

# AIP Course Contract

**This course agreement is effective as of:**

Date: April 30, 2024 - August 09, 2024

Institution: The Innovation Hub: Loyalist College in Toronto

Student: \_\_\_\_\_

The Innovation Hub (or “AIP”) intends to hire the student for the position and the student agrees to the following conditions of the course:

IN CONSIDERATION, the parties agree to the following:

## **1. REPORTING TO:**

Students must report to the AIP Staff and their assigned Project Advisor.

## **2. STUDENT DUTIES AND RESPONSIBILITIES:**

Students are expected to arrive on time and fulfill the required hours indicated in this contract. While in the Innovation Hub, students are expected to work on their assigned projects and collaborate as a team to fulfil all requirements of the project.

Students will be provided with a Course Summary and Evaluation that outlines the expected deliverables for the term.

Students are responsible for the following:

- a. You agree to complete your work on time within the assigned deadlines displayed on Moodle.
- b. You agree to mark and track your own attendance on Moodle. A QR Code will be made available for students to check themselves in. The code will be provided at regular intervals determined by the AIP Staff.
- c. You agree to attend all weekly Project Advisor meetings scheduled by the AIP Staff in-person.
- d. You agree to attend all Workshops and Professional Development sessions.
- e. You agree to complete 420 hours on campus.

## **3. ATTENDANCE REQUIREMENTS:**

Attendance for the AIP course is mandatory. Students who miss a scheduled day will be graded 0 for the deliverable assigned for that specific day.

In-person attendance is mandatory. Grades will be decreased if the student is late for class or leaves early without pre-approval from the coordinator.

In case of illness or emergency, the student is expected to inform the coordinator, seeking pre- approval for their absence. No post approvals will be granted.

#### 4. BEHAVIOUR:

LCIT (Loyalist College in Toronto) is committed to providing students with a supportive learning environment and to assist students in achieving their learning and personal goals.

The Loyalist College **Student Code of Conduct – Positive Learning and Living Environment (AOP 209)** identifies those non-academic behaviours which, if left unchallenged and unchecked, would disrupt the academic purposes of the College, make the campus less safe, diminish the dignity of individuals and groups, or erode essential freedoms. It applies specifically to students because the behaviours of other College community members are held to comparable standards of accountability by other statutes, policies, and contracts.

The practice applies to:

- a. Students while they are engaged in college-related activities,
- b. Activities that are not directly college-related but that are likely to violate the right of other college community members to a harassment-free and respectful educational or work environment.

#### 5. STANDARD OF STUDENT CONDUCT

Students are expected to conduct themselves in a way that supports the following values of the college:

- a. Respect and Courtesy,
- b. Honesty and Integrity,
- c. Respect for Law and Justice,
- d. Respect for Democratic Rights,
- e. Academic and Personal Excellence.

Students are expected to demonstrate the following behaviours in both physical and virtual environments:

- f. Abide by all relevant federal, provincial, and municipal laws.
- g. Conduct themselves in a manner that does not harm or threaten harm to the proper functioning of college courses, programs and activities, the rights, safety and well-being of members and guests of the college and/or the property of the college.
- h. Abide by college policies, operating practices, procedures, regulations, and rules.
- i. Abide by reasonable instructions, given orally or in writing, by any college official authorized to secure compliance with such policies, operating procedures, regulations, and rules.
- j. More specifically, students are prohibited from the following conduct:
  - Assault or threat of assault or conspiracy to assault or threaten assault or verbal assault.
  - Harassment or discrimination in contravention of the principles articulated in the Ontario Human Rights Code, Criminal Code of Canada, the Canadian Charter of Rights and Freedoms, the Human Rights College Policy and other policies and operating practices of the college.
  - Behaviour or demeanor unsuitable or detrimental to the physical or virtual learning environment which infringes upon the rights of others.
  - Using abusive or disrespectful language in any physical or virtual environment.

## **6. ENROLLMENT PERIOD:**

You agree to the assigned enrollment period as communicated by the Registration as well as the AIP Team.

Student schedules will be determined and assigned by LCIT and will be provided before the start of the semester.

## **7. HOURS OF WORK:**

Students are expected to abide by the work schedule provided.

Students are expected to work additional hours as independent study to fulfil the requirement of **420 hours** between the semester dates outlined in the section above.

## **8. COLLEGE PROPERTY:**

Please refer to the Innovation Hub Hardware and Software agreement if applicable.

## **9. FACILITY MAINTENANCE:**

Students are expected to use the assigned AIP Parking, Entrance, and Washrooms in the facility.

Students are expected to be respectful to the other businesses within the building and not loiter at the front or back doors to the entire building.

Trash and cigarette butts are to be disposed of in the designated outdoor areas.

Inside of the AIP unit, employees are expected to flush the toilet after use and throw all washroom garbage in the designated bins within the washroom.

No food should be thrown into the sinks, and after eating, all food scraps and garbage should be disposed of within the local garbage bin.

## **10. POLICIES AND PROCEDURES:**

Refer to the policies and procedures indicated in Moodle under the Innovation Hub tab.

## **11. INTELLECTUAL PROPERTY:**

The student hereby provides permission to LCIT for perpetual, irrevocable right and license to use all Project Intellectual Property for the purpose of teaching, non-commercial research, administrative purposes, and publication on LCIT's e-learning platforms.

## **12. BENEFITS AND VALUES:**

- a. If successful, student projects have the potential to be published in the LCIT library, where future students and faculty will have access to read, and reference completed works.
- b. The projects can also be added to your resume and portfolio, enhancing experience and job prospects.
- c. AIP course improves soft skills and builds confidence in students enabling them to enhance essential employability skills, improving prospects of getting a job and being promoted within your field.

## **13. TERMINATION:**

This course agreement can be terminated by the institution if any of the above terms and conditions within this contract are broken, resulting in the failure of the AIP course.

## **14. APPEAL:**

If the student would like to appeal against the termination decision, they may follow the Academic Appeal procedure below:

[TPR 001 – AC 002: Academic Appeal](#)

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Student Signature

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Date of Signature