriate for an oral presentation to the staff at his/her place of internship and/or to a class, if deemed appropriate.
- Complete Internship/Practicum Evaluation, and submit this to the Internship Coordinator according to the schedule in the course syllabus.

The Agency/Employer shall:

- Designate an individual to be a signatory to this document on behalf of the Agency and designate an individual to supervise the student. Either individual will complete the Supervisor's Evaluation and verify the number of hours completed. Thus, at the end of the internship, the Internship Supervisor will provide a written evaluation of the Student Intern's work, attendance, attitude, etc. to and consult with the internship coordinator about the evaluation.
- Commit to supervise the Student Intern when he/she is at its premises; to outline duties, responsibilities and expectations of the student intern during the period of the internship; to provide an orientation concerning its organizational policies and procedures; to provide assistance, work and safety protocols, equipment and supplies to the student in order to enable him/her successfully achieve his/her learning goals and objectives as agreed upon by all parties; and to meet with the student regularly, discuss his/her performance of duty, and provide regular feedback to the student on performance at the workplace.
- Commit to fiduciary responsibility in terms of liability coverage of the Student Intern.

The Internship/Practicum Coordinator shall:

- Liaise between the Student Intern and the Agency on all necessary issues pertaining to the internship/practicum over the agreeable period.
- Discuss the academic component of this internship with the Student Intern; be in contact with the student to discuss the internship experience; conduct an assessment or evaluation of all written assignments, reports, internship experience, and provide feedback; conduct site visits if required; and assign a final grade.

Agreement and Signatures:

- We (the Agency and the Institution) have completely discussed this internship course with the Student Intern and we have agreed upon all the goals and objectives stated in the course syllabus, and the assigned work responsibilities outlined in this form/agreement.
- I (the Student Intern) concur with and accept all the academic and work duties indicated above to be performed without pay. I will complete all work and academic assignments to the best of my ability, under the direct supervision of the Agency at its premises. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the Agency's applicable rules, policies, procedures, regulations, and appropriate standard of conduct. I will be solely responsible for my own transportation to and from the Employer's work site.
- Any party to this agreement may end it at any time by giving adequate notice – at least two weeks prior to abrogation of the agreement – in writing to all other parties at the addresses given in this agreement.
- If the Agency decides to employ the Student Intern beyond the scope set out in this agreement, none of the provisions of this agreement will apply to the extra work.
- By their signatures the parties involved signify their agreement to the terms, conditions and expectations set out herein.

AGREED - SIGNATURE

Student Intern	Date
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Agency Liaison Person	Date
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Internship Coordinator, TWU	Date
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NOTE: Please return the completed and signed form by first week of classes